Tabor College
2012/2013

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OFFICE AND SERVICE HOURS

In general, all buildings are open from 6:00 a.m. until midnight each day. The following areas have set hours as listed below (vacation hours may be different and will be posted):

Academc/Registrar's Office	x1041	8:00 a.m. - 5:00 p.m., Mon-Fri
Advancement	x1709	8:00 a.m. - 5:00 p.m. Mon-Fri
Athletic Office	x1630	8:30a.m.-noon.; 1:00-4:00 p.m., Mon-Fri
JayShop	x1351	9:00 a.m. -3:00 p.m., Mon-Fri
Business Office	x1050	8:00 a.m. - 4:30 p.m., Mon-Fri
Cafeteria	x1341	7:00 a.m. – 6:30 p.m., Mon-Fri
		See back cover for details & weekend hours
Menu Line	x1000	
Snack Bar	x1342	11:00 a.m. – 1:00 p.m., Mon-Fri
Campus Post Office	x1331	8:00 a.m.-noon – 1:00-5:00 p.m., Mon-Fri
Career Services	x1221	8:00 a.m.-noon; 1:00-5:00 p.m., Mon-Fri
Computer Labs		See posted hours
Enrollment Management	x1723	8:00 a.m. - 5:00 p.m. Mon-Fri
Information Services & Technology	x1010	8:00 a.m.-noon – 1:00-5:00 p.m. Mon-Fri
Java Jays	x1342	See posted hours
Library	x1201	7:30 a.m. - 11:00 p.m., Mon-Thu
		7:30 a.m. -5:30 p.m., Fri
		1:00 - 5:00 p.m., Sat
		1:00 - 11:00 p.m., Sun
Public Relations	x1225	8:00 a.m. - 5:00 p.m. Mon-Fri
Student Financial Assistance	x1726	8:00 a.m. - 5:00 p.m. Mon-Fri
Student Life	x1033	8:00 a.m.-noon – 1:00-5:00 p.m. Mon-Fri
Student Success Office	x1221	8:00 a.m.-noon; 1:00-5:00 p.m., Mon-Fri
Writing Center	x1022	9:00 a.m. - noon;1:00 to 3:00 p.m. Mon-Fri.

Dear Fellow Students of Tabor College

As Student Senate President and Campus Ministries Council President, we would like to welcome each of you to Tabor College. It is our hope that after recharging during the summer, you are willing and eager to involve yourself in Tabor organizations and activities.

As Student Senate President, I would like to invite you to fully experience what Tabor College has to offer. Immerse yourself in the things that make Tabor a community. Tabor is an institution that provides many opportunities for students to use their God-given gifts for worthy purposes. Tabor integrates a decidedly Christian approach into the goals of its campus organizations. These organizations aspire to have you join them on their journey to prepare students for a life of learning, work, and service for Christ and His Kingdom. Whether you are passionate about athletics, fine arts, or academics, Tabor has a way for you get involved. Your time at Tabor may include acting in theatrical productions, mentoring inner city kids at WUMP, competing in intramural sports, planning events for the Student Activities Board, writing articles for the View, or perhaps a combination of several opportunities. These are just a few examples of areas where your efforts are needed. Tabor is a school that is designed to transform you into a servant for Christ's Kingdom. By becoming involved in campus organizations and activities, you can help transform Tabor, as well. Your participation at Tabor will help to change it into the best Christ-honoring institution it can be. You can make a difference on Tabor's campus; I encourage you to give of your time and talents as God leads you.

Tabor, as you may know, exists as a "decidedly Christian" college. As a community of followers of Christ, several ministries exist on Tabor's campus. CMC, or Campus Ministries Council, supports and oversees these ministries. Each of these ministries have been begun and led by students, like you, with a heart and desire to see Christ furthered within the community of Tabor, and beyond. As the President of CMC, I would like to encourage you to look into these ministries. Maybe you will let them pour into you, or maybe you can find a place to use your gifts in ministry, or maybe, just maybe, you will begin a completely new ministry on our decidedly Christian campus.

As you experience the Tabor community this year, we encourage you to be involved in the organizations, activities, and ministries that it has to offer. It is our hope that your life is transformed through Tabor's academically excellent, globally relevant, and decidedly Christian education.

Michael Klaassen
Student Senate President

Becky Steketee
Campus Ministries Council President

TABOR COLLEGE MISSION

"Preparing people for a life of learning, work and service for Christ and his kingdom."

TABOR COLLEGE FOCUS

Tabor College, a four-year Christian liberal arts institution, is interested in men and women who are academically prepared and qualified to do college work, and are willing to become involved in the type of community life offered at Tabor College.

Tabor College is committed to helping students develop a distinctly Christian worldview and lifestyle by providing a high-quality liberal arts and professional/career education in a Christian context. The core of Tabor's Christ-centered education is Jesus' command to love God and neighbor.

Tabor College educates students by integrating faith, learning, and living in a distinctly Christian environment. Tabor encourages students to seek knowledge, to develop leadership skills, and to strive for academic success. Our goal is to graduate students who are professionally competent and who will provide leadership in the Church and world.

Tabor College desires to create an atmosphere of intellectual inquiry, personal concern, and respect for others' needs. Tabor has established certain community guidelines of behavior which reflect our moral and Christian commitment. These guidelines include abstention from immoral behavior and use of harmful substances, including alcohol, tobacco, and drugs. Students are expected to govern their own conduct and must accept responsibility for their behavior. Tabor's intent is to provide the framework for students to live within a community of learners and followers of Christ. **In order to accomplish this kind of learning environment, individuals who join the community must be willing to live with integrity within the boundaries stated in this handbook.**

Tabor College reserves the right to modify this handbook as deemed necessary. The most current version will be electronically accessible to students at www.Tabor.edu.

ACADEMIC INFORMATION

For academic information see the Tabor College Catalog.

Absence from Classes

Regular class attendance is essential for success in college courses. Students miss important discussions and explanations when absent. Nevertheless, students may need to miss class due to illness, personal and family emergencies, participation in Tabor College events and, in rare cases, inability to get to class because of dangerous weather conditions. Regardless of the reason for an absence, students are not excused from completing the work they missed, and whenever possible, should make arrangements in advance for the completion of all work missed.

Students are generally responsible for notifying their faculty when they must miss class. When circumstances of a student's illness or emergency makes this impossible, students may notify the Student Life Office (through their RA or RD) or the Academic Office. Staff in those offices will in turn notify faculty members.

Final Exams

Final examination periods are two hours in length. All classes will be tested according to the schedule available on the website unless otherwise arranged by the instructor.

Students may not take examinations at any time other than the scheduled time except by permission of the instructor and the Academic Dean. Forms are available in the Registrar's office and must be signed by the instructor and Academic Dean. Students with more than two exams per day will normally receive this permission, but permission will seldom be granted for other reasons. **The deadline for these requests is December 1** for Fall Semester and **May 5** for Spring Semester.

Students who need to make travel or car pooling arrangements should avoid conflicts with exams. **Since enough time is given for students to make such arrangements, permission will NOT be given for students to get an exam changed to accommodate travel schedules.**

Regular cafeteria hours will be observed during finals week.

Grade Changes

Grades at Tabor College are based on work submitted during the scheduled class sessions. Requests based on work done or turned in after the end of the class session will be denied (unless an Incomplete had been issued). Care should be taken to ensure that all work has been turned in prior to the end of the submission of the grade. All faculty requests to change a grade after grades have been submitted must be approved by the Academic Policies Committee and must include a rational.

ACADEMIC SUPPORT SERVICES

Advisors

Academic advisors help students identify and clarify their interests, abilities and life/career goals and develop an educational plan for the realization of these goals. During the freshman year the advising program is integrated with TC101, Introduction to the Tabor Experience. At the end of the freshman year, students who are not ready to declare a major are assigned to an advisor by the Student Life Office. Students may request a change of advisor at any time by contacting the Registrar's office.

Office of Information Technology

Computer Labs.

User Access Information. All students are given computer access to Tabor College computers and network. The Computer System Administrator will notify students of login username and initial password for email and network accounts through the campus mail service. Keep your password confidential to protect your email and network files help to prevent someone from using your account for malicious purposes. Lab computers are equipped with various types of software, Internet and email access.

The MJR31 Lab houses ten computers and one laser printer. This lab's primary function is students who need to use Mathmatica for class assignments and general student use.

The Business Building Lab houses fifteen computers and one laser printer. The business computer lab is often used for class instruction, both during the day and evening. This lab's primary function is for labs in courses within the Business department, Education department and general student use.

The Library Lab is available all hours the Library is open, except when scheduled classes are meeting in the room (schedule is posted in advance by the Library Lab door). The Library Lab is designed so that students are able to utilize Library materials to write research papers. The 14-workstation room has a printer and is located in the southwest corner of the first floor of the Library.

Lab Rules. The computer labs are to be used primarily for educational purposes. Computer lab hours are posted outside of the lab each semester. Please check the room usage schedule on the door of the lab before entering the room. If you are using a computer for personal email, Internet surfing or playing games, you must give up your computer if someone is waiting to work on a school project. Students should adhere to the Community Life Covenant at all times. Please do not use paper that has already been used or lined paper. Do not take used paper from the wastebaskets or recycle bin and insert in the printer. Such paper may jam or permanently injure the laser printer. NO FOOD OR DRINK is allowed in the computer labs, no exceptions.

File Management. No files, games, screen savers or other material are to be saved on the local computers' hard drives in the labs. Tabor College has the right to remove all files and other material saved on college computers without any notice. All student files should be saved to their home directory on the network: {F:\STUDENTS\Username\filename}. If there is a situation that requires use of floppy diskettes, this must be requested and approved by the Systems Administrator (Chris Glanzer). Floppy diskettes are an extremely volatile media which also aid in the propagation of malicious viruses. All files saved on the network are confidential and backed up on a regular basis.

Computer Laboratory Assistance. Do not attempt to repair or troubleshoot problems with printers or computers, please notify network staff via email (networkhelp@tabor.edu).

Internet Monitoring

All student computer network usage is monitored. The monitoring system is intended to be a deterrent to students using inappropriate sites. A Student Life staff person will talk to students that continue to use these sites and determine any consequences and provide help to those who need it.

Library

Tabor College Library houses and circulates books, audiovisual materials, and music scores and music CDS, most of which are stored on the second floor. Periodical and reference materials, located on the main floor, are for in-library use only. A photocopier is available for copying at $.10 per page.

Tabor Library uses an automated circulation system along with the Web OPAC. Students may search the library's materials and course Reserve materials on the Web OPAC and then check them out using the automated circulation system.

Summary of policies:

- STUDENT ID REQUIRED FOR ALL CHECKOUTS
- Loan period:

Books, AV materials, music scores	4 weeks
Music CDs	3 days
Reserve materials	2 hr, overnight, 1-day, 3-day, 7-day
Periodicals & Reference materials	In-Library use only

- Overdue notices WILL BE SENT BY EMAIL
- Overdue charges: 3-day grace period following due date. Materials not returned within grace period will be charged $.20 per day retroactive to the original due date. Lost or non-return of materials will result in a bill for the cost of the item plus a $10 processing fee. Overdue reserves will be charged $.10 per hour.
- Renewals: Students may have two online renewals for each regularly circulating item. Reserves may not be renewed online.
- Students may access their record online to view materials that they have checked out and the due date of the item by entering their name and student ID# in the "View your own record" page of the library system. A PIN may be created for additional security.
- Contact Tabor Library for complete library policies and holiday or break hours.

Online periodical databases indexing articles, many of which are full-text, online encyclopedias and the Kansas Library Catalog may be accessed on any computer in the library or any computer on campus at www.tabor.edu/library.

Audiovisual supplies may be checked out at the reference desk. The Video Conference Room is located in the Library and may be reserved for video conferencing by classes or committees.

Writing Center

Peer tutors are available in the Writing Center to help students at any stage of the writing process. This includes arranging, supporting, and revising ideas, as well as teaching proofreading skills. Tutors act primarily as "coaches." They remind students of writing rules and principles and then help students apply those guidelines to their own writing. Tutors are Tabor students who are excellent writers and are trained through a practicum course. The Writing Center is located next to the Chapel in the Lohrenz Building. Hours are posted Monday to Friday 9 am to noon, and 1 to 3 pm.

Student Success Office

The Student Success Office is available for ALL students at Tabor College to provide academic support services ranging from individual tutoring, group tutoring, testing services, and learning improvement programs. Special assistance is offered to students with disabilities. The Student Success Office encourages all students, faculty and staff to utilize the services provided. The Student Success Office is located in the library.

Disability Student Services (DSS)

Students who have qualified disabilities and wish to arrange the appropriate accommodations, in addition to the general academic support provided through the Student Success Office, must identify themselves to the VP of Student Life at point of enrollment. Students who seek services must complete and submit a Request for Accommodations form and provide recent documentation (within 3 years), including diagnostic test results when appropriate. Tabor College does not have testing facilities to determine learning or other disabilities. Additional information regarding DSS is available in the Student Life Office.

Tutoring

If a student is in need of a tutor, he or she should contact the Student Success Office, or use the online tutor request link on the TC website. The Student Success Office will also facilitate tutored study groups as needed. Tutoring services are FREE to Tabor students.

STUDENT LIFE, LEARNING & FORMATION

Mission

The Student Life Office exists to nurture the holistic development of students through intentional relationships, programs and services which promote the integration of faith, living and learning.

While working toward this mission, Student Life personnel are committed to providing a safe and supportive community in which students may actively engage in the learning process.

Staff

The Student Life staff is made up of the following people:

Jim Paulus, Vice President of Student Life, Learning and Formation.

_____, Campus Pastor/Director of Spiritual Formation. Campus Pastor leads the chapel program, advises CMC and plans Spring Serve trips.

