



**Montana**  
BIBLE COLLEGE

**STUDENT HANDBOOK**  
**~ 2024-2025 ~**

**Revised July 2024**

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## Contact Information

You may access our website at [www.montanabiblecollege.edu](http://www.montanabiblecollege.edu) There is much helpful information under "Student Resources" including various college forms. We also send out a weekly E-bulletin with important announcements.

## Faculty & Staff Address & Email:

When corresponding with a particular staff or faculty member, please address correspondence as follows:

*Recipient's Name*  
Montana Bible College  
1519 S. Shiloh Rd.  
Billings, MT 59106

Cheryl Anderson	<i>Registrar</i> <a href="mailto:canderson@montanabiblecollege.edu">canderson@montanabiblecollege.edu</a>
Diann Floth	<i>Chief Financial Officer</i> <a href="mailto:dfloth@montanabiblecollege.edu">dfloth@montanabiblecollege.edu</a>
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## Staff Phone Extensions

When dialing the following staff members at the MBC office (406) 586-3585, please use the following extensions:

Administrative (front desk) .....	ext. 10
Cheryl Anderson.....	ext. 15
Diann Floth .....	ext. 22
Andre Gazal .....	ext. 13
Nathan Hooper.....	ext. 17

Kevin Smith.....ext. 19  
Liz VanSike.....ext.14  
Ryan Ward .....ext. 11  
Joe King..... ext. 12

### **Receiving Mail at Residence Halls**

If you will be living in MBC housing and wish to receive mail, direct senders to address their envelopes & packages based on your building address and dorm room number.

- **Men’s Dorm Example:**  
*Student Name*  
1521 S Shiloh Rd, room #  
Billings, MT. 59106
- **Women’s Dorm Example:**  
*Student Name*  
1517 S Shiloh Rd, room #  
Billings, MT. 59106

### **Wi-Fi Connectivity**

Wi-Fi access in all campus buildings and dorm rooms:

To access, refer to the “student wifi password” placards displayed in classrooms and dorm common areas.

### **Emergency Procedures**

In case of an emergency, or if you deem that a person needs immediate medical attention (i.e., a person is not breathing or has been severely injured and is profusely bleeding), call 911. Immediately thereafter, call the MBC office to report the incident. Please be sure to put the office number into your cell phone contact list (406-586-3585). If there is any other emergency, call the MBC office immediately to report the situation.

### **Montana Bible College Student Learning Objectives**

At Montana Bible College, we aim to produce graduates who are:

- Spiritually characterized by the habits of spiritual maturity, a commitment to the authority of Scripture, and a consistent devotional life whose outflow is exhibited in the fruit of the Spirit.

- Intellectually characterized by the ability to study, interpret, and apply the Scriptures as they encounter the challenges of daily living, cultivating a biblical worldview in which knowledge and practice are unified in the Christian’s life.
- Socially characterized by a commitment to God-honoring relationships and the ability to communicate accurately the truths of Scripture in culturally relevant ways.
- Physically characterized by a respect for one’s body as redeemed by Jesus and indwelt by the Holy Spirit.
- Ministerially characterized by a consistent commitment to disciple-making, exhibited by a servant’s heart, a love for the church, and determined obedience to the Great Commission.

*“But the goal of our instruction is love from a pure heart, and a good conscience, and a sincere faith.” I Timothy 1:5 [NASB95]*

## **Key Financial Information**

### **Tuition Discount Effective 1/1/2024**

Effective 1/1/24 MBC will offer a \$100 prepayment discount to full-time students if your full semester tuition is paid by the first day of classes. Part-time students may pay in advance without a discount. All other students will have a monthly payment plan. The first payment is due before the first day of classes. There are no payment plan fees.

Questions can go to [finance@montanabiblecollege.edu](mailto:finance@montanabiblecollege.edu)

### **Tuition Refund Schedule**

Decrease of Academic Load – To secure a refund in the event of a decrease in academic load, the student must obtain a drop/add form and signatures from the instructor whose class is involved, the registrar, and the Business Manager. Refunds will be made according to the following schedule:

## TUITION REFUND SCHEDULE

The first week of the semester ( <i>Friday of the first full week of classes</i> )	100%
The second week of the semester	75%
Third week of the semester	50%
Fourth week of the semester	25%
After the fourth week of the semester	No refund

**Withdrawal** – If a student withdraws from college during the semester, tuition fees will be refunded according to the above schedule. Room charges are refunded on a prorated basis. After the fourth week of classes, grades for withdrawn courses will be recorded on the student’s transcript as either W/P (withdraw/pass) or W/F (withdraw/fail).

