

# STUDENT HANDBOOK

2016-2017



## CROWLEY'S RIDGE COLLEGE

scholarship • spiritual life • service

### TABLE OF CONTENTS

|                                      |    |
|--------------------------------------|----|
| Campus Life.....                     | 4  |
| Student Regulations .....            | 4  |
| General Regulations.....             | 5  |
| Religious Activities .....           | 6  |
| Automobiles and other Vehicles ..... | 8  |
| Student Parking.....                 | 8  |
| Personal Appearance .....            | 9  |
| Disciplinary Action .....            | 12 |
| Off Campus Work .....                | 12 |
| Firearms .....                       | 12 |
| Keys .....                           | 12 |
| Residence Requirements .....         | 13 |
| Residence Hall Regulations .....     | 13 |
| Residence Hall Staff.....            | 13 |
| Room Assignments .....               | 14 |
| Room and Residence Hall Damage ..... | 14 |
| Signing Out .....                    | 15 |
| Room Check.....                      | 16 |
| Devotionals .....                    | 16 |

|  |    |
|--|----|
| Residence Hall Lobby .....                       | 16 |
| Late Policy .....                                | 16 |
| Quiet Hours .....                                | 17 |
| Visitors .....                                   | 17 |
| Unapproved Entry and Exit .....                  | 17 |
| Wing Regulations.....                            | 17 |
| Cooking and Appliances .....                     | 18 |
| Residence Hall Schedule/Abandoned Property ..... | 18 |
| Pets.....  | 18 |
| Room or Vehicle Inspection.....                  | 18 |
| Safety Procedures.....                           | 19 |
| Contingency Plan in Case of Emergency.....       | 20 |
| College Regulations .....                        | 20 |
| CRC Attendance Policy .....                      | 20 |
| Chapel Attendance .....                          | 21 |
| Cell Phones .....                                | 22 |
| Academic Honesty .....                           | 22 |
| Drug Policy and Crime Awareness .....            | 23 |
| Health Risks of Alcohol and other Drugs .....    | 24 |
| The State of Arkansas Legal Sanctions.....       | 25 |
| Where to get Help .....                          | 26 |
| Anti-Harassment .....                            | 26 |
| Paying Fines.....                                | 26 |
| Financial Responsibilities .....                 | 27 |
| Grievances and Discipline .....                  | 27 |
| Academic Grievance .....                         | 27 |
| Student Affairs Grievance Procedure.....         | 28 |
| Disciplinary Action .....                        | 29 |
| Definitions.....                                 | 29 |
| Disciplinary Appeals.....                        | 30 |
| Student Discipline Appeal Procedure .....        | 31 |
| Whom to see .....                                | 31 |
| College Services.....                            | 33 |
| Disability Services .....                        | 33 |
| Health Services .....                            | 33 |
| Immunizations.....                               | 33 |
| Career Opportunities.....                        | 34 |

|  |                   |
|--|-------------------|
| Counseling Services.....                           | 34                |
| Theft/Fire – College Liability .....               | 34                |
| Information Services: Learning Center Library..... | 34                |
| Hours.....   | 35                |
| Locating and Checking out Materials .....          | 35                |
| Fines.....   | 36                |
| Lost and Damaged Materials .....                   | 36                |
| Information Services: Computers .....              | 36                |
| Computer Resources .....                           | 37                |
| Student Computer Accounts .....                    | 38                |
| Student Personal Computers .....                   | 39                |
| Flash Drives .....                                 | 39                |
| Email .....  | 39                |
| Electronic Classroom.....                          | 39                |
| Internet .....                                     | 40                |
| FaceBook/ICR/Chat Rooms.....                       | 40                |
| Check-cashing Services .....                       | 41                |
| Activities Calendar.....                           | 41                |
| Honors/Activities/Calendar.....                    | 41                |
| Honors.....  | 42                |
| Homecoming Court.....                              | 42                |
| Heritage Awards.....                               | 42                |
| Awards Day .....                                   | 42                |
| Activities.....                                    | 43                |
| Music/Drama Groups.....                            | 43                |
| Intercollegiate Athletics .....                    | 43                |
| Intramural Athletics .....                         | 44                |
| Student Government Association.....                | 44                |
| Yearbook .....                                     | 44                |
| School Calendar .....                              | 45                |
| Fall Semester.....                                 | 45                |
| Spring Semester .....                              | 46                |
| Alma Mater .....                                   | 47                |
| Student Life Mission.....                          | inside back cover |

## CAMPUS LIFE

The administration of Crowley's Ridge College wishes to encourage the moral and spiritual growth of each student. This Handbook is designed with that purpose in mind. In all matters concerning personal conduct and appearance, students are encouraged to regulate their lives as responsible citizens in a Christian environment.

### STUDENT REGULATIONS

Respect for and adherence to every regulation on the part of every student is essential if the regulations are to have any meaning; all students, therefore, are required to declare their acceptance of these regulations for their lives while enjoying the privileges of this institution.

Students having difficulty with these regulations are urged to arrange for counseling with the Dean of Students, Campus Minister, or Director of Student Life. The administration will take steps to initiate such sessions where the need is known and will follow certain organizational procedures in an effort to gain such knowledge.

It should be understood, however, that:

1. Any willful violation of any rule will be interpreted as a demonstration of a spirit of disharmony with the institution and an act of dishonesty on the part of the offender leading to disciplinary action.
2. Disciplinary actions may result not only from overt infractions of stated rules, but from contributing to, or being an accessory in the infractions of other students as well.
3. Lack of display of a cooperative spirit in college policies may lead to disciplinary action including dismissal from school during the current semester and to the denial of re-admission in subsequent semesters.

The College Catalog clearly states the philosophical, social and spiritual position of Crowley's Ridge College. Students applying for admission to Crowley's Ridge College are assumed to be in basic agreement with the principles upon which CRC was founded. As a private, Christian education institution, CRC holds for itself the final judgment on the admission and retention of any student. A student considering enrolling

at CRC should keep in mind the purposes and ideals of the College and be in sympathy with them before deciding to attend. A student not intending to support the policies of the institution should not enroll. The College reserves the right to dismiss a student whenever, in its judgment, the welfare of the student and/or the institution requires that action be taken. CRC's Campus Crime and Security information may be found at <http://ope.ed.gov/security>.

## GENERAL REGULATIONS

In order to provide an environment conducive to learning and spiritual growth, Crowley's Ridge College has established regulations that are enforced through various disciplinary measures. Prohibitions include but are not limited to:

1. Possession or use of alcoholic beverages or illicit drugs by students on or off campus
2. Immoral conduct, including sexual immorality
3. Theft

Violation of the above prohibitions will result in automatic dismissal. Dismissal may also occur if the student is found guilty of any infraction of civil law or if the student has failed to disclose a previous conviction to college officials.

### **The College also expects students to refrain from the following:**

1. Use of coarse, obscene, vulgar, profane, racially or otherwise offensive language.
2. Use of tobacco, including E-cigarettes, in any form on campus or at school-sponsored activities.
3. Gambling or wagering in any form.
4. Littering on campus.
5. Possession, use or display of pornographic, lewd, or suggestive pictures, literature, videos (this includes internet usage or streaming videos through services such as Netflix), or magazines such as Cosmopolitan or Playboy, or other sexually explicit magazines.

6. Immoral conduct, including personal dishonesty (cheating, lying).
7. Attendance at clubs or places/forms of inappropriate entertainment. (In keeping with the philosophy of the College, students should use discretion in choosing entertainment).
8. Spreading campus gossip, false rumors, fighting and bullying (the act of intentionally causing harm to others, through verbal harassment, physical assault, or other more subtle methods of coercion such as manipulation).
9. The destruction of property. This includes school property and property belonging to another student.
10. Practical jokes that go too far.
11. Riding in back of pickup trucks.
12. Students are reminded that CRC has several video cameras on campus, and these cameras can be used to determine disciplinary action.

From the time of official admissions acceptance, a student is under College regulations. Enrollment may be denied if a student participates in inappropriate behavior at any time following acceptance, even if class is not in session. Any infraction of the regulations at any time will be subject to review by the Dean of Students or other appropriate College personnel. Possible disciplinary actions are listed under the section titled Disciplinary Action.

## **RELIGIOUS ACTIVITIES**

Each student is encouraged to attend church services regularly. In fact, the college recommends that resident students who regularly stay on weekends place membership in a local congregation. All campus facilities and buildings (except residence halls) will be closed during customary church hours on Sunday mornings, Sunday evenings, and Wednesday evenings. No activities should be scheduled during these hours.