Erica Haude, Academic Success Counselor. This person administers the tutoring program and provides academic support and disability services for students.

Andrea Batista, Academic Support Coordinator. Andrea works with the tutoring program and assists students struggling academically.

Kaylene Unruh, Administrative Assistant to the V.P. of Student Life.

_____, Resident Director for the Townhouses and Student Success Counselor. This person lives in Unit J of the Townhouses.

Sara Sigley, Resident Director. Sara is Resident Director in the Women's Quad and SAB advisor. She lives in the apartment in the Schlichting Center with her husband Dan and son Silas.

_____, Resident Director for Dakota, Harms and Cedar Halls and Student Success Counselor. He lives in the apartment in Dakota Hall.

Joe Wuest, Resident Director of the Men's Quad. Joe also coordinates Intramurals.. Joe and his wife Whitney live in the apartment in Kansas Hall.

Orientation

Freshmen arrive on campus on Friday before classes begin to take part in New Student Orientation. This includes getting to know other freshmen and student leaders, a service day, activities sponsored by Student Activities Board, registration, information sessions, a worship service and other activities to help freshmen become acclimated to being students at Tabor College.

All freshmen are enrolled in TC101 (Introduction to the Tabor Experience). During these sessions students meet with their mentors and peer mentors to learn to be successful in their college careers.

Transfer students will attend orientation on the Monday before classes start (fall, interterm or spring). All transfer students will also take TC310 College, Christianity and Culture.

Chapel

Regular chapels are scheduled each Tuesday and Thursday at 11 a.m. and 11:40 a.m. Discipleship groups are available at various times throughout the week and at various locations on campus. Serve trips and service opportunities are generally offered each semester and special events such as drama productions, concerts, lectures, presentations and academic forums are also available for spiritual formation credit. The Student Life Office is responsible for arranging the chapel program schedule and monitoring attendance.

I. Mission Statement

   "To support the mission of Tabor College by developing environments and relationships that promote Christian spiritual formation."

II. Objectives

As a Christian college, the objectives of Tabor College's chapel program are that:

A. Students will be challenged to follow Jesus with full devotion.

B. Students will develop biblical thinking skills.

C. Students will develop an understanding of Christian spiritual formation.

D. Students will experience opportunities to integrate living and learning.

E. Students will involve themselves in service.

III. Attendance Policy

A. Twenty spiritual formation credits are required for full-time students each semester. At least 12 core credits must come from regular chapel attendance. Up to eight supplemental credits can be earned through community group involvement (1/2 credit per week of attendance), service participation (1 credit per day, up to 4 per week) or attendance at special events (credit assigned as deemed appropriate).

B. Approval of community group topics of study and service ideas for credit must be approved by the Student Life office at least three days in advance of the event.

C. Every full-time student will enroll in "Chapel" every semester for zero credit hours. This is a credit/no credit class.

D. Seven semesters of credit or exemptions are required for students graduating with a B.A. degree. Associate of Arts (A.A.) degree students must have three semesters of credits for graduation. The requirement for transfer and stop out students is prorated according to the level (class) at which they enter. The spiritual formation credit requirement is above the hours needed for graduation.

E. Any full-time student who attends fewer than 15 Chapels in a given semester may be suspended from Tabor College for one semester. Seniors who do not meet this minimum attendance requirement in the semester of graduation will not graduate until the deficiency has been removed, which is up to the discretion of the V.P. of Student Life.

F. Full time students who have completed their seven semesters of credit are required to attend a minimum of 15 chapels each semester.

G. Students not receiving credit for two consecutive semesters may be suspended from Tabor College for one semester until deficiency is addressed.

H. Exemptions. Students may apply to the Student Life Office for a semester's exemption. Student teaching and field placement are examples that would qualify for an exemption or reduced requirement.

I. Students age 25 and over are encouraged to attend but are not held to the requirement.

COMMUNITY STANDARDS

This Handbook enables students to better comprehend the college's expectations for student behavior and to know in advance the college's disciplinary response if community standards are not met. The following is not an exhaustive list of behaviors or situations handled through the disciplinary process. It is hoped that all students will consider their individual responsibility to live in accordance with the teachings of Jesus Christ, the expectations of Tabor College, and the laws of the local, state and federal government.

Student Expectations

Within the context of Tabor College's mission and its determination to be Christ-centered, students are expected to develop and maintain a high standard of personal and behavioral values. These expectations include, but are not limited to, the following:

1. Respect for the personal worth, dignity and rights of others.
2. Respect for the right and necessity of TC to develop and maintain a Christian atmosphere conducive to academic study and personal growth.
3. Respect for Tabor's longstanding tradition of honesty, moral and ethical integrity, freedom of expression and open inquiry within the bounds of the TC standards.
4. Respect for the diverse backgrounds, personalities, convictions and spiritual traditions of students, staff and faculty who comprise the TC community.

5. Respect for local, state and federal laws and ordinances.
6. Respect for the discipline, policy, procedures and authority established by TC for the systematic management of college activities, the well-being of the members of the college community, and the integrity of the institution.
7. Willingness to offer service, support, guidance and friendship to others.
8. Regard for the nature of a moral community by embracing the need for students, staff, faculty, and administrators to lovingly confront and hold accountable members of the TC community whose conduct falls outside the boundaries of Christian behavior, college expectations, and state and federal laws.

Community Life Covenant

Students sign the Community Life Covenant each year indicating their willingness to participate, with integrity, in the Tabor College community. By signing this document students accept the responsibilities stated therein. It reads as follows:

> Founded in 1908, Tabor College is an educational community that is committed to shaping the lives of all its members. The mission of Tabor is to prepare people for a life of learning, work and service for Christ and his kingdom. Tabor is a Christian college. It is expected that all who choose to attend Tabor will have a sympathetic appreciation for our foundational principles and a willingness to abide by our community standards. Tabor intends to provide an environment that supports and enables the educational journey. Tabor's seal identifies four foundational principles for our community: faith, knowledge, character and truth. As such, we believe that the following commitments will enable our campus to honor God and facilitate a life-transforming educational experience.
>
> *Our Foundational Principles*
>
> Every community needs a clear foundation. The following principles provide guidance and deliberate direction to the Tabor community:
>
> **1. We affirm the historic Christian faith.**
>
> We believe and affirm the Christian faith, devoting ourselves to following Jesus in both our personal lives and community living.
>
> Therefore, we commit to understanding the Christian faith; pursuing Christian spirituality; appreciating the diversity of thought within the Christian faith; valuing Tabor's Mennonite Brethren heritage; and living a life of service that honors and blesses others.
>
> **2. We celebrate the pursuit of knowledge.**
>
> We believe that learning and study are a celebration of the world that God has created.
>
> Therefore, we commit to engaging in the pursuit of wisdom and knowledge; asking questions and searching for answers; demonstrating integrity in all academic work and exams; creating time and space for contemplation and reflection; and striving to integrate faith, living and learning.
>
> **3. We strive to live with character.**
>
> We believe that living in a Christian educational community includes striving together to promote and develop virtuous personal character.
>
> Therefore, we commit to pursuing Christian growth and maturity; developing a life of virtue, integrity and honesty; ongoing self-examination; honoring the dignity of self and others, including restraint from harassment or discrimination of any kind, and from the use and possession of all forms of pornographic materials; the wise use of words, including their use to build others up, rather than to tear down; the wise stewardship of personal and community resources (such as time, finances and property), including restraint from gambling; demonstrating care for ourselves and others by refraining from the use, possession or sale of illegal drugs, alcohol and tobacco products (including the inappropriate use of medication), and through promoting the overall safety and well-being of all members of the community; and submitting to the laws of the governing authorities.

4. **We are guided by the truth of the Scriptures.**

We believe that the Scriptures provide the authority in the Christian community for belief, thinking and practice.

Therefore, we commit to being guided by biblical teaching; Bible reading and reflection; studying the Scriptures in our academic courses; attending chapel consistently; pursuing biblical wisdom in the choice of entertainment; having lifestyles and relationships that are virtuous and honor biblical instruction; and abstaining from premarital, extramarital, homosexual and other immoral sexual relations.

Our Community Responsibilities

Community is a place of great privilege as well as great responsibility. We recognize that the quality of our life together is largely dependent upon the willingness of each individual member to relinquish his or her personal rights or preferences so that the community as a whole can flourish. The Scriptures remind us of this: *"Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others"* —Philippians 2:3-4.

In this spirit, each member of our community is called to show responsibility for others through his or her own example and through challenging others to live with integrity in respect to these, our common commitments.

With my signature I indicate my willingness to respect Tabor's foundational principles and to abide by the community responsibilities and lifestyle expectations described in this covenant.

In addition to this covenant, Tabor College students are responsible for all policies outlined in the Student Handbook.

Students enrolled in the traditional, undergraduate program are called to abide by the lifestyle expectations listed above when the student is enrolled and Tabor is in session, from the first day they arrive at school each fall semester through the end of the second semester, including all breaks, and any time they participate in a Tabor College program. When students are in the presence of their parents/guardians off-campus, they are considered to be a part of their family unit and under the direction of their parents/guardians.

Who needs to sign the Community Life Covenant?

All resident students and students under 25 years of age are required to sign and abide by the Community Life Covenant. Other students are encouraged to live according to these standards, but are not required to sign the Community Life Covenant.

Purpose Of Disciplinary Response

In order to preserve an atmosphere of moral and Christian community, it sometimes becomes necessary to confront and hold accountable members of the Tabor family. Procedures have been designed to provide a loving disciplinary response, balanced by justice and mercy. Justice requires that those who violate community standards are held accountable, and those who are innocent are protected. Mercy requires an understanding that all people are fallen sinners in need of God's grace and a mandate to encourage hope rather than condemnation. Therefore, discipline must be both **corrective** and **restorative**. The goal must be to redeem individuals and to restore relationships so that people can grow and develop in knowledge and grace.

The purpose of the disciplinary response is:

- to redirect behavior,
- to encourage, nurture, and teach responsibility to the individual,
- to protect the rights of others in the community,
- to establish a safe campus, and
- to maintain a Christian environment compatible with the educational mission of the college.

This Handbook enables students to better comprehend the college's expectations for student behavior and to know in advance the college's disciplinary response to behavior that falls outside the standards. It is hoped that all students will consider their individual responsibility to live in accordance with the teachings of Jesus Christ, the expectations of Tabor College, and the laws of the local, state and federal government.

General Regulations

Tabor College will cooperate fully with police, local, state and federal authorities in their efforts to enforce laws related to alcohol use, drugs, and public health and safety. Students are expected to abide by these laws and regulations and to accept responsibility for their actions. Violations of local, state and federal laws will be investigated by the Office of Student Life when the offenses occur within college jurisdiction. The offenses and investigations may be filed for criminal prosecution through appropriate judicial authorities. Actions involving a student in a criminal investigation or a civil or criminal court proceeding do not free the student of responsibility for violations of community standards. In cases where the student is charged in both jurisdictions, the college will conduct its own disciplinary review process according to established procedures. In addition, the college reserves the right to initiate disciplinary proceedings in cases where a student has been formally charged with criminal violations, on or off campus, by legal or civil authorities, or who may have otherwise committed an offense that has compromised the security of the college or the integrity of the educational process. This discretion rests with the V.P. of Student Life. The Student Handbook is designed to give general notice of community standards and expectations, the sections of misconduct, and the college's disciplinary procedures. It is not the intent of this Handbook to define these areas in exhaustive terms. Therefore, the college reserves the right to interpret conduct that is in violation of these regulations.

Off-Campus Jurisdiction

Tabor enjoys a longstanding relationship with the Hillsboro and surrounding communities. Students are encouraged to live responsible lives and practice the characteristics of excellent citizenship. In some cases it may become necessary for the college to intervene in instances of student misconduct off campus that adversely affects the ability of students to function well in the college community, at college-sponsored events or in the classroom, or that are in direct conflict with the unique mission of the college. In response to complaints from non-college citizens or agencies, the college will cooperate fully with local authorities in the performance of their duties, but will not have responsibility for processing the complaint. However, the college does reserve the right to act in any instance should the complaint involve violations of the Sections of Misconduct.

SPECIAL NOTE: All policies and regulations of the Student Handbook apply to all students, including students living off campus, on-campus students in any off-campus situation and/or Study Abroad experiences, and to any student representing Tabor in academic, social or sporting events, regardless of the location.

Sections Of Misconduct

Level One: These behaviors could result in disciplinary warnings with or without additional conditions or alternative requirements. They include, but are not limited to, the following:

- Failure to respect of the quiet hours policy in college residence halls or other incidents of minor disturbance of the peace.
- Failure to respect of general residence life policies including, but not limited to, checkout procedures, cleanliness, and misuse of residence hall equipment and/or furnishings.
- Engaging or threatening to engage in behavior that would cause minor damage to college property or to the personal property of others.
- Playing games that include the trading of money (gambling in any form).
- Use of profanity, vulgarity or obscenity in any form.
- Failure to respond to a summons to any administrative office or to appear at a college disciplinary hearing.
- Not following the visitation or open house policies which may result in a minimum $50 fine.
- Use of tobacco in any form.
- Displaying any alcoholic beverage/drug paraphernalia, including but not limited to, bottles, cans, personal photographs, posters and T-shirts.
- Displaying any blatantly sexual material, including but not limited to, personal photographs, posters and T-shirts.
- Minor instances of disorderly conduct during Chapel or any other public assembly or class.
- Other violations of college housing policies, general college policies, or parking/safety regulations.