### **SCHOLARSHIPS:**

The goal of the scholarship program at Montana Bible College is to provide funds to students whose heart for God, long-term commitment to ministry, commendable academic performance, and evident financial need warrant assistance from the College. Students who receive scholarship funds from MBC should compel the College to invest in their lives. We believe strongly in the personal responsibility of each student to plan for and be able to pay the cost of choosing to be a student. Further, we believe that graduates should not be hindered from fulfilling the ministry to which God has called them because of the burden of college debts; therefore, MBC is committed to providing quality education at an affordable cost. Since MBC’s tuition only covers a portion of its operating expenses, this education is possible because God has placed generosity in the hearts of individuals, churches, and alumni who believe in the eternal value of Bible college education. These people are participating financially to assist our students through scholarships because they expect God to do great things through them.

#### APPLYING FOR SCHOLARSHIPS:

Students will complete MBC's comprehensive scholarship application (available online at [www.montanabiblecollege.edu](http://www.montanabiblecollege.edu) or through the business office). The application deadline for returning students to apply for fall semester scholarships is April 15th for honors scholarships or June 15 for need-based scholarships. For spring semester scholarships, the deadline is December 1st (not required for those who completed the application in the fall). Please direct any questions to the business office at 406-586-3585, ext. 16.

#### SCHOLARSHIP AWARDS AND NOTIFICATIONS:

Montana Bible College uses a fair and objective method to distribute scholarship funds. Students may be awarded more than one scholarship, but up to no more than 50% of tuition costs unless otherwise stated. External scholarships will not be calculated into this maximum. Awards will be made promptly following the application deadline. All scholarship applicants will be notified in writing regarding the award amount.

## **Student Requirements**

### **Philosophy of Student Requirements**

Committed Christians have the unique and rare opportunity to join a community of like-minded believers at MBC. We practice a lifestyle that is pleasing to Christ, and we pledge our commitment to that ideal by signing the Community Covenant. This Covenant is grounded in Scripture and sets biblical expectations and guiding principles for how board members, staff, faculty, and students will live their daily lives as members of our community. We also have college policies designed by the MBC administration to facilitate an educational environment that best promotes learning and spiritual development.

As an academic and spiritual community, Montana Bible College asks students to always adhere to both the Community Covenant and the college policies while enrolled as a student at MBC.

## Core Values

**Things we hold so dear that they define us, motivate us, and guide us...**

### Centrality of Scripture

The Bible is THE authoritative source (see our Statement of Faith) that shapes our entire worldview, including our identity, our purpose, our beliefs, our values, our loves, our character, and our actions. This Christian worldview shapes and directs everything about us and our organization, even including our policies, structures, and approach to education.

### Dedication to Holiness

As Christians, we are united to Christ by the bond of the Holy Spirit through faith in his atoning work. This mutual indwelling (we in Christ and Christ in us), in which the Holy Spirit is conforming us into the image of Christ, manifests itself in love for God and our neighbor. This love in turn displays itself through truthfulness, genuineness, humility, respect, peacemaking, gratitude, self-control, purity, justice, and all other characteristics of a godly life as defined by Scripture.

### Called to Disciple-Making

We live “on mission” with Jesus to make disciples of all nations, baptizing them and teaching them to obey everything He commanded. This mandate, this directed relationship unto maturity in Jesus, calls us to be faithful witnesses of the good news of Jesus to everyone who doesn’t yet follow Him, and it constantly guides our interaction with fellow believers to intentionally help one another grow in ever-increasing maturity in Christ. The community of disciples (the church) is our place of belonging, the context of our growth, and the collective representation of our witness.