The following is a list of Greene County Churches of Christ:

- Bethel Church of Christ, 870-530-9665**  
609 Greene 730 Road, Paragould
- Center Hill Church of Christ, 870-239-8032**  
4904 Walcott Road, Paragould
- Commissary Church of Christ, 870-476-9502**  
1909 Greene 609 Road, Paragould
- Delaplaine Church of Christ, 876-476-1550**  
Highway 34, Delaplaine
- Evening Star Church of Christ, 870-586-0064**  
Highway 34, Evening Star
- Gainesville Church of Christ, 870-476-0312**  
155 Road off Highway 135, Gainesville
- Hillcrest Church of Christ, 870-239-9468**  
17830 Highway 412 West, Paragould
- Liberty Church of Christ, 870-239-2327**  
Highway 351, Paragould
- Light Church of Christ, 870-476-8986**  
Highway 412 & 228 Road, Light
- Marmaduke Church of Christ, 870-240-3093**  
Highway 49, Marmaduke
- Mountain Home Church of Christ, 870-236-4457**  
324 Greene Road 635, Paragould
- Mulberry Church of Christ, 870-240-6078**  
3982 Greene Road 932, Paragould
- Newton Street Church of Christ, 870-378-5551**  
412 Newton Street, Paragould
- Pine Knot Church of Christ, 870-215-2376**  
3404 Willow Lane off Pine Knot Road, Paragould
- Seventh and Mueller Church of Christ, 870-236-6105**  
1000 South 7th Street, Paragould
- Union Central Church of Christ, 870-565-5113**  
Highway 49 between Halliday and Marmaduke
- Walcott Church of Christ, 870-215-8034**  
Highway 141, Walcott

## **AUTOMOBILES AND OTHER VEHICLES**

Students are permitted to bring cars and keep them on campus only if they submit to the following provisions:

1. Register the vehicle with the Dean of Students. Full-time students pay no fee. Part-time students pay a \$35 per semester fee.
2. Properly display a college-parking permit on the vehicle. A \$15 fine will be charged for failure to display the tag. Subsequent fines will be doubled.
3. File with the Dean of Students the name of the insurance company with whom liability insurance is carried, the name and number of insurance agent, make and model of car, and auto license number and drivers license number. Arkansas State Law requires proof of insurance to be carried while operating a vehicle.
4. Non-working vehicles must be removed from the campus.

No obscene stickers or other displays may be on vehicles. Students must observe a campus speed limit of 15 miles per hour and avoid dangerous driving. Students must park in areas designated for student parking. Rain or inclement weather will not excuse a parking violation. A fine of \$15 will be charged for the first violation, and subsequent fines will increase in \$10 increments. All parking fines must be paid in the business office within two weeks. Regulations for parking are in effect on weekends, holidays and semester breaks, as well as during the week.

All motor vehicles, including motorcycles, are to be used on streets only and are subject to the regulations and restrictions outlined for automobiles, including registration and parking. Driving across grassy areas on campus is prohibited at all times. No 4-wheeling is allowed on campus when there is snow! ATV's are not allowed on campus without special permission from the Dean of Students.

## **STUDENT PARKING**

Student parking is allowed in six locations on campus:

1. On the paved area in front of Wilson Hall and across the street.



Do not park on any grassy areas.

2. Within marked parking areas leading to the Administration Building. Spaces immediately next to the building and others marked as reserved are restricted to staff parking.
3. On the black-top areas in front of the science building and the rear of the building, but not on the shoulder of the road or any grassy areas.
4. On the parking lot across from the cafeteria. Students are restricted from parking on the same side of the street as the cafeteria near the entrance. This is a designated loading area.
5. In the parking lot at the bottom of the hill from the Administration Building, across the street from Winters Hall.
6. On the parking lot near the Carter Activities Center.

Students are restricted from parking in the following locations:

1. Near either end of Winters Hall.
2. Within the loading area of the Cafeteria.
3. In the parking spaces immediately adjacent to the Administration Building or any area marked as reserved or a no parking area.
4. On any grassy area on campus.
5. Driving on campus will be allowed at all times including to Hillcrest for chapel. However, we would prefer for students to park on campus and walk to chapel.

## **PERSONAL APPEARANCE**

The following regulations are in force for all students at all times.

### **MEN:**

1. Slacks or jeans should be neat and modest. Knee length shorts may be worn anytime, including chapel, classes and the cafeteria.
2. Shirts must be neat, properly buttoned and long enough to cover

the waist when seated. Tank tops or modified T-shirts are not permitted.

3. Hair should be neat and trim.
4. Shoes must be worn in all campus buildings, with the exception of the residence hall. Sock feet or shoes are required in residence hall lobbies.
5. Intercollegiate athletes must wear school-provided or approved uniforms.
6. Spandex is allowed for athletic events, but only under regulation shorts.
7. Earrings: One small stud or small earring may be worn on the ear lobe of each ear. No other body piercings (tongue, eyebrow or lip rings) are permitted.
8. Head coverings may not be worn in chapel. Individual instructors will set classroom dress regarding head coverings.
9. Extreme styles, including visible body piercing, that would cause an unusual amount of attention should be avoided. All styles must be in good taste.
10. Clothing should not have anything written on it that is not in keeping with Christian standards.
11. Pajama pants will not be allowed in chapel, classes or cafeteria.
12. Underwear should not be showing (i.e. boxers or briefs) above jeans/shorts/slacks.

**WOMEN:**

1. Slacks or jeans should be neat and modest. Dresses and skirts should be conservative in length, coming at least to the knee. Shorts are permissible within the same guidelines. No running shorts or slits up the side are allowed. Knee length shorts may be worn anytime, including classes, chapel and in the cafeteria.
2. Shirts should be properly buttoned and long enough to cover the

waist when seated (no see-through blouses). Sweaters and shirts should not be too tight. Necklines are to be modest and in no way suggestive or revealing. No tank tops with back exposures. No racer back type tops are allowed. Modest tank tops are allowed.

3. Formal dresses may be worn for special occasions, but must meet the same modesty requirements outlined above. No slits above the knee, and the back must be no lower than mid back. The front of the dress cannot show cleavage. Strapless gowns are acceptable.
4. Shoes must be worn in all campus buildings, with the exception of the residence hall. Sock feet or shoes are required in residence hall lobby.
5. Intercollegiate athletes must wear school-provided or approved uniforms.
6. Spandex is allowed for athletic events, but only under regulation shorts.
7. No spandex pants, yoga pants (dri-fit spandex material), or leggings are allowed in chapel, class or cafeteria unless a regulation length dress, top or skirt is over it.
8. Extreme styles, including body piercing, that would cause an unusual amount of attention should be avoided. All styles must be in good taste. Earrings for the ear and nose studs are the only visible body piercing allowed. No tongue, eyebrow or lip rings or facial derma piercing. Clothing should not have anything written on it that is not in keeping with Christian standards.
9. Pajama pants will not be allowed in chapel, or in any classes, or in the cafeteria.
10. Underwear should not be showing (i.e. boxers, panties, or thongs) above jeans/shorts/slacks.

## **DISCIPLINARY ACTION**

Violation of college regulations may lead to disciplinary action administered by the Dean of Students. This action may include the following: specific restrictions or requirements of the student, probation, suspension, expulsion, or campus and community service programs. The action administered will depend upon the offense and the student's cooperation.

From the time of official admissions acceptance until the completion of the semester, he/she is under college regulations. Enrollment may be denied if a student participates in inappropriate behavior at any time, regardless if classes are in session.

Faculty and staff will assist the Dean of Students with monitoring CRC's regulations and policies. Violations will be reported to the Dean of Students with a memo noting the incident. Disciplinary actions are also defined in the College Regulations section and the Services section of this handbook.

## **OFF-CAMPUS WORK**

Students must remember that the College cannot adjust class schedules around jobs. Conflicts that occur in scheduling are not the responsibility of the College. Any student who has a job working off campus during evening hours must arrange his work schedule in order to be back in the dorm by curfew.

## **FIREARMS**

The use or possession of firearms on campus is prohibited at all times. This includes BB guns, Pellet guns, Air-soft guns, HUNTING RIFLES AND BOWS! Students with a concealed weapon carry permit are not allowed to bring the weapon onto campus. Violators are subject to dismissal.

## **KEYS**

Students found with unauthorized keys to any building on campus are subject to immediate suspension. Students authorized to possess keys for any reason may not loan them to other students without specific permission from their immediate supervisor.

## **RESIDENCE REQUIREMENTS**

All full-time single students must either live in campus housing or with parents. You cannot be part-time for the express purpose of living off campus. The following exceptions may be made for off-campus housing:

1. Be at least 22 years of age at the beginning of the semester.
2. An underage student must stay in the dorm until the semester ends before moving into a summer apartment.
3. Live with an approved close relative.

All students not living in campus housing must have written approval by the Dean of Students. Special exceptions for off-campus living due to circumstances such as health or special needs must be requested by writing to the Dean of Students for consideration.