Level Two: These behaviors may result in a minimum disciplinary response of probation on the first occurrence with a semester or more suspension on the second occurrence and may also result in additional conditions or alternative requirements. They include, but are not limited to, the following:

- Failure to comply with disciplinary decisions, conditions of probation or the directive of a college official acting in the performance of his or her duties.
- Lying to a college authority, including all administrators, members of the faculty, staff, and residence assistants.
- Engaging or threatening to engage in behavior that would cause major damage to college property or to the personal property of others.
- Engaging or threatening to engage in behavior which poses a danger of causing physical and/or emotional harm to self or to others, including hate speech and sexual harassment.
- Misuse of or tampering with fire or safety equipment, that is using such equipment for other than its intended purpose under circumstances justifying that use. Automatically includes fine of at least $500 for such misuse of fire extinguishers and knowingly making false notifications of emergencies, including the pulling of fire alarms. Referral to appropriate authorities will also occur.
- Possession or use of fireworks or chemicals which are of an explosive or corrosive nature. Automatically includes fines of at least $300 for possession or use of such agents.
- Burning of candles, incense or any other flammable material in the residence halls. Automatically includes a fine of at least $100.
- Unauthorized possession or use of college keys.
- Unauthorized entry or use of college buildings, facilities, equipment, supplies or resources, or unauthorized presence on building roofs. Unauthorized use or entry of a college building automatically includes at least a $100 fine.
- Misdemeanor theft and/or possession of stolen property
- Forgery, alteration or misuse of college documents, forms, records, identification cards or meal tickets/plans.
- Premarital, extramarital, homosexual or other immoral sexual behavior.
- Possession and/or use of pornography of any kind.
- Violation of law or college policy for computer use.
- Theft of services, including failure to meet financial obligations for professional services and rental agreements.
- Repeated violations of the visitation policies of residence halls.
- Possession or consumption of alcoholic beverages on or off campus.

  Note: Second violations of possession or consumption of alcoholic beverages on or off campus, including second violations occurring after first-violation probations have been completed will automatically result in suspension from the college. Presence of the aforementioned activities will constitute a violation of the policy, as well.
- Providing alcohol to minors.

  Note: Second violations of providing alcohol to minors, including second violations occurring after first-violation probations have been completed, will automatically result in suspension from the college.
- Possession, distribution or sale of drug paraphernalia.

  Note: Second violations of possession of drug paraphernalia, including second violations occurring after first-violation probations have been completed, may automatically result in suspension from the college.

Level Three: These behaviors may result in suspension from the college for one or more semesters, including indefinite dismissals, on the first occurrence. These include, but are not limited to, the following:

- Possession, use, distribution or sale of illegal drugs, including controlled prescription drugs and steroids.
- Hosting an event or private party (or otherwise allowing such an occasion to occur) at a student's residence, whether apartment, house or other facility, or at any other location, public or private, at which Tabor students are in violation of possession or consumption of alcoholic beverages.
- Second violations of possession or consumption of alcoholic beverages on or off campus or at college sponsored events or activities, including second violations occurring after first-violation probations are fulfilled.
- Participation in hazing.
- Intentionally causing physical or emotional harm to another person (including, but not limited to, hazing) on or off campus or at college sponsored events or activities, unlawful detention of another person against his or her will, or seriously threatening harm or harassment, including stalking.
- Rape, sexual assault or other non-consensual sexual activity.
- Arson or attempted arson. This includes intentionally setting fire to any item in a non-designated area. This will include a minimum fine of $500.
- Felony theft.
- Intentionally giving a false warning of a campus emergency, including a second offense pulling of fire alarms.
- Possession, use or discharge of any weapon on campus or at college sponsored events or activities.
- Intentionally interfering with college events, business activities or educational purposes.

SPECIAL NOTE: Repeated or aggravated violations of any section of misconduct will result in additional disciplinary responses, especially in cases where the infractions occur during a disciplinary probation. A student's entire disciplinary record will be considered when decisions related to disciplinary responses are made. Terms of any disciplinary response will be set at the conclusion of disciplinary review. In most cases the terms will extend to at least the end of the academic semester. The V.P. of Student Life or appropriate designee has responsibility for setting such terms and may extend, reduce or otherwise alter the term according to the specific situation.

Disciplinary Responses

Responses for not meeting community standards or expectations include any of the following, singly or in combination:

Disciplinary Warning- An official response given verbally and/or in writing, notifying the student of his or her misconduct and warning that subsequent infractions must not occur.

Disciplinary Probation- An official status that places the student in a position that any subsequent misconduct during the period of probation will result in additional discipline, including, but not limited to, suspension from the college. The term of the probation is determined by the V.P. of Student Life or his/her designee. Parents or guardians may be notified of this decision, as well as the academic advisor and coaches. In cases involving drugs or alcohol, parents or guardians will be notified.

Final Notice- An official response notifying the student that any additional inappropriate behavior will result in his/her removal from the college for at least the remainder of the academic semester, or dismissal. The student's parents or guardians and advisors will be notified of this action.

Disciplinary Suspension- An official response that prohibits the student from attending the college, residing in, or entering into college owned or operated property, participating in any university activities, sports, academic organizations, or trips for a set period of time, typically to include at least one calendar week or the rest of the academic semester in which the offense occurred. Length of suspension will be determined by the V.P. of Student Life or his/her designee. For academic year or semester suspensions, written request to return to the college must be submitted to the V.P. of Student Life at least one month prior to the semester in which the student wishes to re-enroll. Monetary reimbursements policy for suspension or dismissal is stated in the college *"Financial Information"* booklet. For suspensions, a

student must complete an exit and re-entry interview with the appropriate college official before returning to campus. Any classes missed due to a suspension will be unexcused and subject to the policies and procedures of the faculty. Notification of suspension will be sent to appropriate college offices, including the student's academic advisor and his or her parents or guardians.

Disciplinary Expulsion- An official determination that permanently prohibits the student from attendance at the college; parents or guardians may be notified of this decision.

Alternate Requirements/Conditions

Tabor College reserves the right to impose alternative requirements or conditions at its discretion in the disciplinary or judicial process. Such requirements or conditions may include, but are not limited to, the following:

a. Restitution or fines
b. Work or service
c. Counseling evaluation sessions by licensed professionals, which may involve drug, alcohol, or medical assessments
d. Mentoring relationships
e. Educational program sessions or other educational experience
f. Restrictions on participation in campus activities, intramurals, residence visitation, or contact with individuals or groups on campus
g. Attending local drug or alcohol addiction programs for which the student may bear all or part of the financial obligation
h. Attending professional counseling sessions for which the student may bear all or part of the financial obligation
i. Eviction from college owned or operated housing
j. Course withdrawal from a specific Tabor class

Alternative requirements or conditions should typically be imposed in addition to normal disciplinary sanctions (i.e. warnings, probation, and suspensions), and not instead of them. If these alternative requirements are violated by the student or if he or she fails to meet conditions set for him or her in the disciplinary process, a more serious response up to and including suspension or dismissal, may be imposed at the discretion of the V.P. of Student Life or his/her designees, without further hearing or review.

Summary Disciplinary Responses: Suspensions and dismissals may be imposed without the disciplinary process outlined in this section should the V.P. of Student Life, in consultation with the President, determine that serious misconduct has occurred and/or that the student's continued presence on campus presents unreasonable risk of danger to himself or herself and/or the campus community as a whole. In these cases, a student must leave the campus immediately. Other disciplinary responses, listed under additional requirements and conditions, may also be imposed on a summary basis at the discretion of the V.P. of Student Life, in consultation with the President. The Community Life Council will meet as soon as practically possible to review any suspensions or dismissals which are imposed on a summary basis by the V.P. of Student Life.

Decisions of Disciplinary Responses: Authority for determining and imposing disciplinary responses, requirements or conditions ultimately rests with the V.P. of Student Life. In many cases a Resident Director, the Residence Directors Council or the Community Life Council will make these decisions. Primary consideration will be given to the seriousness of the offense, intent and the prior disciplinary record of the student when deciding on appropriate disciplinary responses. Whereas the prior disciplinary record is not considered in determining accountability for the incident in question, patterns of behavior will influence actions necessary for correcting a student's conduct and protecting the integrity of college policies and procedures. Other considerations will always include a student's attitude during the disciplinary process, a student's cooperation during the incident being reviewed, and recommendations by college officials.

Disciplinary Process

Incident reports alleging behaviors listed in the Sections of Misconduct or other violations of the Student Handbook will be forwarded to Student Life from college officials, and from other members of the college community, including students, staff and faculty. If the college receives reports, complaints or other information possibly involving violations of the Student Handbook from local, state and federal agencies, they will be forwarded to Student Life and investigated. A preliminary review of the facts of the case will be conducted to determine whether sufficient evidence exists to warrant a hearing. Students will be summoned to a meeting with the Resident Directors Council or Community Life Council where allegations will be reviewed and a disciplinary response will be determined. The disciplinary response will become part of the student's official disciplinary file, and immediate enforcement will follow.

Resident Directors Council (RDC)

The Resident Directors Council is made up of the Tabor College resident directors. The RDC can administer discipline procedures but cannot dismiss a student. If the student wishes to appeal restorative discipline outlined by the RDC, the student may be referred to the Community Life Council.

Community Life Council (CLC)

The Community Life Council will hear any student disciplinary case referred by the RDC and all cases in which the violation may warrant suspension or dismissal. The Community Life Council is made up of five members of the Tabor College community, including two faculty members, a staff member, one student member, and is chaired by the V.P. of Student Life. Faculty, staff and student members will be appointed by the V.P. of Student Life and approved by the Student Life Committee. The student cannot have been on disciplinary probation. The student's academic advisor, Resident Director, and/or Director of Student Success may be present at the CLC to provide additional information. All students summoned before the CLC are afforded the opportunity of having an advocate present. This advocate may be a Tabor College faculty member, staff member, or student only. The decision of the CLC is final unless there is an appeal (see Appeal Procedures). The V.P. of Student Life will meet personally with the student involved and share the decision of the CLC.

Non-disciplinary Process/Administrative Agreements

In keeping with the redemptive nature of Tabor College's disciplinary philosophy, students who come forward confessing an addictive lifestyle (including illegal drugs and controlled substances, steroids, alcohol, sexual misconduct, pornography, Internet abuse and eating disorders) will be afforded an opportunity to submit to a range of possibilities outside the disciplinary process, including counseling and/or medical treatment. The following conditions must be met in order for students to take advantage of this non-disciplinary policy:

1. The student must initiate the first step by discussing his or her situation with the V.P. of Student Life. Once a violation is identified or reported, the normal disciplinary process will ensue, and the student will no longer have the option of a non-disciplinary response.
2. The student must be willing to submit to any intervention deemed appropriate.
3. The student must understand that in cases where the behavior is repetitive, self-destructive or endangering to others or involves legal issues, the college has the responsibility to take appropriate action, including suspension or dismissal from the college.

SPECIAL NOTE: Tabor College maintains the right to require the student to enter into professional counseling and/or medical treatment if the behavior in question warrants such a response, as indicated by the Special Administrative Evaluation.

Deliberation/Standard of Proof

In deliberating disciplinary responses, the V.P. of Student Life or an appropriate designee will make a decision on facts based on a preponderance of the evidence, including, but not limited to, all testimony from witnesses, written statements and other relevant information. In evaluating conflicting testimony or statements, the V.P. of Student Life or appropriate designee will determine in good faith which version of events is more credible.

Appeal Process

Disciplinary decisions will be made at the lowest level possible. Following any formal discipline, students are guaranteed the right to an appeal to the next highest level. Decisions made by the Resident Directors Council may be appealed to the Community Life Council. Decisions made by the CLC may be appealed to the Appeals Board. The Appeals Board's decisions are FINAL.

Appeals will be granted on the following grounds:

1. The disciplinary response is unreasonably disproportionate to the misconduct (including consideration of the student's prior offenses or willingness to cooperate in the disciplinary process).
2. The student was not accorded his or her rights as outlined in the Student Handbook, and this failure significantly affected the student's right to receive a fair hearing.
3. The disciplinary decision was not supported by substantial evidence.
4. New evidence has become available since the initial hearing that would have significantly altered its results.

Appeal

All disciplinary and academic action, such as appeals of disciplinary response within residence halls, student discipline, academic dishonesty, grade appeals and academic suspension, is subject to appeal.

Disciplinary appeals must be submitted in writing to the Vice President of Student Life within three working days of notification of any decision and should include the offense committed, the disciplines assigned, and complete reasons for the basis of the appeal.

Academic appeals must be submitted in writing to the Vice President of Academic Affairs within two weeks of notification, providing specific details and all appropriate information and reasons for such an appeal.

The Appeals Board consists of three faculty members, one from each division; Vice President of Academic Affairs; Student Senate president; and one student selected by Student Senate. Neither student may have been on disciplinary probation. In the event of a conflict of interest of any board member, the Vice President of Academic Affairs will appoint a replacement.

Upon request, any information from preceding discussions and any new information shall be made available to the Appeals Board.

The responsibility of the Appeals Board is to review the case, to determine whether appropriate procedures were followed, and to uphold or revise the decision and determine an appropriate response. **All appeal decisions are final and subject to no further appeals.**

Special Administrative Evaluations

Tabor College reserves the right to deny admission to any applicant and continued enrollment to any student it determines is unqualified on the basis of personal conduct, character or academic preparation inconsistent with the nature and mission of the college. In addition, a student may be subject to special requirements or disciplinary responses, including suspension or dismissal from the college, for actions not otherwise covered in the Student Handbook, if it is determined from the student's behavior that he or she:

1. lacks the capacity to understand the nature of the charges against him/herself, or the ability to respond and participate in the disciplinary process;
2. poses a danger to self or to others;
3. has become gravely disabled—that is, lacks the ability to care for him or herself. In such instances, the case will be referred to the V.P. of Student Life, who will schedule an evaluation of the student by appropriate medical or mental health care professionals. The student may also elect to seek an independent medical and/or mental health evaluation for purposes of this review.