### Gospel-Centered

The good news of God’s saving and redeeming heart and actions toward humanity (which is collectively and individually estranged from Him by their disbelief and disobedience) motivates and guides our interactions with people so that we have a love for them as valued creations; compassion and hope for those still estranged from God; grace, mercy, and forgiveness for one another in our failings; and a heart to restore and mend and heal those things which have been marred and broken and ravaged by the effects of evil. We are ambassadors of the good news of Jesus, agents of reconciliation, ministers of grace, and a kingdom of priests. All these roles and ministries are motivated



and empowered by the Spirit of God who lives within those who believe and whose power accomplishes all of God's redemptive works in and through people.

## **Community Covenant**

### **How we live out our beliefs and values...**

Montana Bible College is a community of living, learning, and serving that extends far beyond the classroom. Although we are not a church, we *are* a Christian organization in service to Christ's Church. Therefore, we seek to live according to the biblical standards that Jesus gave to His body, the church. Through this covenant, we all strive together toward the common goals of Christian maturity and biblical wisdom in our conduct, behavior toward others, and exercise of Christian freedoms.

### **Affirming Biblical Standards**

The foundation of our lives and our learning comes from the Word of God. Therefore, we are informed and shaped by the Scriptures.

- We affirm the Lordship of Christ over all of life. This involves our wholehearted obedience to Jesus and careful stewardship in all dimensions of life: our resources (time, money, possessions), our selves (bodies, minds, hearts, pasts, futures), and all our relationships.
- We affirm the importance of each Christian being in active fellowship with the local church, which forms the basic biblically mandated context for Christian living.
- We affirm God's call for His people to live in an attitude and posture of growth and change, humbly allowing His Spirit to regularly realign our values to align with the values of the Kingdom of God more accurately.

## Pursuit of Godly Living & Relationships

We commit to growing in godliness in the following ways:

- We will pursue love for God that encompasses our whole being and includes loving our neighbor as ourselves. Christlike love should be the motive in all decisions, actions, and relationships.
- We will pursue the demonstration of compassion, kindness, humility, gentleness, patience, forgiveness, integrity, academic and personal honesty, and supremely, love in our interactions with others.
- We will pursue, as much as it depends on us, peace with all people.
- We will pursue growing holiness in every aspect of our thoughts, words, and behaviors. We will love and side with what is good in God's eyes and abhor and oppose what is evil in God's eyes.
- We will pursue honor in all relationships and even the treatment of our bodies as the very temple of the Holy Spirit. Since humans are the unique image bearers of God, there is God-given worth in all human beings at all moments of their lives from conception to death.
- We will pursue the sanctity and purity of marriage as given by God between one man and one woman. All of us will work to maintain the integrity of each marriage relationship in our midst. All of us will pursue sexual purity – those married maintaining covenant faithfulness to their spouse alone, those unmarried living in abstinence.

## Exercising Responsible Freedom

We recognize that within biblical parameters there is a limited latitude of conscience, belief, and practice. Responsible Christian Freedom is exercised in our social and cultural context, as well as within the authority structures with which we interact (i.e., family, college, employment, etc.) and requires a wise stewardship of mind, body, time,

and resources on the part of every member of the community. Responsible freedom also requires thoughtful, biblically guided choices in matters of behavior, entertainment, and interpersonal relationships.

- We commit to exercise our Christian freedom responsibly within the framework of God’s Word, in the context of the family of God, and the context of the MBC community, seeking what is best for personal holiness and the strengthening of others in Christ.
- We commit to demonstrating civility and respect for those with whom we disagree while exercising wisdom in evaluating the ideas and activities of others. Christians living in harmony share a deep concern for the Body of Christ, defer to one another, reason together, and express genuine Christian love, as outlined in Romans 14.
- We commit to uphold all legal mandates regarding the possession and use of alcohol, tobacco, and any other legal or illegal substance. We also commit to upholding the college policy of no alcohol, tobacco, or any other non-prescribed recreational substances on any MBC-owned or leased property or at any college-sponsored event.
- We commit to allowing our entertainment choices to be guided by the godly wisdom of Philippians 4:8, “Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.”
- We commit, as those under MBC’s authority as students, employees, or board members, to follow MBC policies put in place for the safety, harmony, and well-being of the campus community.

## Conclusion

We, the Montana Bible College community, desire to be a covenant community of Christians who faithfully live out our beliefs and values so that our Lord Jesus, is honored in all we do. This requires that each of us keeps his or her word by taking our commitment to this covenant seriously as covenant keepers, whatever pressures we may face doing otherwise.