## **RESIDENCE HALL REGULATIONS**

Life in the residence hall is one of the most important and influential aspects of college life. The two primary factors of community living should be consideration for others and stewardship of the facilities provided. All residence hall students must be full-time students, except for part-time students who are completing graduation requirements in the current semester.

## **RESIDENCE HALL STAFF**

Two sets of residence hall supervisors manage Wilson and Winters residence halls. They report directly to the Dean of Students. Dorm supervisors are empowered by the Dean of Students to administer and enforce residence hall policies. Assisting the dorm supervisors are students who serve as Resident Assistants. The RAs work as helpers on campus when the students need encouragement, support, and assistance. They aid the Dean of Students in enforcement of college policies, including dress code and behavioral policies. Duties of the resident assistants include locking and unlocking doors at designated times, opening the door for latecomers when necessary, room check, enforcing quiet hours, assigning late minutes, and some custodial responsibilities. Resident Assistants have no authority to give permission to students to leave the residence hall after hours.

## **ROOM ASSIGNMENTS**

Students will be assigned rooms prior to or upon arrival onto campus. They must stay assigned to that room for a minimum of one week. If at the end of the week students wish to change rooms, they may do so **ONLY** with the permission of the Residence Hall Supervisor. Every time a student moves he/she must have the approval of the Residence Hall Supervisor.

Students requesting private rooms will be able to obtain them only as long as space is available. The additional cost of a private room is \$500. When necessary to limit the number of private rooms, the criteria for determining priority will be the number of semesters lived in the residence halls and the number of credit hours accumulated by the dorm student. Private rooms available to male students will be in Winters Dorm only. If a student's roommate leaves during the semester, the student will not be charged for a private room for the remainder of the semester. However, if the student chooses to move to an empty room during the semester, he/she will be charged for a private room.

Only two students are allowed per room unless it is necessary for the Dean of Students to place a third person in the room.

## **ROOM AND RESIDENCE HALL DAMAGE**

A non-refundable \$100 Residence Hall Reservation Fee is required of all first time students living on campus. There should be no altering of rooms, such as painting, wall paper, floor covering, etc. Students are not allowed to put aluminum foil on their windows. Students will be held responsible for any damage to their rooms. In cases of serious or obvious damage to any part of the residence hall, immediate charges will be collected. In cases where the responsibility for damages cannot be determined, damage costs will be equally assessed among all students. Under no circumstances can the students move internet cables.

### **Price list for damaging Wilson Hall, Winters Hall, Johnson Honor Housing, or Honor Housing II:**

- Breaking down or significantly damaging a bathroom or entry door - \$500.00.
- Damaging a 2 x 4 parabolic light fixture in room or hallway - \$200.00.

- Damaging a ceiling tile in room or hallway - \$10.00 each.
- Breaking a mirror - direct costs of replacing.
- Any other damage to a room, hallway, or common area, other than normal wear and tear - direct costs of replacing or repairing.
- Damaging, disturbing, changing view direction, covering the lens, disconnecting the power supply, or any other action intended to impede the proper function of a surveillance camera - \$500.00 fine.

Students must have permission from the Dean of Students to remove any furniture from the room. There must be two beds in every room.

Windows are not to be used as passageways. At the end of the year, you should leave the room the way you found it. If rooms are left unclean at the end of the semester, a cleaning fee of \$100 (to be divided among the occupants of the room) will be charged. There will be a charge of \$20 for keys that are lost or not returned to the dorm supervisors prior to students checking out.

## **SIGNING OUT**

To ensure a safe environment, it is important that Residence Hall Supervisors be able to locate residents. Therefore, residence hall students are required to fill out a sign-out sheet when planning to stay off campus overnight. Students must give a name, address, and home phone number of where they will be staying. In order to spend the night away from campus Sunday-Thursday night, a parent must call the dorm parent by 5:00 p.m. that day. Absence from the dorm during the week is discouraged. Failure to sign out or providing false information may result in disciplinary action. Students signing out to “home” are encouraged to leave at least one hour before curfew or earlier. Male students cannot stay dorm-to-dorm Sunday through Thursday nights. However, male students may stay dorm-to-dorm an unlimited number of times on Friday and Saturday evenings providing they have signed out for the dorm room they are visiting and the floor R.A. in the dorm in which they are visiting lists them as guests for the evening.

## **ROOM CHECK**

Students are responsible to have their rooms ready for general inspection at any time. A weekly room inspection will be done each Wednesday from 2:00 p.m. – 5:00 p.m. Unannounced room checks will be done periodically. Failure to pass inspection the first time each semester will result in a warning. The room will again be inspected within 24 hours. All failures after the first warning will result in a \$15 fine. Fines must be paid in cash in the business office or arrangements made for an equivalent amount of campus work within one week of occurrence. Unwillingness to cooperate can result in expulsion from the residence hall.

## **DEVOTIONALS**

Combined student devotionals (men and women) and separate student devotionals are held weekly. These sessions are planned by the students and campus minister and should be a time of drawing closer together with one another.

## **RESIDENCE HALL LOBBY**

The residence hall lobby is for student use. It should be kept neat at all times. The television must be turned off at curfew every night and should never be turned up excessively loud. Students are encouraged to watch programs which portray standards consistent with Christian values. Entertainment is subject to the approval of Resident Assistants and Dorm Supervisors. “R” rated videos are not allowed to be shown in the lobby. Students should be properly dressed when in the residence hall lobby. The lobby lights may be modified (by the dorm supervisors) when the TV is being watched. However, all lights will not be turned off in the lobby. Lobby rules are posted on the bulletin board in the lobby.

## **LATE POLICY**

All students must be in their residence halls by midnight Sunday through Thursday nights and by 1:00 o’clock on Friday and Saturday nights. Late permission for weeknights and weekends will be granted, under the direction of the Dean of Students, only for a specific time (e.g. 30 additional minutes) and only for special occasions. It must be granted before the evening begins – not as the evening progresses and



the students decide they need more time. Students should not seek employment if it causes them to work past curfew. A weekly work schedule (signed by their manager) must be submitted to the Dean of Students for consideration of late permission due to work. Late permission will not be granted during dead week and finals. When dorms are closed as announced by the Dean of Students, curfew will be 12:00 p.m. for students allowed to remain in the dorm. The dorm closing time will usually be 5:00 p.m. the Friday before an extended vacation for students.

**NOTE: The curfew must be observed when returning from weekends away from campus.**

## **QUIET HOURS**

Consideration for others should cause residents to keep noise to a minimum at all times. Quiet hours are to be strictly adhered to after curfew. Noise should not be heard outside of a room with the door shut.

## **VISITORS**

Commuting students are not allowed to stay in the dorm overnight.

Students who wish to have overnight visitors must have it approved and arranged in advance with the Residence Hall Supervisor. A student can have overnight visitors only 5 times a semester. All other visitors must be out of the dorms and off campus at curfew. You are responsible for the conduct of your visitors and should insure they follow the same rules and regulations that apply to you.

## **UNAPPROVED ENTRY AND EXIT**

Only approved and marked entryways are to be used in the residence halls. Entry and exit through windows or emergency exit doors will be subject to disciplinary action.

## **WING REGULATIONS**

Although the men's and women's wing of Wilson Hall share a common lobby, CRC campus housing is not "co-ed." Men's and women's wings of Wilson Dorm and Winters Dorm are closed to members of the opposite sex except during announced special occasions such as moving in and Open House. Violating this guideline will result in disciplinary

action, including automatic dismissal in cases involving sexual immorality.

## **COOKING AND APPLIANCES**

Only the following appliances are allowed in the residence hall: toasters, microwaves, small refrigerators, and coffee pots. Place all coffee grounds in the trash. Open flame/elements are not allowed in residence halls under any circumstances.

## **RESIDENCE HALL SCHEDULE/ABANDONED PROPERTY**

Residence hall students rent the use of a residence hall room for a designated college term. Students must vacate campus housing during Thanksgiving Break, Christmas Break, and Spring Break. Deadlines for leaving residence halls will be announced in chapel. Students needing assistance with living arrangements during these times should see the Dean of Students. At the end of the Spring semester, students must remove all contents from the residence hall by Saturday at 5:00 p.m. following finals week. Items left in a dorm room after vacating either during or at the end of a semester will become the property of the college after one week. The property is then considered abandoned and subject to disposal. Exceptions may be made for those participating in college-sponsored activities. Questions should be directed to the Dean of Students. Any time a student is vacating a dorm room, the room must be cleared out, cleaned up, and the key returned to the dorm supervisor. Whatever furnishings or possessions students bring into the dorm room when they move in must either be taken home or discarded when they move out. Students will not be allowed to remove furniture placed in the room by CRC and belonging to CRC. It will need to be incorporated into each student's dorm furnishings.