The V.P. of Student Life will then convene an evaluation team to review the case and make appropriate recommendations. The team will normally consist of:

1. the Vice President for Academics,
2. the student's counselor or therapist,
3. the student's academic advisor,
4. the Director of Student Success, and
5. the V.P. of Student Life.

The team will review all issues and information relevant to the student's condition and his or her ability to continue at the college. In conducting an evaluation, the team will:

1. have access to pertinent records concerning the student, including the results of the professional medical or psychological assessments;
2. have the right to interview any person who can supply additional information relevant to their analysis; and
3. conduct all of its proceedings in strict confidence and in compliance with state and federal non-discrimination laws.

All evidence presented to the team will be given due consideration in the decision-making process. Following the review of all relevant information, the team will report findings along with recommendations of the continuing enrollment status of the student to the V.P. of Student Life. The V.P. of Student Life will then make the final determination as to whether the student should remain at the college, and if so, under what conditions. In the event that a student is suspended or dismissed, the V.P. of Student Life may also elect to impose conditions for the student's re-enrollment. In cases where it is believed that the student's behavior poses danger of causing imminent harm to self or others, the student may be summarily suspended or dismissed from the college immediately. Typically, appropriate medical and law enforcement agencies, as well as family members, will be notified. The evaluation procedure should then take place following the student's suspension and removal from campus.

Special Note: A student who fails to cooperate with either the evaluation process or with the conditions set for his or her continuance at the college may be suspended or dismissed on a summary basis as noted above.

Procedures For Reviewing Misconduct By Student Groups

Student groups may be charged with violations of the Student Handbook, and the group may be held responsible, either individually or collectively, if violations by those associated with the group received implicit or overt consent or encouragement from the group or its officers. Alleged violations will be referred to the V.P. of Student Life for processing under the provisions of the Student Handbook. Disciplinary responses for a student group may include revocation of the group's right to exist at the college, as well as other appropriate measures. Student groups will be accorded the same hearing and appeal procedures provided for individual students.

Release of Transcripts

Students are not eligible for release of transcripts until the completion of disciplinary proceedings and the performance of all disciplinary requirements. Release of transcripts will be held until all requirements are fulfilled.

Deadlines For Initiating Disciplinary Procedures

The college shall not necessarily have any responsibility to process cases of alleged misconduct if the procedures outlined here are not initiated within 90 calendar days after the day of the alleged misconduct. Decisions to pursue such reports will be made by the V.P. of Student Life.

Responsibility For Disciplinary Records

The V.P. of Student Life, in accordance with the college's Family Education Rights and Privacy Act, retains responsibility for the maintenance, storage and release of student records related to disciplinary proceedings. In most cases, student disciplinary records will remain on record for a period of five years, at which time minimal statistics will be retained and the full document will be destroyed.

Search Procedure

All students living in the residence halls are subject to a room or vehicle search. However, all searches must adhere to the following procedure:

1. There must be reason to believe that a community standard has been violated.
2. The Resident Director or the V.P. of Student Life must be present.
3. Preferably the occupant of the room will be present.

All searches will be conducted to verify a violation of community standards and to confiscate stolen items or illegal substances (i.e., drugs, tobacco, alcoholic beverages). If an illegal substance is confiscated or if there is reason to believe that a violation of lifestyle has occurred, the matter will be brought before the Office of Student Life.

STUDENT SERVICES & COLLEGE POLICIES

Address Change

Students are responsible for maintaining current and accurate local and permanent addresses. Any changes of address should be communicated to the Registrar's Office or Student Life Office.

JayShop

The Tabor College JayShop offers a variety of items for students' needs. All required textbooks for your classes are available for sale or rental each semester and used copies are sold when available. You will find a nice selection of Nike and Under Armour as well as other name brand spirit wear year round from hoodies and beanies to t-shirts, shorts and caps. Many gift items are available such as travel mugs and license plates. It's also a convenient spot to purchase all your school supplies! Cards, envelopes and U.S. postage stamps are also for sale. Payments via cash, check or credit/debit card are accepted. As a bonus, ONLY during the first week of each semester, you may charge Textbooks to your Student Account! Find us on the web at jayshop.tabor.edu. You support Tabor by your patronage.

Bulletin Boards

The various organizations on campus have an assigned bulletin board in the Student Center outside the JayShop to publicize their activities.

A bulletin board is located outside the JayShop where ads can be placed to sell items, advertise jobs and make other opportunities known. Used book ads will be taken down after the add/drop period.

All organizations must follow the bulletin board guidelines:

- Each board must be clearly identified by its organization.
- Each organization is responsible for keeping its given board neat and updated.

Cafeteria

The cafeteria, operated by Pioneer College Caterers, offers a wide selection of foods at each meal, including food bars. **Mary Bostic, Food Service Manager,** welcomes suggestions and comments concerning their service and the foods they offer. Dial extension 1000 to hear the daily menu.

Pioneer College Caterers provides a continuous service format during the fall and spring semesters from 7:00 a.m. to 6:30 p.m., Monday through Friday. Unlimited Access Meal Plan participants have access to the cafeteria dining room any number of times desired during those hours at no additional cost. Entrees and hot main dishes are served during the following hours Monday-Friday:

7:00 a.m. - 8:45 a.m.

11:00 a.m. - 1:00 p.m.

5:00 p.m. - 6:30 p.m.

Meal plan participants have access to Continental Breakfast until 10:00 a.m. which includes things such as Belgian waffle bar and make-your-own omelet stations. A hot bar selection (pizza, hot sandwiches, and pasta, etc., rotated daily) is available from 1:00 - 5:00 p.m.

The following is available throughout the continuous serving period: all beverages, cereal bars, breads and bagels with condiments, premium deli bar including chips and sandwich smashers, soup and salad bar, fruits, both fresh and canned, desserts and ice cream.

Traditional serving hours are provided on weekends and during the January Interterm.

-Monday-Friday: Same times as above

-Saturday: Lunch 12:00 - 1:00 p.m. Dinner 5:00 - 5:45 p.m.

-Sunday: Lunch 11:30 a.m. - 1:00 p.m. Dinner 5:00 - 5:45 p.m.

Unlimited Access Full-Meal Plan, required of students in all campus housing.....$2,450.00

Residents of campus residence halls are required to purchase the Unlimited Access Full-Meal Plan. A limited refund policy exists for meals missed due to class trips, hospitalization, student teaching, internships and off-campus employment. Contact the College Business Office for details on meal refund policies.

Alternative meal plans are available for student teachers and interns as exceptions to the full-meal plan requirement for residents living in campus housing. These meal plans are also available for students living off-campus. Information is available in the College Business Office.

Students living off campus also have an option of a declining balance prepaid deposit plan. Non-refundable $100.00 minimum installments. Balances expire at the end of each school year.

Camping Policy

Due to safety concerns, there will be no camping on campus property, unless approved in advance by Student Life.

Campus Chronicle

The Tabor Campus Chronicle, which includes campus information, special events and a calendar of the month's activities, is distributed monthly throughout the school year and twice during the summer to every student, faculty and staff member and to parents as requested.

Campus Recreation Center

A gym, two racquetball courts, an exercise room and a weight training facility are located in the Campus Recreation Center (CRC). All students who pay student fees (enrolled in eight hours or more per semester) at Tabor College may use the facility at no charge. When the college is in session the facility will be open to Tabor students and staff from 6:30 a.m. to midnight weekdays and from 8:00a.m. to midnight weekends. Community usage is from 6:30 a.m. to 1:00 p.m. and is by membership only.

The facility may be reserved for community group usage by contacting the Student Life Office. A fee schedule applies to this usage. Students may not use the facility during vacation periods unless management staff is available.

Career Services

The Student Success Office offers a variety of career-assistance services for Tabor students. These services include the following: career counseling; cover letter and resume writing workshops and individual assistance; assistance with career-related skills, values, and interests exploration; limited job-search resources and assistance; a career website under Student Resources at www.tabor.edu. Job opportunities are regularly posted on a jobs-blog, accessible via the website. The Director of Career Services will also help students find information regarding graduate schools, seminaries, missions, and service organizations.

Cash/Change

Checks up to $100 can be cashed and change is available in the JayShop, Monday through Friday 9:00 a.m. - 3:00 p.m.

Class Attendance and Campus Residency

Students who are living in residence halls and have stopped attending classes will be asked to vacate their residence unless permission is given by the V.P. of Student Life for students to remain in campus housing.

College Premises

Unless specifically authorized, students are not to:

- Enter locked premises or possess of unauthorized keys.
- Be on roofs and ledges of all College buildings.
- Operate motor vehicles on sidewalks or grass.

College Vehicles

Usage Policy:

1. College vehicles are to be used for Tabor-sponsored events only and may be reserved by a group sponsor or class professor by contacting the business office secretary.
2. If multiple requests, groups traveling the greatest distance will receive priority. Otherwise, vehicles are scheduled on a first-come, first served basis.
3. Because of insurance concerns, personal use of college vehicles is not allowed.
4. Tabor employees, rather than students, should operate the vehicles whenever possible.
5. All student drivers must produce and register a valid operator's license number and birth date for college records. Our insurance company prefers student drivers to be 21 years or older.
6. If a personal vehicle is used for a Tabor-sponsored trip of any kind, the owner's liability insurance is primarily responsible by law. Owners should be aware of the risk they are taking.
7. When a college vehicle is not available for a Tabor trip, the user department should attempt to rent a vehicle from a commercial leasing company or agent rather than attempting to borrow a personal vehicle. Local car dealers and area leasing companies can supply vehicles.

8. Students participating in an ACCK budget funded course may be reimbursed for travel from their home campus to the campus where the course is taught. Reimbursement is at the rate of 14 cents per mile for the driver, plus 1 cent for each passenger with a maximum of 18 cents per mile. Please check with your ACCK professor to see if the course is to have mileage refunded before submitting reimbursement requests.
9. Request blue ACCK mileage reimbursement forms in the Academic Office. Reimbursement does not apply for summer course work, practica, student teaching assignments or private lessons. A mileage reimbursement form must be filled out for each class to be submitted at the end of the semester. It is the student's responsibility to fill out the form, acquiring passenger initials. These forms should be taken to the Academic Office for approval of payment.
10. Some professors may approve payment from their budget for students involved in certain activities, i.e., practica, music practice, and private lessons. The white mileage reimbursement forms are used and the professor's signature and budget account is required before payment can be released. Blank reimbursement forms can be found in the Business Office at the reception desk.
11. When a form has been approved for payment, the student will receive it back in the mail with a notice to come to the JayShop for payment. You must have the notice and the copy of the form with you to receive payment.

Instructions when using a college vehicle:

1. College minivans are parked east of the H.W. Lohrenz Building. Full-sized vans are parked south of the Historic Church and adjacent to the college tennis courts and should be returned there after use with doors locked and dome lights turned off. It is the responsibility of the driver to insure that the vehicle is clean and has a full gas tank upon returning the vehicle to campus. Return keys to the Business Office or place keys in the Faculty/Staff Correspondence slot of the faculty mail room in the HW Lohrenz Building.
2. Record your name, beginning and ending mileage, license plate number, and the name of the department to be charged, on the envelope accompanying the keys.
3. As a courtesy to the next group using the vehicle, leave the inside of the vehicle clean; remove all trash and personal items. Fill the gas tank and add oil if needed. Gas may be charged at Ampride or Jost Service Station. Sign your name and write the license plate number on the credit ticket or describe the vehicle by model & year.

Dance Policy

Tabor College permits social dancing that is sponsored by the Student Activities Board and approved through the Office of Student Life, Learning and Formation. SAB may sponsor up to three dances per academic year (e.g. Sadie Hawkins, post-Christmas banquet and one additional dance in the spring). Proposal forms for the spring dance are available from SAB and must be submitted at least four weeks prior to the proposed dance. Any recognized college organization may submit a proposal. A theme or genre-specific dance is expected. Both the genre and the accompanying music choice must be in accord with biblical principles of modesty and respect for others. At least two faculty or staff sponsors must be present for all dances. Lessons are recommended prior to a dance to encourage participation and confidence.

Directory Information

At its discretion the College may provide Directory information to the public in accordance with the provisions of FERPA to include: student name, local and permanent address, e-mail address, telephone number, date and place of birth, major field of study, photographic, video or electronic images, dates of attendance, degrees and awards received, most recent previous educational institutions attended by the student, participation in officially recognized activities and sports, weight and height of members of athletic teams, religious preference, and student classification.

STUDENTS MAY WITHHOLD DIRECTORY INFORMATION FROM BEING GIVEN TO THE PUBLIC BY COMPLETING A "REQUEST TO RESTRICT DIRECTORY INFORMATION" FORM WITHIN TWO WEEKS OF THE BEGINNING OF THE TERM. Forms are available in the Academic Offices and completed forms should be submitted to the Office of the Registrar. Information will be withheld until the student submits a written request to remove the restriction.

Each student should give careful consideration as to the consequences of any decision to withhold Directory Information. If withheld, Directory Information items will be restricted from such things as the College directory, Commencement publications, or any other College publications. All future requests for restricted information, however legitimate, will be refused. This includes requests made by family, friends, prospective employers, credit agencies, lending agencies, and others to whom the student may want this information known. Tabor College cannot assume the responsibility to contact the student for subsequent permission to release Directory Information. Regardless of the effect upon the student, the College assumes no liability for honoring an instruction to restrict/withhold Directory Information."

Discrimination, Harassment and Student Advocacy

Tabor College seeks to create an environment which is free from threatening or offensive behavior. Community members are encouraged to report any incident which is contrary to this ideal.

Harassment or discrimination in regard to age, disability, national origin, race, religion, sex or any other class protected by law will be subject to disciplinary action.

Definitions:

Harassment includes, but is not necessarily limited to jokes, comments, cartoons, pictures, etc., which are offensive or derogatory language. The absence of an intent to harass is NOT determinative of whether harassment has, in fact, occurred.

Discrimination includes, but is not necessarily limited to removal or granting of privileges, selections for job assignment or advancement, evaluation, recommendation or resource administration.

Concerns/Complaints/Grievances: With regard to discrimination, harassment and other campus issues, students may express concerns, complaints, or grievances. These are differentiated below:

Concerns: Student informally expresses discontent with a Tabor policy, process, decision, or personnel relationship.

Complaints: Student formally complains of harassment or discrimination to a college official.

Grievances: Student formally documents an unjust act or policy occurring under the authority of Tabor College, implying Tabor's moral and/or legal obligation to address a wrong.

Specific Action: Any person who observes or has been informed of what is believed to be unlawful harassment or discrimination of another should report the incident(s) as set for in the Tabor Policy Manual (Sec VI, pg 32-34). Students will typically report such concerns to the Vice President for Student Life or to a faculty or staff member who would then report the issue to Student Life.

More information regarding student advocacy policies and procedures may be found on MyTabor at https://my.tabor.edu/ics/Campus_Life/Student_Advocacy_Support.jnz. You must be logged on to access this page.

E-Mail

All students are provided a Tabor College e-mail account, which is one of the college's official methods of communicating important and time-sensitive information. All are expected to check the mail sent to this account on a frequent and consistent basis, and to respond to official communications in a timely manner. All are responsible for monitoring this account and for the consequences of missing important and time-sensitive messages. See *Computer Lab* section for additional student e-mail information.

In order to prevent misuse of the group e-mail system, students who wish to send an e-mail to all students should send it to the Student Life Office (kayleneu@tabor.edu) for approval and sending.

Fire Pit & Grills

The fire pit was purchased by Student Senate for student use on campus.. All uses of the fire pit must be requested through Student Life at least five (5) days in advance. If approved, permission will be granted to the requestor and they will be responsible for all activities at the burn. Additional requirements and expectations are available in the Student Life office, and a copy will be given to anyone signing out the fire pit. Tabor Community Life Covenant is expected to be honored at all bonfires. Unauthorized fires will result in a $500 fine and student discipline.

Grills are forbidden on any campus residential property other than the individual houses and duplex and resident director apartments.

Fireworks, Firearms, Fire Safety

- Use of fireworks or other explosive substances is prohibited. Intentionally starting fires anywhere on campus will result in a $500 fine and could also result in suspension for a semester.
- Do not tamper with fire safety equipment.
- All firearms, including airsoft/paintball guns, BB guns, bows and edged weapons are not permitted on campus.

ID Card

A photo ID Jay Card is issued through Central National Bank, which offers to convert the cards to a debit card if an account is opened with that bank; that feature is optional and every student has a choice to reject that option for the Jay Card. The Jay Card is used as a meal card and MUST be presented each time the cafeteria is accessed, to check out materials from the Tabor Library, and for entrance to off-campus athletic events to receive student rates. Some businesses will give student discounts when shown a valid student ID. Lost IDs are replaced in the Business Office for $5.00 (tax included). The replacement fee must be prepaid and cannot be charged to the student account. The unlimited access full-meal plan includes a $25.00 per semester credit on the Jay Card to be used at the Student Center Snackbar and Java Jays, and at the Stadium Complex Concessions Stand.

Informer

The Informer, sent to all students and Tabor personnel by email every Tuesday, includes announcements concerning ministry opportunities, reminders of deadlines, special events, sports events and scores, chapel speakers, job listings, and other important announcements. Students, staff and faculty should email items to be included to the Student Life Office by 8:00 a.m. on Tuesdays. Announcements are also posted as they are received on the Informer blog, which may be subscribed to for up-to-the-minute notifications. Go to http://blogs.tabor.edu/taborinformer/ to read it or to subscribe.

International Students

International students are aided in legal matters concerning their attendance at Tabor College by the Student Life Office. This includes I-20s, questions concerning employment, transferring to another institution, etc.

Intramurals

Intramural sports and recreational activities are an integral part of student life at Tabor. Intramurals provide for all of the Tabor community (including staff and faculty) a comprehensive and positive program of intramural sports designed to meet physical, mental and recreational needs for activity and/or competition. For more information about intramural programs or recreational activities check with the director of intramurals in the Student Life Office.

Examples of intramural events available throughout the year are basketball, football, soccer, volleyball, ping-pong, racquetball, dodge ball and softball.

Lost and Found

Lost and Found is located in the Student Life Office. Occasionally these items will be advertised in the Informer.

Lounges

Several lounges are located around campus for student use. **Java Jays** is located in the Student Center. Coffees and other drinks are for sale there at various times. **The Schlichting Center** makes up the west side of the Women's Quad and provides multi-level visiting areas. **Both Dakota Lounges, Kansas Lounge,** and **Cedar Lounge** are furnished with TV and are open to both men and women 24 hours a day. **East Hall Basement Lounge** also is furnished with a TV and is only open to female students.

Guidelines for use of the Lounges:

1. Furniture *will not be moved*. The lounges may be reserved in the Student Life office for special gatherings such as floor events, organization activities, etc.
2. When you leave the lounge, clean up food, trash, etc.
3. Two people will not be lying (horizontal) on one couch.
4. Couch cushions will remain on couches and not thrown or stacked.
5. These are public lounges. Only PG or PG13 rated videos & TV shows are allowed.
6. Lights must be left on.

Failure to abide by the above guidelines could result in suspension of lounge usage.

Mail Service

Campus Post Office hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday. Anytime you have a question, please ask! Telephone extension is 1331. Email is sherylr@tabor.edu.

Your mailing address is: Your Name/Tabor College/400 S Jefferson St/Hillsboro, KS 67063. PLEASE DO NOT USE YOUR MAILBOX NUMBER ON ANY CORRESPONDENCE. This is an internal number, not a U. S. Postal Service number.

U. S. Mail is available in student mailboxes by noon Monday through Friday. Mailbox keys are issued for access. Email notifications are sent when packages arrive. The package is available in the Campus Post Office. Intercampus mail is placed in boxes throughout the day.

Stamps may be purchased in the JayShop, or mail can be metered in the Campus Post Office. Mail is delivered to the U. S. Post Office by 4:00 p.m. weekdays. Mail slots are available outside the Campus Post Office for Intercampus Mail and Outgoing U.S. Mail.

Medical

When a medical problem arises, students should contact their RA or RD. No medical facilities are located on campus; however, medical offices and Hillsboro Community Hospital are nearby and may provide needed services.

Insurance. Tabor College requires all full-time students to provide proof of having medical cost incurrence financial assistance. This may be through health insurance, indemnity plans, or similiar third-party provider plans. Students are responsible for any medical and pharmaceutical costs they may incur. Students need to take their insurance card with them to doctor appointments. Medical offices cannot file for insurance claim without seeing the **back and front** of the card. If students do not have a card, they should obtain a copy of the back and front of their parent's card to take to appointments. An insurance waiver form is sent to students during the summer and must be returned to the Student Life Office if students are covered by health insurance.

College Health Insurance Plan

If proof of health insurance coverage is not received by registration day, students will be enrolled in the student health insurance plan provided through the college. The charge is included on the student's account. Spouse and dependents may also be covered for an additional charge. Information on the student health insurance Tabor offers is available in the Student Life Office.

Required Medical Treatment. We believe the health and safety of our students to be of critical importance and have determined that if a student's physical or mental condition warrants medical attention (e.g., threat of harm to self or others, suspected pregnancy), the student must seek a doctor's evaluation/ diagnosis at the request of the V.P. of Student Life.

Movies

All movies shown in lounges or to groups at Tabor College must be rated G, PG or PG13. R-rated movies are not to be shown in lounges. No X-rated movies are permitted on campus.

Notification of Parents

If a dependent student receives a disciplinary response of probation, suspension or dismissal, the parents of the dependent student may be notified by mail. Furthermore, parents of any student under the age of 21 may be notified should their student be placed on probation for violating the Tabor College alcohol policy. A copy of the disciplinary response may be sent with a letter of explanation.

The college also reserves the right to contact parents when the administration believes that parental contact is in the best interest of the student and/or the college. As stated in the current college catalog, a student's dependency status is determined according to the Internal Revenue Code 1986, Section 152.

Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

   Students should submit to the Registrar, Vice President of Academic Affairs, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Tabor College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202-4605.

Personal and Sexual Assault

Victims of threatened or actual personal and/or sexual assault by another Tabor College student have the following options available to them:

1. File criminal charges against the suspect. The victim should file charges through the Hillsboro Police Department. Students may be required to give testimony in court proceedings.
2. File a civil lawsuit or request a restraining order. (A private attorney can assist students with these options.)
3. File a complaint against the student with the V.P. of Student Life. Students choosing this option can expect the following:
   a. to be interviewed by a Student Life representative, who will assist the student in developing a written statement and explain the student's rights in the disciplinary process;
   b. to be notified in writing if the case proceeds to a hearing following the preliminary investigation by college officials;
   c. to give testimony and to answer questions about the case in front of a disciplinary board or hearing officer, the accused and an advocate for the accused, if the case goes to a hearing; and
   d. to be accorded the rights expressed in this guide.
4. Inform the V.P. of Student Life without filing formal charges. In this case, the college may:
   a. discuss with the accused student the potential disciplinary responses if charges were to be filed; and
   b. keep a record for future reference without informing the accused student of the report.

Students may pursue these options concurrently or separately.

The college can only pursue disciplinary action if formal charges are filed; however, every consideration will be afforded students to assure their safety and well being.

SPECIAL NOTE: Victims of stranger or acquaintance rape should immediately phone 911 before showering, changing clothes or destroying evidence in any other way.

Photocopying

A coin-operated photocopy machine is available in the library. Cost is ten cents per copy. Officers of student organizations in need of using photo copiers for organization business should contact the Business Office for more information.

Pictorial Directory

Student Senate and Student Life are responsible for the publication and distribution of a Pictorial Directory each fall. The directory includes photos, names, email addresses, home addresses and phone numbers of students; photos, campus phone and email information for staff and faculty; and phone numbers of various locations on campus. **If students do not wish to have this information published, they must notify the Registrar's Office in writing within the first week of classes.**

Pornography

All materials of a pornographic nature, including magazines, videos and the Internet, are considered immoral and, therefore, not conducive to the mission of Tabor College. Students who struggle with addictions to pornography should seek confidential counseling. Students who seek help of their own accord through the Student Life Office are handled outside of the disciplinary process.

Snack Bar

The Snack Bar, located in the Student Center, serves sodas and snacks, hot breakfast and lunch entrees, desserts and our popular cinnamon rolls. The Snack Bar is open from 11:00-1:00 Monday - Friday. Students and faculty and staff can deposit money onto an ID card to be used in the snack bar or in the cafeteria throughout the year. Money left on the card at the end of the school year will not be carried over to the next school year.

Substance Abuse Policy

Consistent with its obligations under federal law and in keeping with its commitment to provide a drug-free environment, Tabor College has formulated the following policy regarding substance abuse.

Prohibitions. Tabor College strictly prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students on any property of the College or as part of any activity associated with the college. Tabor College also prohibits the transport, manufacture or promotion of drugs, drug paraphernalia or look-alike (simulated) drugs on its campus or as part of any activity associated with the College.

Fitness Examinations and Testing. Tabor College reserves the right to require that a student submit to a physical examination or clinical testing, designed to detect the presence of drugs when there are reasonable grounds for believing that the student is under the influence of or improperly using drugs in violation of this policy. If a student tests positive, the institution expects the student to be open to professional counsel and referral in addition to discipline sanctions.

Legal Sanctions. Illegal use or possession of drugs or alcohol may also be subject to criminal prosecution. Tabor College may refer violations to appropriate authorities for prosecution.

Student Assistance. Tabor College recognizes the importance of assisting students in dealing with substance abuse problems. The Student Life Office provides informational materials and referrals may be made to confidential off-campus resources for counseling and treatment. Only those who have a need to know shall have access to such information.

A concerted effort will continue to be made concerning drug and alcohol education. This instruction will be in the form of seminars and workshops which will be available to all students. It is the intent of the college to provide for a positive approach to the drug/lifestyle problem. However, if the student refuses to cooperate or has repeated violations, suspension or dismissal is a possible consequence, as outlined in the discipline process.

Tabor College Website

Tabor's website is located at www.tabor.edu and provides academic information, athletic updates, the latest news and events, and a front door to Tabor's Library and Center for Mennonite Brethren Studies. It also provides information about student organizations, Student Life, Admissions, Alumni, and Tabor College Wichita.

Tabor College Intranet

Tabor's password-protected intranet is at my.tabor.edu. Students may access their academic and financial records there, as well as other information pertinent to their education.

Theft or Loss of Personal Property

The college is not liable for the theft or loss of personal items housed in campus facilities or taken on college property. Students are encouraged to take every precaution against theft, such as locking their doors, identifying personal property and carrying private property insurance. Most students are covered for loss or theft by their parents' homeowner's insurance policy. If this is not the case, students are strongly encouraged to consider a renter's insurance policy for protection. Valuable property should be secured before leaving campus for holidays. All reports of stolen property should be made to the Hillsboro Police Department and the Student Life Office.

Transportation Service

Tabor College will provide transportation for new students from their places of arrival (i.e., airport, train station, bus station) to the campus. This service is offered at the beginning of the student's first semester of enrollment at no cost. The arrival point should not exceed a 60-mile radius of Hillsboro. The Student Life office will attempt to find transportation for students at other times at a charge of 46¢ a mile. Contact the Student Life office at least 48 hours prior to day of departure if you need a ride.