## **PETS**

Pets are NOT allowed in the residence halls. Fish are considered as pets.

## **ROOM OR VEHICLE INSPECTION**

Upon reasonable suspicion of violation of college regulations, the College reserves the right to inspect any student's room or vehicle. The College may be assisted by local law enforcement personnel to include animals.

Special Note: Certain items are forbidden in dorm rooms. The following is a partial list of forbidden items and activities not meant to be exhaustive in nature, rather to provide some direction for appropriate items. The following are forbidden:

1. Pictures, posters, books, videos, artwork, beverage cans, bottle caps, etc., which are not in good taste and which do not conform to Christian ideals.
2. Incense, candles or other paraphernalia that burns.
3. Weapons (NO WEAPON OF ANY KIND INCLUDING BB GUNS, PELLET GUNS, AIR-SOFT GUNS OR HUNTING KNIVES IS TO BE STORED OR KEPT IN DORM ROOMS OR AUTO.)
4. Smoking, possession or use of tobacco, including E-cigarettes, in any form.
5. \*Purchase, possession or use of alcoholic beverages.
6. \*Purchase, possession, use or sale of illegal drugs or controlled substances, which includes narcotics, depressants, stimulants, hallucinogens, or solvents. Failure to observe these regulations subjects a student to immediate suspension, and may include involvement with the local law enforcement.
7. Halogen lamps.
8. Hover boards
9. Fireworks or explosives of any kind.
10. Golfing is not allowed on campus.
11. No swimming or wading in the pond.

\*See prescribed disciplinary action.

## **SAFETY PROCEDURES**

Fire and tornado drills may be held as seen fit by the Dean of Students. Failure to cooperate during such drills or other emergency activities may result in disciplinary action. Any student setting off a fire alarm without

due cause, or found tampering with fire alarms, extinguishers or other such safety equipment will be subject to suspension, and possible legal action. Individual smoke alarms located in each room must not have the battery removed. This is a serious safety hazard and will have serious consequences.

## **CONTINGENCY PLAN IN CASE OF EMERGENCY**

In the event of an emergency or severe weather situation (such as heavy snow/ice, electrical outages, etc.), upon consultation with area authorities, any decision to cancel classes will be made by the administration. Should classes be cancelled, the administration will inform the residence hall supervisors and notice will be given to local radio and television stations. Please note that it is extremely rare for classes to be called off and that no one should assume such. Crowley's Ridge College has chosen OMNILERT, LLC, Leesburg, VA to provide an Emergency Alert System for CRC. This system will provide for immediate cell phone notification to all students, faculty and staff of an emergency or campus wide alert such as threatening weather or school closures. In addition to information disseminated to cell phones, the alerts will also be circulated by email with the capability of other message end points such as digital signage, loudspeakers, and a wide variety of devices.

## **COLLEGE REGULATIONS**

Many of the college regulations particularly pertaining to academic regulations are found in the College Catalog. Those pertinent to student life are as follows.

### **CRC ATTENDANCE POLICY**

The following attendance policy has been adopted by the faculty for all CRC courses.

A student is permitted to miss, as unexcused absences, in one semester twice the number of meetings regularly scheduled in one week. Students who miss more than the maximum number of meetings may be dropped from the course. Students are allowed to miss up to 25% of course meetings for a combination of approved and unexcused absences without penalty. Students missing more than 25% of course meetings may be

dropped by their instructor with an “F” beyond the drop date. A student may choose to pay a reinstatement fee of \$25 to be readmitted into the class. Paying the reinstatement fee does not entitle the student to any additional absences.

Approved absences for college sponsored activities are listed below.

- Freed-Hardeman Lectureship (Bible majors only)
- Bible Majors Retreat
- Backpacking Trip (excused only for those students taking it for credit)
- World Mission Workshop
- Restoration Tour (Bible majors only)
- Chorus/Music Trips
- Athletic Trips
- Class Field Trips
- Drama Trips

For clarification of the attendance policy, see your advisor, instructor, Dean of Students or Vice President for Academic Affairs.

## **CHAPEL ATTENDANCE**

Chapel is held Monday through Thursday at the Hillcrest Church of Christ. Students living in residence halls are required to attend all chapel services. Commuter students are required to attend chapel on the days they have classes at times adjacent to chapel.

Students who are required to attend all chapel services are allowed to miss chapel five times during the semester, and students who are required to attend chapel twice a week are allowed to miss chapel three times a semester. These absences do not include approved absences for college sponsored activities listed under CRC Attendance Policy.

Students who attend chapel 4 days a week will be subject to the following policy:

- Three (3) unexcused absences: Warning from the Dean of Students

- Six (6) unexcused absences: 2 hours campus community service or \$20 fine
- Seven (7) unexcused absences: 2 hours campus community service or \$40 fine
- Eight (8) unexcused absences: Ineligible to represent the College in extracurricular activities, 2 hours of campus community service or \$40 fine
- Nine (9) unexcused absences: 2 hours of campus community service or \$40 fine
- Ten (10) unexcused absences: Expulsion

Students who attend chapel 2 days a week will be subject to the following policy:

- Two (2) unexcused absences: Warning from the Dean of Students
- Four (4) unexcused absences: 2 hours campus community service or \$20 fine
- Five (5) unexcused absences: Ineligible to represent the College in extracurricular activities, 2 hours of campus community service or \$40 fine
- Six (6) unexcused absences: Expulsion

## **CELL PHONES**

The use of cell phones and other electronic devices during chapel is strictly forbidden. Anyone caught using a cell phone or electronic device after chapel begins will be counted absent.

Each instructor will determine his/her policy concerning the use of electronic devices in his/her class.

## **ACADEMIC HONESTY**

Students at Crowley's Ridge College are expected to be honorable and to observe standards of academic conduct appropriate to a community of Christian scholars. Crowley's Ridge College expects from its

students a higher standard of conduct than the minimum required to avoid discipline. All acts of dishonesty in any academic work constitute academic dishonesty. This includes but is not necessarily limited to the following:

1. Cheating: use or attempted use of unauthorized materials, information or study aids in any academic exercise.
2. Plagiarism: representing the words, ideas or data of another as your own in any academic exercise.
3. Fabrication: falsification or unauthorized invention of any information or citation in an academic exercise.
4. Aiding and Abetting Academic Dishonesty: intentionally helping or attempting to help another student commit an act of academic dishonesty.
5. Withholding information: failing to inform instructors or the Academic Dean concerning violations of the above by any student.

Incidents of alleged academic misconduct should be resolved between the faculty member and the student whenever possible. The faculty member must inform the Vice President for Academics and the student in writing within one week of knowledge of an incident. If a matter cannot be resolved, the student must appeal to the Vice President for Academics in writing within one week of receiving notice from the faculty member. The Vice President for Academics may refer such matters to the Academic Affairs Committee for resolution.

## **DRUG POLICY AND CRIME AWARENESS**

Crowley's Ridge College has adopted and implemented a Crime Awareness and Campus Security Program in order to fulfill the requirements of the Higher Education Opportunity Act (Public Law 110-315) (HEOA) which was enacted on August 14, 2008, and reauthorizes the Higher Education Act of 1965, as amended (the HEA). A part of this program is the Drug Prevention Program, adopted and implemented on August 31, 1990, in order to fulfill the regulations found in section 22 of the Drug Free Schools and Communities Amendments of 1989 (Public

Law 101-226). These programs include information about campus safety policies and procedures, statistics concerning whether certain crimes took place on campus, and policies regarding the possession, use, and sale of alcoholic beverages/illegal drugs. The information concerning these programs is distributed to all students as a hard copy entitled 2016 Jeanne Clery, Annual Campus Security Report Including Campus Crime Statistics and Fire Safety Report. This report is also displayed on CRC's website, [www.crc.edu](http://www.crc.edu). A copy of The Handbook for Campus Crime Reporting from the U. S. Department of Education is available in the office of the Dean of Students. For more information, students are encouraged to refer to the Department's HEOA website at [www.ed.gov/HEOA](http://www.ed.gov/HEOA). Students may be required to submit to testing for illegal substance. Students refusing to submit to testing may be dismissed from college.