Wittenberg Door Policy

The purpose of the "Wittenberg Door" is to bring to the attention of the students, faculty, and staff the opinions, problems, and concerns of the college community. It is established to provide open communication between persons of the Tabor College community.

The door is a joint project of the Administration and Student Senate. The Student Senate president and vice president are appointed to administer it. All documents must be approved and signed by the president or vice president prior to posting on the door.

The content of each document will not be censored beyond the following criteria:

1. No inflammatory language
2. No personal attacks of individuals
3. No exceedingly poor grammar
4. Dated and name signed in full. Upon request, names may be withheld from posted documents
5. Preferably typed.
6. No announcements and/or advertisements.

Students, faculty, and staff are encouraged to make statements and/or respond to the statements which are posted. Students, faculty and staff are to use their own document and *NOT* write remarks on posted documents. A document will remain posted for three days; after which, it will be taken off the door and filed. Anyone wishing to retain their document may do so.

Work Opportunities

The cafeteria, JayShop, library, athletics, maintenance, academic departments and administrative offices employ student workers. Part-time student jobs, summer jobs and internship opportunities are posted on the Tabor Student Employment Blog, http://blogs.tabor.edu/studentjobs/ . Subscribe to this blog to find out any time a new posting is made. The Student Success Office is a clearing house of jobs available on campus and in the community. To secure employment a student should contact the supervisor of the department for whom he/she wishes to work or watch for announcements in the Informer and on the bulletin board outside the JayShop.

Students employed on campus must display two of the following three items to the payroll clerk in the business office: a valid driver's license, a U.S. Social Security card, or a certified state copy of a birth certificate. A passport may be displayed in lieu of all the previous items. Student employees must also complete a Tabor College Employment Agreement, IRS Forms W-4 and I-9 and a Kansas Department of Revenue form K-4 before a college paycheck will be released. International students must have a U.S. Social Security number before they will be allowed to begin working.

Students employed by maintenance will be issued keys for areas they are responsible for. Failure to return these keys at the end of the year will result in a $40 minimum charge. If a student loses or does not turn in a key checked out by maintenance, maintenance has the right to refuse any future key requests for this student.

Community Group Ministry

We believe great things happen when students connect with each other. As such, we hope to see 8 to 12 community groups (small groups) offered around the Tabor Campus. Most community groups will happen right in student living areas. These gatherings will be an opportunity for students to connect as peers and engage in spiritual formation. Regardless of the nature of an individual's faith commitment, these groups will be a chance to share life and explore Christ-centered spirituality in a safe, supportive, and student-facilitated setting.

Each community group will be led by a DC (discipleship coordinator)--a student who has received training and ongoing support from the Discipleship Director/Campus Pastor and who works with area RA's to promote the spiritual life of a given living area. Student Life will provide resourcing for materials associated with each group's topic or theme.

- Community Groups will meet weekly at a time and location of the DC's choosing.
- Community Groups will consist of 4 to 10 students.
- Topics will be proposed and vetted by the Discipleship Coordinator and Campus Pastor.
- Each DC will participate in a series of training and equipping gatherings (see DC role description in Student Life).
- Students participating in a group may receive up to seven chapel credits during a semester (one-half credit for each weekly session), but in order to do so must join the group before mid semester.
- Community groups will stress formation through relationships and strive to facilitate a non-judgmental accepting environment.

Interterm Housing

Students must be enrolled in an Interterm class to live in a residence hall during January. Students enrolled full time in fall or spring semesters are not charged for Interterm room, board or tuition. There are no refunds if a student does not participate in Interterm.

Keys

Room keys, module keys and mail keys are available in the Student Life Office. Mail keys are also available in the Campus Post Office. Replacement room and module keys are $25 and mail keys are $10. Keys must be paid for upon receipt and cannot be charged to students' accounts. If students lose or do not return their module or room key at the end of the year, a replacement fee will be assessed at the above rate. If keys are lost during the year, doors may be rekeyed for student security, upon request.

Laundry

The Jaywash, located on the southeast corner of the Women's Quad is open daily for all campus residential students from 6:00 a.m. to midnight. Laundry facilities in Dakota Hall and the basement of Kansas are available for men. Laundry facilities are provided in the town houses, the Tabor Duplex, and all resident houses. The laundry units are available to use without cost to campus residents.

Maintenance Requests

Maintenance needs in the residence halls, including telephone problems, should be reported to the RA. The RA will forward the request to the maintenance staff for repair. Work orders should be emailed to maintenance@tabor.edu. They will not be accepted in any other way.

Medical Requirements

Every full-time student must submit a medical record. Failure to do so could result in the student's enrollment at Tabor College being discontinued. Students participating in intercollegiate sports must have a physician's exam each year. Immunizations must be up to date.

Measles. Two MMR (measles, mumps, rubella) and a meningitis immunization are required for new college freshmen. If an infectious outbreak of an MMR-related disease occurs on campus, students for whom a record of full immunization is not on file may be asked to leave campus and not allowed to attend classes during that time to prevent further cases of the disease. For students thus excluded from campus, the following policy is in effect:

1. No room refund
2. Meal refund according to student refund policy

3. It is the responsibility of the student to communicate with their instructors about missing classes and to request that work may be made up. In a case of extended absence from class, an incomplete grade in the course may be requested.

Meningitis. Studies have shown that college freshmen, especially those who live in residence halls, are at a modestly increased risk for meningococcal disease (meningitis) compared with other persons of the same age, and that vaccination will decrease their risk of contracting some strains of the disease. Symptoms often mimic those of the flu, but the disease can be deadly or result in serious permanent health conditions. The state of Kansas requires this vaccination for all college freshmen. New students must give proof of immunization or sign a waiver of exemption.

Immunizations. Immunizations are given on Wednesdays at the Marion County Health Department, 230 Main, Marion, from 8:30 a.m. - 12:30 p.m. and 1:30 - 4:30 p.m. The cost for MMR immunizations is $53; meningitis immunizations cost $110.

Tuberculosis (TB). The State of Kansas requires that all students be screened for tuberculosis (TB). If the screening indicates further testing, students will be required to seek additional evaluation with a medical facility, which may include a blood test and chest X-ray. This includes all students coming from high-risk countries. Students who are diagnosed with active TB will be required to receive treatment and live outside of the residence halls until the disease is no longer active. All expenses related to testing and off-campus housing will be paid for by the student. There is no cost for treatment.

Off Campus Living Guidelines

Tabor is a residential college. As such, all full-time students are required to live in college residences unless one or more of the following conditions exist. The student must be:

1. 23 years of age prior to beginning of school.
2. Living with parents
3. A fifth year student
4. A married student
5. A student with dependents
6. Unusual circumstances (see below)

Full-time students age 22 prior to the beginning of a semester (considered the first day of regularly scheduled classes) who would otherwise be required to live on campus may apply for off-campus residency. If granted off-campus living, students must continue to purchase a meal plan from the campus food service greater than the declining balance deposit plan, and their Tabor College financial aid program scholarships and grants will be limited to 40% of tuition. President's and Dean's Scholars will be exempted from this financial aid policy. Students wishing to apply may pick up an application in the Student Life Office at least two weeks prior to the beginning of the semester.

Unusual Circumstances. Students wishing to live off campus who do not qualify by the above conditions or feel they have unusual circumstances to be considered should write a letter of appeal for the Housing Appeals Committee. This letter should be submitted to the V.P. of Student Life.

The V.P. of Student Life will evaluate the student's circumstances and will make a decision to grant, or deny, or refer the request to the Housing Appeals Committee.

The Housing Appeals Committee is headed by a representative from Student Life. Additional members are Director of Financial Aid, an Enrollment Management representative, Student Senate President and the Vice President of Business and Finance.

Open Hours

Students are allowed to be in the rooms of residents of the opposite gender only during open house hours. Students are not allowed in the courtyards of the men's and women's quad during non-open hour times. Regular open times are:

Open hours in female residence halls are as follows:

Mondays and Thursdays from 7:00-11:00 p.m.

Saturdays from 1:00-7:00 p.m.

Open hours in male residence halls are as follows:

Tuesdays from 7:00-11:00 p.m.

Fridays from 7:00 p.m.-midnight

Saturdays from 1:00-7:00 p.m.

Changes or additional open hours times may be scheduled to correspond to various campus activities. Students must leave the door completely open when hosting students of the opposite gender. No one under 16 is allowed in halls of the opposite gender at any time. Violations will result in disciplinary action.

Open house guidelines for campus houses and townhouses apply to the entire living area. The houses and townhouses are open daily for visitation from 10:00 a.m. to midnight (until 2:00 a.m. on Friday and Saturday). If a house wants to extend open hours for a particular day a special request must be submitted to Student Life

Overnight Guests

Overnight guests are welcome in the residence halls by the following policy:

1. Prospective students may stay two nights and three days free. Additional nights are $10.00 each.
2. There will be no charge for a Tabor student hosting a sibling or peer in his or her room. However, please notify the RD of any guest. Guests will not be permitted to stay beyond five days.
3. Residents will be responsible for the behavior of their visitors, who will be expected to comply with lifestyle guidelines while on campus.
4. All overnight guests must have an on-campus host.

Painting, Furniture & Other Changes to Rooms or Modules

If students wish to paint or in any way change the furniture, decoration or window treatment of their room or module they must have permission from the Housing Director, your Resident Director and Director of Maintenance and Physical Plant PRIOR to any changes. Request forms are available in the Student Life Office. Students must agree to the following:

Painting: Students are responsible to:

Obtain the paint from the college maintenance department. Color may be chosen from light-base color chart available in the Student Life Office.

Cover the carpeting so no paint can drip on carpet.

Tape over outlet, light switches, edges of bulletin board, wood work, etc.

Room will be inspected by the RD upon completion. Damage costs will be assessed for spills and poor workmanship and improper cleaning of painting tools.

Move furniture out and replace it with your own: college furniture must be replaced at the end of the year. Note: furniture may not be moved out of rooms in the Townhouses, Dakota, Ediger, or where new furniture has been purchased.

Due to fire safety regulations, combustible materials (such as trash bags and newspapers) may not be hung on the ceiling or walls.

A detailed description what you are planning, including the paint color and any other special information, will be required. Upon obtaining approval signatures, the form will be returned to you with any restrictions that apply to your request. *Failure to secure prior permission may result in the loss of your comprehensive deposit.*

Parking

Parking is available for students near the residence halls. If a vehicle is improperly parked a Notice of Violation stating penalty for violation will be issued. Students are responsible for paying their fine in the Student Life Office.

Poster/Magazine Policy

Posters with alcohol advertising, nudity posters or magazines, and swimsuit posters are not allowed.

Quiet Hours

Quiet hours are 11:00 p.m. to 8:00 a.m. every night in the Residence Halls.

Residence Halls

Four residence halls (East, Regier, Ediger and Townhouses) are available for women and seven (Dakota, California, Oklahoma, Nebraska, Townhouses, Cedar and Kansas) are available for men. All halls are within walking distance of the campus. Several houses located adjacent to campus, are available for upperclassmen (see Theme Houses below).

All rooms are air-conditioned and some rooms have ceiling fans. All beds are standard twin size, except in the Townhouses, Nebraska, Oklahoma, California and Dakota where beds are extra long (80”). Students need to bring mattress covers, pillows, bed cover or bedspread, linens and towels. Irons and ironing boards are not furnished. Small refrigerators, microwaves, crock pots, popcorn poppers and coffeepots are allowed in the room. *NO appliance that has or could produce an open flame is allowed. Halogen lamps are NOT permitted.*

Room Check In/Out

All returning students may check into their rooms during the scheduled arrival time—NOT BEFORE. Watch for specific times. Students are not allowed to move in early to the residence halls without advance permission from the Student Life Office. Moving in early to the residence halls with permission will result in a $25.00 per night charge. If you arrive early without permission, there will be a $50.00 charge in addition to the daily rate. Residence halls close at 6:00 on Commencement Day. Students who are not checked out by 6:00 will be charged an hourly fine.

If you need to move belongings into the residence halls before the designated check-in time, contact the Student Life Office. With permission from Student Life, belongings may be moved in early, but some charges may apply. Moving belongings into the residence halls before check-in without permission from the Student Life Office will result in a $50.00 charge.

When a student moves into their room, it will be checked for damages. The student will be asked to sign a statement of the condition of the room upon taking occupancy. When the student moves out the room will again be checked, and the student will again sign a statement of the condition of the room. The Director of Maintenance and Physical Plant assesses charges for any damages that occur during the student’s occupancy. If students change rooms during the year they must check out of and in to rooms.

Room Check Out Procedure. Remove all personal belongings including your own furniture from the room before calling for check out. Charges will be made if the cleaning checklist is not followed.

Contact your RA to be checked out of your room. *Sign your check out form.* Return room, module and mailbox key to your RA or the Student Life Office. Failure to return your room or module key by June 30 will result in a $25 replacement charge each.

Residence Hall Damages. Any damages that have occurred will be assessed by the maintenance department and charged to the students who did the damage. If it cannot be determined who those students are, the damage(s) will be paid by all residents of the room and/or module. Students are not allowed to repair damages themselves.

Failure to check out properly will result in a $150 fine and being billed for any room damages. In order to check out properly, rooms must be clean. Students must clean room prior to checking out or they will be subject to the :failure to check out properly” fine mentioned above.

Everyone must be out of the residence halls by 6:00 p.m. commencement day unless special permission is granted from the Resident Director.

Summer Address. Remember to leave your summer address, if it is different from your home address, in the Registrar’s Office or Student Life Office. This information is needed so mail can be forwarded and communications can be sent to you during the summer.

Summer Storage

Storage rooms will be locked for the summer. The college cannot accept any responsibility for stolen items or damages caused by weather, fire, or malicious acts performed by non-employees of the college. If you wish to store items over the summer months, you do so at your own risk. Only large furniture items are allowed in storage during the summer. No electronic equipment or electrical appliances may be stored. Students should make certain their belongings are covered by an “off the premises” clause in a householders or homeowners insurance policy. The following storage locations are available:

Women’s Quad - storage rooms at both the north and south ends of East Hall.

Dakota Hall - storage on upper and lower floors.

Townhouses – Unit K.

Room Deposits/Sign Up

In March every student who will live on campus the next year, regardless of living area, must submit a $50 room deposit, which will be credited to his/her comprehensive deposit. It is refundable, by request, until July 1 if you decide not to return in fall. Your deposit allows you to participate in the room selection evening early in April. Fifth-year seniors have first choice; however, they may be asked to live off-campus if residence hall space is needed. Roommates will sign up in order of combined credit hours earned, from most to the least. Both roommates must have paid their deposit to sign up together.

Dakota Hall and Harms Hall are not available for freshmen. The Townhouses and houses are available for only juniors and seniors. For housing purposes, juniors are defined as having a minimum of 56 credit hours and four semesters in residence at a college or university. Sophomores, juniors and seniors who desire to live in a double room as a single, may do so, when capacity allows, at an additional cost.

Room Rates (per semester)

All Residence Halls except Dakota, Harms & Townhouses

Single	$1865
Double	1610
Double as a Single	2415

Dakota, Townhouses, Harms

Double	1865
Double as a Single	2800
Triple	1610

All Houses

Per person	1865

Room/Roommate Changes

Students must request permission to change rooms in the Student Life Office. Request forms are available in the Student Life Office. Applications for room changes will be accepted between Thanksgiving break until the Friday before Final Exams. Filing a room change form does not guarantee that you will receive the room requested. All room change forms are dated and processed on a first come, first served basis. If approved, there will be a $25 processing charge fee for any room changes, payable before the move may take place. Upon approval, students should move into the new room before going home at Christmas, if possible. If a situation warrants a change, the Residence Life Staff may grant permission to change rooms anytime during the semester.

In the event that your roommate leaves Tabor College, you may either elect to purchase the room as a double at the double as a single rate, or you may elect to be assigned a new roommate. If you elect to be assigned a roommate and none are available, you will only be responsible for the standard room rate.

Rooming Agreement

The rooming agreement applies to all students living in the residence halls and other campus housing options.. The following is a list of statements concerning procedure and rules for living in the residence halls. Assignments are made for the entire academic year. Any requests for change must be made through and approved by the Student Life Office. All residence halls will be closed during Christmas, spring and summer breaks.

1. Rooms are to be vacated by 6:00 p.m. on commencement day, or within 24 hours of the beginning of any school break. Students are to arrive at the scheduled times at the beginning of the year. If students arrive earlier, charges will be assessed according to the early arrival policy. Rooms will be secured during Christmas break and spring break by maintenance personnel or Student Life staff .
2. The College will not accept no responsibility for theft including property left in storage during summer months. The only property allowed in the on campus storage areas during the summer months are large furniture items. No electronic equipment or electrical appliances are allowed to be stored. Students should make certain their belongings are covered by an “off the premises” clause in a householders or homeowners insurance policy on their permanent residence.
3. The room will be checked at the time students take occupancy and again at the time they vacate. Any damages that have occurred will be assessed and charged to the students who did the damage. If it cannot be determined who those students are, the damage(s) will be paid by all residents of the room and/or module.

4. Lost and non-returned room and module keys carry a $25 fine. The room deposit of $50.00, made by returning students at sign-up time, will be refundable until July 1. Request must be made to the Student Life Office.
5. Pets (animals of any kind) are not allowed in college housing. Exception is made for small fish in a 10 gallon or smaller tank. Other exceptions must be approved by the Resident Director.
6. No room will have the furnishings altered (i.e., disassembling of bed, removal of doors, painting, papering, etc.) without permission from the Resident Director.
7. The burning of substances of any kind, including candles and incense, is prohibited in college housing. NO appliance that has or could produce an open flame is allowed. Halogen lamps are NOT permitted.
8. Housekeeping duties (i.e., cleaning shower, stool, floors, kitchen, etc.) will be assumed by all members of the living area.
9. All personal belongings must be removed from the room at check-out time. Check out procedures will be posted by the Student Life Office.
10. Students will be responsible for the proper care and use of college housing facilities and their assigned rooms of college housing.
11. Unauthorized college furniture is not allowed in assigned bedrooms. This includes furniture designed for living rooms and dining rooms. Exceptions must be approved through the Resident Director.
12. The College reserves the right to enter a room according to search procedure in this handbook.
13. Electrical appliances, such as irons, curling irons, hair dryers, etc., should not be left plugged in when not in use.
14. Residents will be responsible for the behavior of their visitors, who will be expected to comply with community standards while on campus.
15. Depending upon availability, double rooms may be occupied as singles. Single students occupying a double room may have the option of having a roommate assigned to them or paying for a double room as a single room.
16. It is the student's responsibility to inform the Student Life Office in writing of their intentions to not return to school for the following semester.

School Breaks

Two times per academic year, all students will be required to leave the residence halls: winter break and spring break. Residence halls close at 5:00 p.m. the day after classes end and reopen the day before classes resume at 12:00 p.m.

Moving back in early to the residence halls or staying an extra night with permission will result in a $25.00 per night charge. There is no access allowed during breaks. Being in the residence halls before they are open or staying an extra night without permission from the Housing Director will result in a $50.00 charge, in addition to the daily rate. No meals are provided during Thanksgiving break.

At the beginning of breaks the Resident Directors or maintenance staff may enter rooms to assure lights are off, windows closed, appliances and fans are turned off and unplugged, etc.

Soliciting

Soliciting of any kind by non-students on the Tabor campus is not allowed. This includes sales parties. Only soliciting that is initiated, arranged and directed by students is allowed. Non-student sales personnel may not be present.

Telephones

Telephone sets are available for residence hall rooms "upon request". To request a phone set for a residential room contact your RA, RD, Student Life Office or the Business Office. Phone sets are issued through the Business Office and a campus extension number will be assigned to the room. Family and friends may then dial the college automated switchboard number 620-947-3766, and upon hearing the voice of the automated attendant, enter the extension for the room desired. Campus extensions may be used to call between residential rooms, to which extensions are issued, or to call campus offices by simply entering the four or five digit extension numbers listed in the campus directory. To access an outside phone line dial 8 and then enter the off-campus telephone number.

Long Distance Service. A prepaid phone card or credit card is required to place long distance calls from residence hall phone extensions. Begin by dialing 8 to access an outside line and then follow the calling instructions provided with the phone card.

Placing An Emergency Call. With a campus telephone extension, to access Marion County Emergency Dispatch Services, simply dial 9-1-1.

Theme Houses

Theme housing is an option for juniors and seniors with common academic and extra-curricular interests. It is intended to be a formative living and learning community designed to integrate students' residential, academic, and extra-curricular experiences. Themes for a living community might focus on a common extra-curricular activity, academic major, campus organization, or common interest. Residents of a theme house meet weekly to discuss their theme and make valuable contributions to the broader community by providing various programs or events focused on their particular theme. Application for theme housing is made in spring prior to room sign up.

Vehicle Registration

Vehicle identification stickers are *required* on all student vehicles. These are distributed at no charge during registration and are in the Student Life Office. Vehicles without proper identification may be ticketed.

STUDENT SAFETY

Student Life Right-To-Know

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. A statistical report of occurrences of criminal offenses handled by local police agencies on the campus of Tabor College for the past three academic years follows. This information is also available at http://ope.ed.gov/security/.

Number of incidents Reported to Police Agencies			
Crime Category	2011-12	2010-11	2009-2010
Murder	0	0	0
Sex Offense (Forcible or Non-forcible)	0	0	0
Robbery	3	2	0
Aggravated Assault	0	0	1
Burglary	12	5	9
Motor Vehicle Theft	1	0	0
Liquor Law Arrests	0	0	0
Drug Abuse Arrests	0	0	0
Weapons Possessions	0	0	0

The following is not a part of the Jeanne Clery Act, but is provided as information to the college community. These are violations of college policy and *did not* include making reports to local police agencies, compiled from incident reports from the past three academic years.

Number of violations			
College Policy	2011-12	2010-11	2009-2010
Alcohol	14	18	15
Visitation	19	34	18
Threats/Confrontations/Harassment	2	3	7
Theft	5	2	0
Tobacco	2	6	0
Illegal Drugs	13	3	3
Other	4	6	2

Personal Security

For your safety, residence hall room and module doors should be locked at night and when you leave your room for any length of time.

Fire Safety

All campus residence halls are equipped with fire alarms. When the alarms sound, all residents must vacate the building immediately. Fire drills will be held each semester.

Electrical appliances such as irons, curling irons, hair dryers, etc. should not be left plugged in when not in use. Cooking in rooms is not allowed. No open flame such as candles, incense burners, etc. is allowed in the residence halls. Halogen lamps are not permitted.

Tornado

Kansas, especially during the spring of the year, experiences times of severe weather which can include tornado warnings. The city tornado warning signal is a short up and down siren. In addition, if possible, police will patrol and give warning of the approaching tornado. Quickly go to a place of safety when the sirens sound (see below). When severe weather has passed, a long straight siren will sound. At such times as tornadoes are indicated, tune in a TV or radio for warnings.

Places of Safety. The following locations are identified as tornado shelters. If you are unable to get to a shelter in time, go to an inner room or hallway away from glass on the lowest floor.

Residence Halls:

Cedar Hall — The inside first floor hallway of Dakota Hall.

Women's Quad — Basement of East Hall.

Men's Quad — Basement of Kansas Hall.

Dakota Hall — The inside first floor hallway.

Townhouses – Unit F.

Houses – basements, as available, or an inner room away from glass

Student Center — The locker room area or basement below the cafeteria.

H.W. Lohrenz Building — The hallway of the lower level away from glass.

Library — Archives or the bottom floor hallway away from windows.

Mary J. Regier Building — The basement away from windows.

Business Building — The hallway away from the glass doors or H.W. Lohrenz building lower level.

Wohlgemuth Music Education Center — Practice rooms in center of the building.

S.L. Loewen Science Center — The hallway of the lower level of the H.W. Lohrenz building.

Historic Church — Basement away from glass.

Campus Recreation Center — Kansas basement.

ATHLETICS

Tabor College sponsors both male and female competitive athletics. Men's sports include football, cross country, basketball, baseball, soccer, track and field, bowling and tennis. Women's sports include volleyball, cross country, basketball, softball, soccer, track and field, bowling and tennis. Tabor also sponsors a competitive co-ed cheer team. Students interested in participating in athletics should contact the head coach of that sport.

Tabor is a member of the National Association of Intercollegiate Athletics (NAIA) as well as the Kansas Collegiate Athletic Conference (KCAC).

Insurance/Injuries

In order to participate in intercollegiate athletics, students must have a current physical exam on file in the athletic trainer's office, plus the following four forms: Consent of Risk and Injury Policy, Consent for Emergency Treatment, Athletic Injury Guideline Form, Secondary Insurance Guidelines and Health Insurance Waiver Form along with a copy of the insurance card. All of these forms can be found on the Tabor College Athletic Website.

If a student-athlete sustains an athletic injury while competing in an athletic event for Tabor College, the student must work through the Athletic Trainer to see a physician and/or receive treatment in order to be covered by Tabor's secondary insurance. All Tabor College students are required to have their own primary insurance. Athletic injury claims are filed with primary insurance first, and then through the Tabor secondary insurance. If the athlete's primary insurance does not cover his or her medical expenses out of his or her home state, he or she will be required to go to his or her home state for treatment.

Activity Conflicts Policy

This policy will be applied in any case where a student has a direct conflict between officially scheduled events of two or more activities. Administrators of the affected areas (e.g., Athletic Director and Music Department Chair) will meet together with the student at the start of the semester to identify the problem and give counsel to the student. During that meeting, attempts will be made to strike a compromise, if at all possible. Failing that, it will be the student's prerogative to choose which activity area will have priority; this will need to be clearly indicated by the student to the appropriate coaches/directors within one week of the initial meeting. If the student receives a scholarship in one of the activities, and yet chooses not to give schedule priority to that activity, (s)he may lose that scholarship. If both activities involve a scholarship, the student's aid package will not be affected.

CAMPUS EVENTS

School Calendar

The official school calendar is kept in the Student Life Office and is available on the Tabor College website (www.tabor.edu). Events are listed in the Student Handbook and monthly calendars are sent out by email to the Tabor community along with the Campus Chronicle. If you wish to schedule an activity check the calendar in the Student Life Office for conflicts and have it put on the master calendar.

Reservation of Facilities

Facilities for activities held on campus are reserved in the Student Life Office. The reservation process informs and gets approval from the appropriate people. Refreshments and set-up requirements may also be requested. Classroom scheduling is done in the Registrar's office.

ORGANIZATIONS

There are a variety of organizations available on campus for student involvement. Students are encouraged to take part in activities outside of the in-classroom experience. Leadership opportunities in these organizations provide students with experience for their future vocation. The organizations established at Tabor College are:

Student Senate..... Jim Paulus , Advisor
Michael Klaassen, President

Student Activities Board (SAB).....Sara Sigley, Advisor
Chris Acker, President

Campus Ministries Council (CMC) ..... , Advisor
Becky Steketee, President

Multicultural Student Union..... Aleen Ratzlaff, Advisor
McKenzie Potter, President

Student Publications

The View (campus newspaper) ..... Sara Jo Waldron, Advisor
Zach Bissell, Editor

The Bluejay (yearbook)..... Lily Arthur, Advisor
Hannah Vogt, Editor

Java Jays..... , Advisor
Brooke Eitzen, Manager

Public Relations Student Society of America (PRSSA) and American Marketing Association (AMA)

Norm Hope, Advisor
Jamie Davidson, President

Science Club ..... Bruce Heyen, Advisor
Logan Reimer, President

CHUMS .....Sara Sigley, Advisor
Micah Leake & Zach Trostel, Coordinator

Student Government

The Student Senate is the representative body of the Associated Students of Tabor College (ASTC). ASTC has a constitution and formulated bylaws pertaining to its operation. The Student Life Office assigns the Student Senate advisor. The Student Senate Constitution may be viewed at M:Student_Info.