## **HEALTH RISKS OF ALCOHOL AND OTHER DRUGS**

Alcohol is a drug. Health risks of using alcohol and other drugs include the following:

- Physical and mental dependence
- Memory loss
- Violent behavior, aggressive acts, and angry feelings
- Headaches
- Nausea and/or vomiting
- Stomach ulcers and gastritis
- Liver, lung and kidney problems
- Cirrhosis of the liver
- Cancer of the pancreas
- Heart disease
- High blood pressure
- Muscle weakness
- Brain damage
- Hallucinations, tremors, and convulsions
- Hyperactivity or sluggish behavior



- Poor academic performance
- Unwanted sexual activity (i.e., date rape)
- Sexually transmitted diseases, including HIV/AIDS
- Unwanted pregnancy
- Malnutrition
- Impact on future career possibilities

## **THE STATE OF ARKANSAS LEGAL SANCTIONS**

### **A. Drug Laws**

1. State Code 5-64-401 states that it is unlawful for any person to manufacture, deliver, or possess with intent to manufacture or deliver a controlled substance. Any person convicted of violating this law shall be imprisoned for not less than ten (10) years.
2. State Code 5-64-411 – Proximity to certain facilities – This code states that any person who commits an offense of selling, delivering, possessing with intent to deliver, dispensing, manufacturing, transporting, administering, or distributing a controlled substance may be subject to an enhanced sentence of an additional term or imprisonment of ten (10) years if the offense is committed on or within one thousand feet (1,000’) of the real property of a city or state park, a public or private elementary or secondary school, public vocational school, or private or public college or university.
3. Arkansas State Code 3-3-203 states “It is illegal for a person under 21 years of age to purchase, possess, or consume any alcoholic beverage.” Any person under 21 who is convicted of driving under the influence can lose his/her driving privileges, pay a fine and serve jail time.

### **B. Drug Offenses and Financial Aid**

1. The Higher Education Opportunity Act requires all colleges and universities to notify all students, even those who are not receiving financial aid, that under federal law, anyone convicted of a drug offense while receiving federal financial aid will lose

their eligibility.

2. The Office of National Drug Control Policy, U. S. Department of Education states, “In general, if you are convicted of a drug-related felony or misdemeanor that took place while you were receiving Federal student aid, you will become ineligible to receive further aid for a specified period of time upon conviction.”

## **WHERE TO GET HELP**

Students concerned with their use of alcohol or drugs are encouraged to meet with the campus minister or the office of Student Affairs. These individuals may refer the students to resources and/or agencies in the surrounding community that may be of help. These agencies include:

- Families Inc., Paragould - 870-335-9483
- Greene County Health Unit, Paragould - 870-236-7782
- Arkansas Methodist Medical Center, Paragould - 870-239-7000

## **ANTI-HARASSMENT**

Crowley’s Ridge College will not tolerate sexual harassment of its employees or students by anyone, including but not limited to supervisors, faculty, staff, students, or alumni. Sexual harassment is an insidious practice that demeans individuals and creates unacceptable stress for the entire college community. More importantly, such harassment is against the Biblical principles upon which Crowley’s Ridge College was founded and operates. Any student who feels that he/she is the victim of harassment is encouraged to report it immediately to the Dean of Students or another appropriate staff or faculty. For a more detailed discussion of CRC’s anti-sexual harassment policy, see the 2016 Jeanne Clery, Annual Campus Security Report Including Campus Crime Statistics and Fire Safety Report which every student should have received as a hard copy. It is also available on CRC’s website, [www.crc.edu](http://www.crc.edu).

## **PAYING FINES**

All fines must be paid prior to final exams. If a fine is incurred during final exams or if a failure to pay a fine exists, academic records will be

placed on hold until the account is cleared.

## **FINANCIAL RESPONSIBILITIES**

The basic enrollment costs at CRC are comprised of tuition and fees. In addition, students living on campus are billed for their room and meals. Registration fees must be paid at time of registration. A payment option must be declared for any remaining balance due at that time.

CRC's financial integrity is dependent upon prompt payment of charges. For this reason, no diploma, transcript, or letter of recommendation will be issued if an account payment is not current. Official transcripts will not be released until accounts are paid in full. At the discretion of the College administration, suspension may occur as a result of non-payment of indebtedness.

***NOTICE: Federal Regulations will not allow Federal Loans for freshmen to be applied to their accounts until 30 days after classes begin.***

Students who have outstanding indebtedness to CRC at midterm may be suspended from classes.

A final exam pass will be issued from the business office only to those students who have complied with all payment terms and agreements.

**STUDENTS WILL NOT BE PERMITTED TO TAKE EXAMS WITHOUT A PASS.** Returning students with outstanding balances will **NOT** be allowed to register until bill is paid in full or satisfactory arrangements are made.

## **GRIEVANCES and DISCIPLINE**

Should problems arise where a student has a problem or grievance with another student, teacher, or school regulations, the following policies are given:

### **ACADEMIC GRIEVANCE**

Students are encouraged to resolve disagreements between themselves and an instructor by scheduling time with that instructor. If this is unsuccessful, students may address the concern with the appropriate division chair, and, following that (as necessary) with the Vice President for Academics. If after this course of action, a student feels that

treatment by the instructor has been unfair, that student may appeal in writing to the Academic Affairs Committee in care of the Vice President for Academics. Following an appropriate review, that committee will render a final decision and notify the student. Copies of academic grievances will be filed with the Academic Affairs Committee records.

## **STUDENT AFFAIRS GRIEVANCE PROCEDURE**

The Student Affairs Grievance Procedure is a forum by which students may formally appeal a College policy, practice, regulation, etc. Students wishing to file a grievance should consult with the Dean of Students. All grievances will become part of the Student Affairs Committee file.

1. Initial Grievance – The student who has a non-academic or non-discipline grievance or complaint which cannot apparently be resolved through informal means may request and be granted a conference with the Student Affairs Committee to discuss the grievance. Because the procedure is now formal and needs to be documented, the student must state the nature and substance of the grievance in writing. The Student Affairs Committee dealing with a particular grievance shall attempt to identify and dispose of any portion of the grievance that represents a misunderstanding of instruction, requirements, policy, or practice. The Student Affairs Committee may confer with other staff as necessary to establish facts regarding the grievance case and to review applicable rules and policies. The student will then be provided with a written summary of the circumstances of the grievance and the decision reached. Copies shall be placed in the confidential student file and forwarded to other appropriate persons involved. The decision of the Student Affairs Committee will stand unless the student initiates an appeal. If a unanimous decision is reached by the Student Affairs Committee, the student may not appeal.
2. Grievance Appeal – If the above decision does not satisfy the student, or if the decision is not promptly implemented, the student may appeal to the President of Crowley's Ridge College. The party requesting the appeal must submit such appeal within five (5) working days after receipt of the Student Affairs Committee's decision. The appealing party shall provide a written summary of the specific facts of the complaint, copies of

which shall be provided at the same time to all parties concerned. The President will personally handle this step of the grievance. The President shall conduct whatever hearings, investigations, and fact finding considered necessary. The President will render his recommendation in writing to the Student Affairs Committee within five (5) working days from the day the appeal is received. The recommendation of the President will be binding and can be overridden only by a unanimous vote of the Student Affairs Committee in which case the original Student Affairs Committee decision will be final.

## **DISCIPLINARY ACTION**

The disciplinary action for a specific incident may include one or more of the consequences listed below, or different consequences may be devised for a particular situation. Previous disciplinary problems may affect the level of action. Multiple misbehavior or a violation that occurred on more than one occasion usually results in more serious action being taken. At the discretion of the Dean of Students, a committee may be assembled to enact appropriate discipline. Disciplinary decisions, including minimum action prescribed by the handbook, may be appealed by following the disciplinary grievance procedure. Note: The Dean of Students may notify parents or guardians of disciplinary action unless the student has indicated financial independence.

### **DEFINITIONS:**

#### ***Warning***

A verbal warning is given and recorded by the Dean of Students.

#### ***Special Disciplinary Probation Agreement***

The student is placed on probation in a specified area. For example, driving privileges, use of the gym, and/or participation in extracurricular activities may be revoked for a period of time.

#### ***Housing Status Review***

A student may be asked to move from student housing.

#### ***Counseling***

A student may be required to meet for a specific number of times with the Campus Minister or a specified counselor.

#### ***Fines***

Monetary fines may be assessed for violation of college policy.

***Administrative Reprimand***

A letter is given to the student from the Dean of Students citing the behavior problem. A copy of the letter is placed in the student's file. This letter would be used in any further disciplinary action taken against this student.

***Campus/Community Service***

The student is assigned a given number of hours of campus/community work. Failure to complete the work as assigned may result in further disciplinary action, including suspension.

***Disciplinary Probation***

This action means that the individual's standing as a student is in jeopardy, and restrictions will be in place. The status is set for a specific period of time. Disciplinary probation is reflected on a student's academic transcript.

***Disciplinary Suspension***

This action means that the student is separated from the College for a designated minimum period of time. Specific requirements may be placed upon his/her return. One restriction is that the individual may not be on campus during the period of suspension or participate in any extracurricular activities.

***Expulsion***

This action means the student is separated from the College and is not eligible to return to the institution without permission from the Dean of Students. A student must sit out a full semester before applying for readmission. Action of the admissions office will be required for readmission. Disciplinary expulsion is reflected on a student's academic transcript.