Student Senate's role in institutional decision making, both academic and Student Life, can be highly significant as it represents and forms student opinion. Student Senate's official functions include:

1. Establishing and monitoring budget monies drawn from student fees.
2. Electing and monitoring student representatives to various committees such as APC and SLC as well as to the Tabor Board of Directors.
3. Responding to and initiating policy through the V.P. of Student Life

Student Senate's more pervasive function relates to leading and gathering student opinion and proposing or developing programs based upon that opinion. Copies of the Student Senate Constitution are available in the Student Life Office and on the reserve shelf in the Library. It is also accessible on the Tabor network at S:\Student Info.

Student Activity Fee

Students taking eight hours or more are charged a student activity fee of $140. This is used by Student Senate as follows:

Senior Class		0.65
Junior Class		4.25
Sophomore Class		1.00
Freshman Class		.50
Salaries		8.50
Senate President	1.72	
Senate Vice-president	.49	
Senate Treasurer	.75	
Senate Secretary	.57	
Senior Class Officers	1.57	
Junior Class Officers	1.15	
Sophomore Class Officers	.75	
Freshman Class Officers	.33	
Publicist	.57	
Representative at Large	.11	
Non-Trad Representative	.11	
Representative to the Board	.39	
Campus Building Project		5.00
CRC Fund		8.00
Senate General		.90
Short Term Campus Improvement		5.90
Long Term Campus Improvement		2.70
Special Requests		7.65
Programming		3.00
Publications		6.20
SAB		18.00
CMC		9.00
Yearbook		22.10
The View		7.50
MSU		2.60
Creation Care/Recycling		.50
Science Club		.50
Business Club		1.25
Carson Center		4.70
Theatre Department		4.80
Theme Housing		1.25
Dine with a Mind		.25
Math Club		.25
Social Work Club		.25
Java Jays		8.00
Contingency Fund		4.00
Total Fees/Student		$140.00

Guidelines for Special Requests

The purpose of Special Requests funding is to provide extra funding for campus organizations as to special projects or events that would exceed their current budgets. Special Requests shall be allocated according to the following guidelines:

1) Student Senate shall hold two special meetings, one within ten school days following fall elections and the other within twenty school days following the commencement of Spring Semester, to make decisions on funding requests presented to Student Senate members by that date. The date of this meeting will be publicly posted at least one week prior to its being held.
   A) At this meeting, all received funding requests shall be presented before a decision is made on any one request.
   B) Student Senate may create a priority list of student groups that will depict an order for decisions on proposals.

      Special Request proposals may be presented to Student Senate following the initial meeting date if funds are still available. They will, however, be considered on a first-come, first-serve basis.
2) Proposals for Special Request funding shall be processed in the following manner:
   A) Any proposal for Special Request funding must be in the possession of the Student Senate President before the Student Senate meeting during which it is to be presented.
   B) Each proposal must:
      i) Give the name of the campus organization requesting Special Request funding.
      ii) Explain why the project or event needing extra funding should be considered special; i.e. it must show that the project or event in question is one not normally executed by the campus organization requesting funding.
      iii) Provide a general budget outlining both its total cost and its funding breakdown.
      iv) State to the dollar amount how much money it requires from the Senate Special Request fund.
   C) Proposals may be presented to Student Senate by any Tabor College student and/or faculty/staff member on behalf of his/her campus organization. Such representation, however, is not necessary for the request to be considered.
3) A Student Senate daughter organization may request funds from Student Senate as many times as is necessary throughout the course of any given school year.
4) A campus organization that is not a Student Senate daughter organization may request funds only once during the course of any school year.
5) No particular project or event may be funded by Special Request funding two consecutive school years.
6) All Special Requests money left in the account at the end of each school year will be transferred to the Short-Term Campus Improvement fund.

Short-Term Campus Improvement Fund Guidelines

1) Purpose

   The Short-term Campus Improvement Fund is a fund intended to be used toward meeting physical needs on campus that will benefit student education and/or life. Short-Term Campus Improvements should provide for physical upgrades on campus that will not get funded under Tabor's general budget.
2) Procedure
   A) The Short-term Campus Improvement Fund will be funded at a rate determined by Student Senate.
   B) Student Senate shall hold two special meetings, one immediately following (usually within one week) the Fall Special Requests Meeting and the other immediately following (usually within one week) the Spring Special Requests Meeting (see "Guidelines for Special Requests").
   C) All funding requests must be accompanied by a summary of intended benefits that details the nature of the campus improvements and an outlined budget of how funds shall be spent in upgrading the campus.

D) Students may attend these meetings to further explain their proposals; however, the summary of intended benefits and the outlined budget should be approved before the meetings.

E) At this meeting, all received funding requests shall be briefly noted before a decision is made on any one request. Student Senate may create a priority list of student groups that will depict an order for decisions on proposals.

F) Requests may be made following the initial meeting date of each semester if funds are still available.

Dine With a Mind Policy

1) The Dine with a Mind line account is to be used to provide an opportunity for Tabor students to take their professors to lunch in the cafeteria.
2) This fund will be administered by Student Senate with input from Student Life, Learning, and Formation.
3) Students must obtain a Dine with a Mind card from the Student Life Office. Each card will be good for one free lunch in the cafeteria for a Tabor College faculty member.
4) Students are limited to 3 Dine with a Mind cards per semester, distributed on a first-come, first-served basis until the account is exhausted for that semester.
5) Each card must be used within two weeks of its receipt. An expired card (one that has not been used after two weeks) will still count against that student's semester limit.

Class Organization

Senior, junior, and sophomore class president and vice president elections shall be held during the Spring Semester of each year. Senior, junior, and sophomore class representative elections shall be held during the Fall Semester of each year. Freshman class elections shall be held during the Fall Semester of each year. Class presidents and representatives shall sit as voting members on Student Senate, and the class vice presidents shall sit on the Student Activities Board.

The class officers select and appoint an advisor for their class as soon after the election as possible. The class officers and advisor should become familiar with the Constitution and ensure that all duties and responsibilities are fulfilled. At the end of the academic year, a summary of the class activities along with minutes, records, and suggestions for the future shall be submitted by the class president to the Student Life Office. These shall be kept on file to assist the next year's officers in their planning. Specific responsibilities for each class are as follows:

Class Officer Duties and Functions

Senior Class Officers

The senior class officers shall be responsible for fulfilling the following specific duties:

1) To oversee the nomination of Homecoming Host and Hostess Candidates and the selection of the Homecoming Host and Hostess.
2) To plan and carry out certain responsibilities associated with commencement as follows:
   a) To work with the Business Office in measuring the caps and gowns and collecting money as appropriate.
   b) To select and order graduation announcements.
   c) To work with the Administrative Assistant to the President in selecting the following program participants:
      -- The commencement speaker.
      -- The giver of invocation.
      -- The giver of benediction.
      -- The Senior music ensemble.
      -- The Senior student speakers. This usually includes two speakers (one of whom is usually the Senior Class President) whose speeches are to be given prior to the commencement address and one "class response" speaker following the alumni presentation.
3) To be responsible for selecting and purchasing the class gift.

Junior Class Officers

The Junior Class Officers shall be responsible for fulfilling the following specific duties:

1) To be responsible for planning and executing the Junior/Senior Banquet.
2) To be responsible for providing flowers at the Commencement exercises.
3) To select two students (juniors) to lead the Commencement processional.
4) To work with the Administrative Assistant to the President in preparing a list of potential commencement speakers for the following year.

Sophomore Class Officers

The Sophomore Class Officers shall be responsible for executing the annual Christmas Banquet.

Freshman Class Officers

The Freshman Class Officers shall be responsible for the planning and production of a talent show, according to the following specifications:

1) It shall take place during the Spring semester.
2) The actual date shall be set in coordination with SAB.

Student Activities Board

The Student Activities Board (SAB) is responsible to plan, under the direction of the Student Senate, social events for the year. The group's objectives are to present a creative entertainment that enhances the college experience, promote community among Tabor students, and provide a sense of Tabor spirit and pride. Student Senate reserves the right to approve all major events and may establish a limit on ticket sales or gate prices.

Membership consists of the president; vice president; secretary; publicist; treasurer; technician; vice presidents of the freshman, sophomore, junior, and senior classes; a representative from the Campus Ministries Council (CMC); a representative from the Multicultural Student Union (MSU); our representatives at large; and the SAB advisor.

Campus Ministries Council

Campus Ministries Council (CMC) directs and coordinates the efforts of student ministries. The Council consists of the President, Vice President, Secretary, Treasurer, and nine members which represent the various outreach ministries, such as: IMPACT, Prison Ministries, Wichita Urban Missions Plunge (WUMP), Discipleship Groups, Share, Prayer and Dare (S,P &D), Fellowship of Christian Athletes (FCA), PAX, Embrace, and One-on-One Mentoring. CMC annually hosts a variety of events, for example: the See You at the Pole event and Date with Jesus. CMC encourages students to participate in a local church.

Homecoming Host and Hostess

Two elected representatives will serve as student Host and Hostess for Tabor College at various campus events.

Selection Process:

1. Senior Class President will obtain a list of eligible students from the Registrar's office. Qualifications for nomination are any Tabor College student who:
   a. is at least a fourth year senior
   b. is on the initial ballot for the first time
   c. holds at least a 2.75 GPA
   d. is not currently on academic or disciplinary probation
   e. plans to attend both semesters of the academic year.
2. The Senior Class will select four men and four women candidates.
3. SAB will plan the presentation of the host and hostess candidates to the student body.
4. Following the presentation of the candidates, SAB will preside over the election. All students may vote for Host and Hostess. The results are kept confidential until Homecoming.
5. SAB will plan the announcement of the Host and Hostess during Homecoming and purchase corsages for all candidates and gifts for the winners.

HILLSBORO

Medical
- Hillsboro Clinic ..... 704 S. Main 947-1421
- Dr. Michael Reeh ..... 104 N. Washington 947-3100
- Good Health Chiropractic Center ..... 122 N. Main 947-3161
- Panzer Chiropractic Clinic ..... 122 S. Main 947-3157
- Hillsboro Community Hospital ..... 701 S Main 947-3114
- Marion County Public Health Dept. ..... 230 E. Main, Marion 800-305-8848
- Greenhaw Pharmacy ..... 508 S. Ash 947-3784

Dental
- Dr. Loren Loewen ..... 615 S. Main 947-5771
- Hillsboro Dental Care ..... 119 E. Grand 947-0050

Optometry
- Hillsboro Eyecare ..... 132 S. Main 947-5631

Banking
- Central National Bank ..... 111 S. Main 947-2229
- Emprise Bank ..... 104 E. Grand 947-3141
- Great Plains Federal Credit Union ..... Ash & D 947-3933
- Hillsboro State Bank ..... 200 N. Main 947-3961

Post Office ..... 201 N. Main 947-3631

Police ..... 947-3440 or 911 for emergency

Places to Eat
- Pizza Hut ..... 903 East D 947-5550
- Wendy's ..... 812 East D 947-0208
- La Cabana ..... 117 S Main 947-0260
- Sonic..... ..... W. Hiway 56 947-3388
- Subway ..... 510 East D 947-3226
- Little Pleasures ..... 119 N. Main 947-2058
- Panda Kitchen ..... 107 W Grand 947-2080

Hillsboro Churches
- Hillsboro Mennonite Brethren Church ..... Brian Allen, pastor
  - Sunday School 9:30 am, Worship Service 10:45 am ..... 300 Prairie Pointe
- Ebenfeld Mennonite Brethren Church ..... Gaylord Goertzen, pastor
  - Sunday School 9:15 am, Worship Service 10:30 am ..... 2 mi east on D & 4 mi south on Kanza
- Parkview Mennonite Brethren Church ..... Steve Schroeder, pastor
  - Sunday School 9:45 am, Worship Services 8:30 & 10:45 am ..... 610 S. Main
- First Mennonite Church ..... Susan Jantzen, pastor
  - Sunday School 9:30 am, Worship Service 10:40 am ..... 102 S. Ash
- Trinity Mennonite Church ..... Jeff Wintermote, pastor
  - Sunday School 9:30 am, Worship Service 10:30 am ..... 211 S. Elm
- Alexanderfeld Church of God in Christ Mennonite ..... Orlen Ensz & Gordon Koehn, pastors
  - Sunday School 10:00 am, Worship Service 11:00 am ..... 1 mi west on D & 1 mi south on Holly
- United Methodist Church ..... Morita Truman, pastor
  - Sunday School 9:30 am, Worship Service 10:30 am ..... 905 East D
- Holy Transfiguration Orthodox Christian Church ..... John Baize, pastor
  - Orthos 9:00 am, Liturgy 10:00 am ..... First & Washington
- Cottonwood Valley Independent Baptist Church ..... Plato Shepherd, pastor
  - Sunday School 9:30 am, Worship Service 10:30 am ..... 315 S Main
- Zion Lutheran Church ..... Brett Huebner, pastor
  - Sunday School 9:15 am, Worship Service 10:30 am ..... 106 N. Lincoln
- Grace Community Church ..... Adam Utecht, pastor
  - Worship Service 10:00 am ..... Hillsboro Elementary School, 812 East A