**DISCIPLINARY APPEALS**

The purpose of the appeals process is to provide the student with the opportunity to have the disciplinary decision of the Dean of Students reviewed. The appeal will be to the Student Affairs Committee, as outlined below, when the student feels that there is insufficient evidence to support a finding of guilty, or a harshness of a sanction sufficient

to show an abuse of discretion by the Dean of Students. The Student Affairs Committee will not hear appeals of consequences for fines less than \$25 or community service of 20 hours or less. The Student Affairs Committee has the right to assess additional and more severe consequences. All disciplinary appeals will become a part of the Student Affairs Committee records.

## STUDENT DISCIPLINE APPEAL PROCEDURE

As the College's primary disciplinarian, the Dean of Students holds the responsibility of enforcing College regulations and administering disciplinary action as appropriate and listed in the Student Handbook. (In some circumstances, a committee may be assembled in researching a case and reaching an initial disciplinary decision.)

If a student is not satisfied with disciplinary measures outlined in a letter from the Dean of Students, the student can appeal the disciplinary action to the Student Affairs Committee. The student must write a letter of appeal to the Student Affairs Committee within two working days of receiving the Dean of Students' letter. The Student Affairs Committee will meet (excluding the Dean of Students except in cases of disciplinary action prescribed by the Student Handbook) and review the letter of appeal. If the committee agrees with the disciplinary action, then the decision stands. If two or more members of the committee disagree with the decision of the Dean of Students, then the student can appeal to the President. The student can appeal to the President only in cases of expulsion and where two or more members of the committee have disagreed with the decision of dismissal. The letter of appeal to the President must be made within two working days after receiving written notification concerning the outcome of the Student Affairs Committee's decision.

### WHOM TO SEE:

|                             |   |
|-----------------------------|---|
| Class change or class drop  | Mr. McFadden, Registrar                         |
| Copy of Official Transcript | Mr. McFadden, Registrar                         |
| Transfer Planning           | Faculty Advisor,<br>Mr. McFadden, Registrar, or |

Dr. Williams, Academic VP

**Academic Advising**

|                                    |  |
|------------------------------------|--|
| General Studies Degree             | Faculty Advisor,<br>Mr. McFadden, Registrar, or<br>Dr. Williams, Academic VP               |
| Bible Degree                       | Mr. Hale, Faculty Advisor,<br>Mr. McFadden, Registrar, or<br>Dr. Williams, Academic VP     |
| Business Degree                    | Mr. Woodward, Faculty Advisor,<br>Mr. McFadden, Registrar, or<br>Dr. Williams, Academic VP |
| Teaching Degree                    | Ms. Coats, Faculty Advisor,<br>Mr. McFadden, Registrar, or<br>Dr. Williams, Academic VP    |
| To Submit Chapel Announcements     | Mr. McFadden, Campus Minister  |
| Chapel Absences                    | Mr. Smith, Dean of Students  |
| Car Registration                   | Mr. Smith, Dean of Students  |
| Room Changes                       | Residence Hall Supervisors   |
| Information About Payments         | Ms. Sonia Johnson, Business<br>Office  |
| Academic Grievances                | Instructor, Division Chair or<br>Dr. Williams, Academic VP                                 |
| Student Life Grievances            | Ms. Joneshill, Dir. of Student<br>Life   |
| Discipline Appeal                  | Mr. Smith, Dean of Students<br>Ms. Joneshill, Dir. of Student<br>Life                      |
| Non-Sports Press Release to Papers | Ms. Andrea Johnson, Exec.<br>Administrative Asst/Public<br>Information Coordinator         |



Sports Press Release to Papers

Ms. Ewing,  
Sports Information Director

## **COLLEGE SERVICES**

The College provides the following services for students:

### **DISABILITY SERVICES**

The Dean of Students has been designated as Crowley's Ridge College's Coordinator of Disability Services. As such, the Dean of Students is the College's Compliance Coordinator for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

The Dean of Students will assist and work with students to secure possible academic and auxiliary aids to qualified students and coordinate workplace accommodations where possible. A person with disabilities will be advised of any limitations that the College is not able to accommodate. Students will be required to provide documentation from an acceptable evaluator in order to receive accommodations. A copy will be kept on file in the Dean of Student's office. Any student needing accommodations must contact the instructor at the beginning of the course during the first week of classes. The meeting between instructor and student must be recorded and signed by both parties and filed with the Disability Service Officer, (Dean of Students). Success depends upon cooperation with the College and the student taking responsibility for learning. The Dean of Students is also the person to whom concerns about physical access to facilities should be addressed. The Dean of Students' office is located in the Administration Building on the second floor. The phone number is 870-236-6901, ext. 18.

### **HEALTH SERVICES**

The College does not assume responsibility for medical services. These are to be arranged by the student. Each student assumes the financial responsibility for all medically related expenses.

### **IMMUNIZATIONS**

The Advisory Committee on Immunization Practices (ACIP) of the U.S. Centers for Disease Control and Prevention (CDC) recommends that college freshmen (particularly those who live in dormitories or residence

halls) be immunized for meningococcal meningitis. Because of the seriousness of this disease, every student is advised to be immunized for meningococcal meningitis prior to being admitted to Crowley's Ridge College. You must sign a statement that you have received the vaccination or you elect not to receive the vaccination. A clinic will be provided at the beginning of the year by Greene County Health Unit to inoculate students who choose to receive the vaccination. The vaccination is free to all students under 19 years of age. However, a \$5 fee for record keeping purposes will be collected by Greene County Health Unit from each student receiving the vaccination.

## **CAREER OPPORTUNITIES**

Students who are enrolled in CRC's Bible, Business, or Education programs may contact their department chairmen to learn of possible career opportunities. These offices will maintain a list of job openings, websites, and other sources to assist seniors in finding employment upon graduation. This service is also available to CRC graduates.

## **COUNSELING SERVICES**

At CRC, help and counsel may be obtained from several sources. Every student has access to an academic advisor. The students may also go to his/her instructors to discuss problems in particular courses. The Campus Minister, Director of Student Life and Dean of Students are available for counseling sessions. Faculty and staff members have an open door policy and are available to counsel with students or refer them for professional help as appropriate. The College will also help students make arrangements for confidential professional counseling sessions.

## **THEFT/FIRE – COLLEGE LIABILITY**

The College assumes no liability for property losses on or off campus.

## **INFORMATION SERVICES:**

### **LEARNING CENTER LIBRARY**

The CRC Learning Center and Computer Lab is designed to make access to information for personal and academic use as easy as possible. The Learning Center is composed of two areas: the Library (including the Reading Room, Bible Room, and Foyer) and Computer Labs (Learning Center Lab, and McClanahan Computer Lab.) There are also computers available for student use in the Science Building and Residence Halls.

Students are expected to follow College guidelines as well as to conduct themselves in a manner conducive to a learning environment when in the Learning Center. A partial list of guidelines follows. Students may be asked to sign a consent indicating their understanding and agreement of the regulations before being issued an account.

## **FOOD AND DRINKS**

Food and drinks are allowed in the Learning Center. This is a privilege - not a right. Students and patrons will be held responsible for damage that may result from carelessness and will be expected to clean up after themselves. Under no circumstances will food or drinks be allowed near computers.

## **HOURS**

The Learning Center is open approximately 55 hours a week; including being open from 8:00 a.m. to 5:00 p.m. Monday through Friday, 6:00 p.m. to 10:00 p.m. Monday and Tuesday, 6:00 p.m. to 9:00 p.m. on Thursday, and 1:00 p.m. to 5:00 p.m. on Saturday. The Library is designed for study and research, and students are expected to maintain a study atmosphere.

## **LOCATING AND CHECKING OUT MATERIALS**

More than 16,000 books are catalogued on the on-line catalog system, which can be accessed from any computer on campus. To access the online catalog, go to the college website <http://www.crc.edu> and click “Students>Current Students>Library>Library Catalog” or use the following URL: <http://10.0.0.3/InfoCentre/Library.do?library=CrowleysRidgeC00001>

Books and magazines etc. are easily located in the Library. However, should students have difficulty, please feel free to ask the Library staff. Materials may be checked out by presenting them to a staff member at the checkout desk. Under no circumstances should students remove Library property or materials without permission from a staff member. Materials can be checked out for 14 days for regular books and overnight for some reference materials. In some cases, with permission, reference materials and journals may be removed briefly for copying purposes.

## **FINES**

Fines will be assessed on all overdue materials. Overdue stack books are charged twenty-five cents (\$0.25) a day to a maximum of \$25 per book. Overdue reference, periodical, non-print, and reserved materials are charged \$5.00 a day with a \$50 limit. All fines are due before the end of the semester. Fines may be paid in the Learning Center until two weeks prior to dead week when all fines will be paid through the business office. Students will not be allowed to take final examinations until all Library charges have been paid. Grades may be held until overdue books are returned and fines paid.

## **LOST AND DAMAGED MATERIALS**

If a book or other media is lost or damaged while in a student's possession, that student will be charged according to the cost of replacing the material. Minimum charge for a lost book is \$25.

## **INFORMATION SERVICES:**

### **COMPUTERS**

The Learning Center Lab located in the Library and the McClanahan Technology Center located in lower floor of the Administration Building are open to all students. If these rooms are being used for a class, or reserved for a class, only students enrolled in that class may be in the rooms. The CRC Computer Network connects students to the Internet and other worldwide research and educational networks. Access is conditional on responsible use of the computer facilities and maintaining security. The computers are primarily for research and class project production.

To be able to use computers at CRC, students must agree to adhere to the following guidelines:

1. The CRC Computer Network is not to be used for commercial purposes.
2. Deliberate disruptions of the network will cause the loss or corruption of data, the abnormal use of computer resources, the introduction of computer viruses or spyware by any means, or anyone's work or system is prohibited.
3. The CRC Computer Network should not be used for any unlawful purposes.

4. It is NOT acceptable to use the Network to transmit threatening, obscene, or harassing materials.
5. Any attempt to browse a network computer without proper authorization is strictly forbidden.
6. The P2P sharing of any type of files is forbidden.
7. Do not install any programs on CRC owned computers.
8. Downloading copyright material without proper authorization is forbidden.
9. The use of Proxy Servers to gain access to forbidden websites is prohibited.
10. Student owned computers must be running a current version of virus and spyware protection.
11. Changing any security setting on any device is strictly prohibited.
12. Going around the normal computer boot up process is strictly prohibited.
13. Servers, switches, fiber optics, access points are off limits. Do not touch.
14. All activity on the internet or intranet may be monitored or recorded.

Note: The Internet is not a secure network. Information that is private should be sent in a secure manner with encryption and/or VPN. Anyone who can intercept the transmission has access to the information as if it were addressed to the interceptor. To intercept any transmission is a criminal offense. Sensitive or confidential information should not be sent over the network without being secure.

## **COMPUTER RESOURCES**

The college maintains an up-to-date website on the Internet. It can be accessed any time at:

<http://www.crc.edu>

The Learning Center has a growing collection of scholarly reference materials on a variety of subjects including career choices, history, literatures, and cultures. The Learning Center staff will help students access these media. The College subscribes to several online subscriber databases. These can only be accessed on campus, and the Learning Center staff can be of assistance. The Links page of the CRC Home page can be a valuable resource for class projects.

## **STUDENT COMPUTER ACCOUNTS**

Each student is given a personal computer account and home folder on the CRC Network.

The student account is initially set up in two parts:

**User Name: first name + last name**

example: for Jane Blogg, User name is janeblogg with no capitals.

**1st Logon Password: \$cRC + last 4 digits of SSN**

example: for Jane Blogg, 1st Logon Password: \$cRC6989

The first time you logon you will be prompted to change your password. The password is to be at least 7 characters long. During the school year, should you forget your password, please see Sonia Johnson (Business Manager) or Larry Johnson (I.T. Administrator).

All student accounts will be purged ten (10) days after EACH (Fall and Spring) semester ends. All saved documents, school work, favorites, etc. will be lost. Students will need to back up anything they wish to keep. It is recommended to always back up your files after each use on a personal flash drive. All personal files/documents/pictures may be stored on your Google Drive at [drive.crc.edu](http://drive.crc.edu). NOTE: Your files on Google Drive will not be deleted.

## **STUDENT PERSONAL COMPUTERS**

Students are encouraged to bring their own computers to college for use in their dorm rooms. Dorm rooms have access to the academic Ethernet network. Laptops may also be used. Access to the Internet via Wi-Fi is available. However, the Wi-Fi network is public and so access to sensitive academic/administration intranet facilities is not possible.

Please note that the school is not responsible for personal computers. The IT staff, whenever possible, will happily assist with problems. As such, please note that CRC does not support Apple or Linux operating systems.

Streaming movies from services such as Netflix **may only be done after 5:00 pm on weekdays and anytime on the weekends.**

***IMPORTANT: Crowley's Ridge College only recommends and supports Sun OpenOffice® and Microsoft Office® suites. When saving data in word processors, spreadsheets, presentations etc. please ensure that the file is saved in a MSOffice format. Please DO NOT USE Microsoft Works® or Corel Word Perfect® as these products are not supported by the college and cannot be accessed easily by most college computers.***

***NOTE: Sun OpenOffice® is a free office suite and easily downloaded from the Open Office website at <http://www.openoffice.org/>.***

## **FLASH DRIVES**

Each student should also have a flash drive to be able to transport files between computers on campus. Use this to also backup your files.

## **EMAIL**

All students are required to use a CRC supplied email account. This will be set up for you a couple of days after registration day

**User Name: `firstnamelastname@crc.edu`**

Example: for Jane Blogg, her email address is `janeblogg@crc.edu`

Her temporary password is \$cRC + last 4 digits of SSN. You will be prompted to change it when you first log in.

**You can login at <http://mail.crc.edu>**

You can receive important school announcements, emails from teachers, or emergency notifications.

Your CRC email account is yours for as long as you use it. It is automatically deleted after one year of non-use.

## **ELECTRONIC CLASSROOM**

All students taking an electronic class on the internet, must register first. After registration, you will be given a username and password.

**User Name: firstnamelastname Password: ScRC + last 4 digits of SSN**

*We recommend you change your password.* You can log on by going to [www.crc.edu](http://www.crc.edu), click on the “on-line classes” button, or by typing in [www.crc.edu/moodle](http://www.crc.edu/moodle). If you have any problems, call or send an email to Kim Jackson (870) 236-6901 ext 47 or [kjackson@crc.edu](mailto:kjackson@crc.edu).

## **INTERNET**

**All internet and intranet activity must obey all federal, state and local laws!**

Among the vast and valuable resources on the Internet is some offensive material. This material is not a part of the CRC Computer files, but because of the Internet’s complex web of connection, it is not possible to block access to this material. The CRC Computer Network is not to be used as a conduit for transfer or storage of files or data of an obscene or pornographic nature. Logging on to websites containing obscene, pornographic, sexually explicit or other offensive material is strictly forbidden. Violation of this policy may lead to disciplinary action – including expulsion from the College. We do monitor network and web activity.

CRC does have a device that blocks bad sites. This is made by Sonicwall. It does a good job, but sometimes it might block a site that is not bad. When this happens send an email to [ljohnson@crc.edu](mailto:ljohnson@crc.edu) explaining the need to unblock this site.

## **FACEBOOK/ICR/CHAT ROOMS:**

There are inherent dangers involved with participating in conversations of a personal nature with strangers. It is a common and acceptable practice to misrepresent yourself and your views in social networking venues. While CRC does not stop students from participating in these discussions, guidelines are provided for their use. Violation of these precautions and guidelines will result in revocation of computer privileges. Included in these guidelines and precautions are that students do not give ANY personal information – your real name, address, social security number, email or web address, bank or credit card numbers, or passwords. It is also not advisable to meet in person with someone who



has been met in a chat room. Additionally, students are not to participate in any activities in a chat room or private chat room that would violate the moral and ethical principles set forth by CRC or violates any Federal, State or Local government laws.

CRC is not responsible for any loss of property, physical harm, or emotional harm caused by the violation of these guidelines. Accesses to some of these resources are blocked for safety of the student, especially when the resource is in violation of CRC's code of ethics.

As a student of CRC, the student has been admitted into the community of the college and thus represents the college through his/her presence in the world, virtual or real. As a rule of thumb, a website account should meet the criteria mentioned in the section dealing with dorm room as in some sense this is a virtual room for people to visit. **(MySpace is currently blocked by CRC's content filtering service.)**

## CHECK-CASHING SERVICES

Personal checks may be cashed in the business office. The College cannot make advance payments for work-study or make personal loans.

## ACTIVITIES CALENDAR

An activities calendar is maintained by the Director of Student Life and is posted in the Administration Building Lobby. An up-dated copy of activities is also maintained on the CRC Website, <http://www.crc.edu>, then click on "Events" and scroll down to "Calendar." Some special in-house activities such as intramural events are announced in chapel and posted around campus.

## HONORS/ACTIVITIES/CALENDAR

Several academic and extra-curricular related honors are presented to CRC students each year. While it is never easy to single out students for specific awards, every effort is made to select honorees in as fair a manner as possible consistent with the spirit of the award.

## HONORS

### **Sigma Chi Eta**

This is a College sponsored honor society recognizing students who have completed at least 12 hours with a cumulative grade point average of at

least 3.5. Sigma Chi Eta adds new members following each semester.

### **Dean's List**

Published at the end of each semester, the Dean's List honors full-time students who achieved a grade point average of at least a 3.5 with no grade below a "C."

### **President's List**

Published at the end of each semester, the President's List honors full-time students who achieved a grade point average of at least 4.0.

### **Who's Who Among Students in American Universities and Colleges**

Second, third and fourth year students are eligible for this nationally sponsored award. Faculty, administration and staff members select students based on academic achievement, service to community, leadership in extracurricular activities, and potential for continued success.

## **HOMECOMING COURT**

Students vote for a set number of women to represent their classes in the Homecoming Court. The student body selects the Homecoming Queen from the sophomore, junior and senior class candidates. The court and queen must be enrolled as full-time students.

## **HERITAGE AWARDS**

The Heritage Yearbook sponsors three awards that are selected by the student body and presented on Awards Day:

- The **Best All-Around Award** honors male and female sophomores, juniors, or seniors who excel in several areas and use their talents effectively.
- The **Most Spirited Award** honors male and female sophomores, juniors, or seniors who support campus activities and demonstrate school spirit.
- The **Heritage King and Queen Award** honors freshmen who best represent the ideals of CRC.

## **AWARDS DAY**

Held annually at the end of the spring semester, Awards Day is a traditional time for the College to recognize students who have excelled in various areas.

- The **Bible Major Award** is selected by the Bible faculty to honor an outstanding Bible major.
- **Academic Awards** are presented to students who have excelled in specific courses across the College curriculum.
- **Activity Awards** are presented to students in recognition of accomplishments in extracurricular activities such as intercollegiate athletics, intramural activities, chapel attendance, yearbook, music and drama.
- **Mr. and Miss CRC** - Sophomores, Juniors, and Seniors are eligible for the Mr. and Miss CRC award. Faculty, administration and staff select students for the award based on representation of the ideals of CRC. This is the highest student honor given by CRC.

## ACTIVITIES

Numerous activities at CRC are offered to help students feel a sense of belonging with the campus community as they grow and develop socially and spiritually. Clubs and organizations include the student government association, vocal music groups, intercollegiate athletics, intramural athletics, drama group, and yearbook.

### Music/Drama Groups

- ***Justified*** is a Christian drama group sponsored by the Admissions Office. Audition required.
- ***Choralaires*** is an acappella chorus that performs locally and occasionally tours. Audition required.
- ***Ambassadors*** is a small mixed vocal group which sings contemporary Christian music. Audition required.

### Intercollegiate Athletics

Women's intercollegiate athletics include volleyball, basketball, and softball. Men's intercollegiate athletics include baseball, basketball and

golf. Tryouts are required.

### **Intramural Athletics**

CRC students participate in an extensive range of intramural team and individual activities including softball, chess, volleyball, basketball, flag football, table tennis, tennis, skills competitions, and ultimate frisbee. Intramural athletics are open to all students.

### **Student Government Association**

The SGA is a group promoting student involvement in campus activities including college governance. SGA and class officers are elected by the student body.

### **Yearbook**

The Heritage Annual is produced by the yearbook staff under the direction of the Public Information Coordinator. It is open to all students.

**FALL 2016 SEMESTER**  
**AUGUST 24-DECEMBER 16**

*(Dates subject to change)*

|                       |   |
|-----------------------|---|
| <b>Aug. 15-17</b>     | <b>Faculty Workshops</b>  |
| <b>Aug. 17-19</b>     | <b>Freshman Orientation</b>                                       |
| <b>Aug. 21</b>        | <b>Dorms Open</b>   |
| <b>Aug. 22, 23</b>    | <b>Registration</b>   |
| <b>Aug. 24</b>        | <b>Classes Begin</b>  |
| <b>Sept. 5</b>        | <b>Labor Day Holiday</b>  |
| <b>Sept. 19-20</b>    | <b>NCCAA Regional Golf Tourney in<br/>OK City or Texas</b>        |
| <b>Sept. 29-Oct 1</b> | <b>Fall Retreat</b>   |
| <b>Oct. 5</b>         | <b>Pioneer Day</b>  |
| <b>Oct. 17</b>        | <b>Registration for 2nd half</b>                                  |
| <b>Oct. 18</b>        | <b>Mid-Term Grades Due</b>  |
| <b>Oct. 20-22</b>     | <b>Backpacking Trip</b>   |
| <b>Nov. 5-6</b>       | <b>Fall Choralair Trip</b>  |
| <b>Nov. 14-Dec. 9</b> | <b>Pre-Registration for Spring<br/>Semester 2017</b>              |
| <b>Nov. 17-19</b>     | <b>NCCAA Regional Volleyball<br/>Tourney in Denver or OK City</b> |
| <b>Nov. 18</b>        | <b>Final Class Drop Date</b>                                      |
| <b>Nov. 21-25</b>     | <b>Thanksgiving Break</b>   |
| <b>Dec. 2</b>         | <b>WCRC Holiday Auction</b>                                       |
| <b>Dec. 6</b>         | <b>Christmas Banquet</b>  |
| <b>Dec. 12-16</b>     | <b>Dead Week</b>  |
| <b>Dec. 14-16</b>     | <b>Final Examinations</b>   |

**SPRING 2017 SEMESTER**

**JANUARY 17-MAY 12**

*(Dates subject to change)*

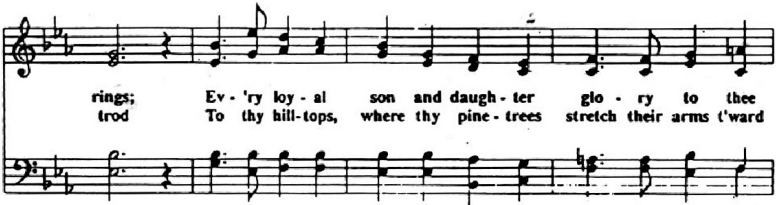
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| <b>Jan. 16</b>          | <b>Dorms Open</b>  |
| <b>Jan. 16</b>          | <b>Martin Luther King Holiday</b>                                    |
| <b>Jan. 17</b>          | <b>Registration</b>  |
| <b>Jan. 18</b>          | <b>Classes Begin</b>   |
| <b>Jan. 25-29</b>       | <b>Ski Trip</b>  |
| <b>Feb. 18</b>          | <b>Homecoming</b>  |
| <b>Mar. 8-11</b>        | <b>NCCAA Regional Basketball<br/>Tourney(M) in Dallas or Abilene</b> |
| <b>Mar. 8-11</b>        | <b>NCCAA Regional Basketball<br/>Tourney(W) in Dallas or Abilene</b> |
| <b>Mar. 10</b>          | <b>Barnyard Bash</b>   |
| <b>Mar. 13</b>          | <b>Mid-Term Grades Due</b>   |
| <b>Mar. 13</b>          | <b>Registration for 2nd Half</b>                                     |
| <b>Mar. 20-24</b>       | <b>Spring Break</b>  |
| <b>Apr. 9-12</b>        | <b>CRC Lectureship</b>   |
| <b>Apr. 14</b>          | <b>Final Class Drop Date</b>   |
| <b>Apr. 15-18</b>       | <b>Choralaire Weekend</b>  |
| <b>Apr. 17-May 5</b>    | <b>Pre-Registration for Fall 2017</b>                                |
| <b>Apr. 26</b>          | <b>Awards Day</b>  |
| <b>May 8-12</b>         | <b>Dead Week</b>   |
| <b>May 10-12</b>        | <b>Final Examinations</b>  |
| <b>May 10-13</b>        | <b>NCCAA Regional Softball Tourney<br/>in Bartlesville OK City</b>   |
| <b>May 13</b>           | <b>Commencement</b>  |
| <b>May 15-17</b>        | <b>Float Trip</b>  |
| <b>May 15-17</b>        | <b>Faculty Workshops</b>   |
| <b>May 15-18</b>        | <b>NCCAA Regional Baseball<br/>Tourney in Conway, AR or Denver</b>   |
| <b>May 19</b>           | <b>Spirit of America</b>   |
| <b>May 15-June 2</b>    | <b>May Short Session</b>   |
| <b>May 22-July 2</b>    | <b>Summer I Session</b>  |
| <b>July 3-August 13</b> | <b>Summer II Session</b>   |

# CROWLEY'S RIDGE COLLEGE ALMA MATER

Ray Wright.



1. Hail to thee, our Al - ma Ma - ter! Loud our an - them  
2. Thou hast led us from the val - leys, Where we blind - Jy



rings; Ev - 'ry loy - al son and daugh - ter glo - ry to thee  
trod To thy hill - tops, where thy pine - trees stretch their arms 'ward



sings. Al - ma Ma - ter, Al - ma Ma - ter! Praise we give to thee.  
God.



May our grate - ful hearts ex - alt thee, Hail to C. R. C.!