Christian integrity means that when we place ourselves under MBC's community covenant, we must make every effort to fulfill our commitment by living accordingly.

In recognition that we sometimes fail to live up to our aspirations, we agree that keeping our covenant may also on occasion require that we take steps to hold one another accountable, confronting one another in love as we work together to live in faithfulness both to God's Word and to our word (see MBC grievance and disciplinary policies for more detail). Such loving acts of confrontation are at times difficult, but when performed in the right spirit, they serve to build godly character for both the individuals involved and the MBC community. Only in this way, as we are willing to speak the truth in love, will we "grow up into him who is the Head, that is, Christ." Therefore, by signing our agreement to this community covenant, we embrace this accountability.

*"Let the word of Christ dwell in your richly as you teach and admonish one another with all wisdom...and whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him." -Colossians 3:16-17*

## Campus & Event Expectations

### **Adherence**

As an academic and spiritual community, Montana Bible College expects students to adhere in full to these expectations while the semester is in session, while they are representing the College in an official capacity, or while residing in MBC residence housing. MBC recognizes that its expectations are not quotations of Scripture. However, we believe they represent godly wisdom,

especially for those in a college context. If a student has difficulty living according to the expectations of MBC in these areas, he or she is encouraged to bring any concerns or questions to the Office of the Dean of Students. If a student knowingly fails to live in a Christ-honoring way as outlined above, they can be expected to be contacted by the Dean who will encourage him/her in following a path more conducive to personal health, and conformity to Christ.

### **Shared Campus Policies**

Montana Bible College shares a campus with the Billings Christian High School through a legal partnership. The high school and college student populations are under the authority of their respective school leaders and policies. The MBC leadership asks its students to respect the BCS leaders and submit to them, bringing any questions to the MBC leadership.

It is the policy of both MBC and BCS that the respective student populations remain distinct and separate (physically and socially) except during officially sanctioned times (i.e. a joint chapel or service project, college students visiting a high school classroom, high school students taking a college class, college students attending a high school sports event, etc.).

- College students wishing to visit portions of campus designated for high school use must do so as any other visitors to the high school campus, checking in at the office and following instructions. Likewise, high school students who visit portions of campus designated for college use (i.e. to attend a class) also do so as visitors, checking in at the MBC office and following instructions.
- Students of both populations using mixed use portions of campus (chapel, gym) are to do so at scheduled times. These facilities are not open to students of either population at all hours.
- MBC and BCS have jointly agreed to a zero-tolerance policy prohibiting romantic relationships between high school and college students. Period. This is critical to maintain the integrity of our relationships between the high school and college populations. Violation of this policy will result in disciplinary action, including potential probation or suspension.
- MBC student housing (whether off campus or on campus) is always off-limits to BCS students. The only exceptions are events specifically sanctioned by both the high school and college bringing a group of students with an adult chaperone from either the high school or college or guided tours of campus where MBC staff are continuously present with the student(s). Similarly, MBC students are not permitted in BCS

student homes unless specifically invited by parents who remain present the entire time.

- MBC and BCS students are not permitted to be in or ride in vehicles together.

It is expected that we all care for the facilities God has graciously provided. In any case of damage caused, it is the responsibility of the individual(s) involved to report the damage and see it restored.

Keep in mind that the campus (except student residences) is an academic atmosphere, so students should conduct themselves appropriately (i.e. not napping or hanging out in unreserved spaces, not disrupting classroom, study, or admin with excessive noise, etc.)

## **Chapel**

Chapels are considered a vital component of Montana Bible College's overall strategy, complementing a student's academic and discipleship experiences. Chapel will feature speakers from various camps, missions and ministry organizations, and churches. Our primary intention is to address issues pertinent to students' lives and ministry preparation. Further, some students can take part in Chapel gatherings by serving on the music or technology team.

All students registered for **9** or more credits are expected to attend chapel. Students will be required to check in via scanner at each chapel as a means of tracking their attendance. There will be a pass/fail grade given on official transcripts for chapel attendance. Students must attend 80% of chapel meetings to pass.

Students are encouraged to schedule work or other commitments around chapel times. Those students who have attempted, but cannot arrange work or ministry commitments around Chapel, may apply for an exemption through the Office of the Dean of Students. This exemption will be granted on a case-by-case basis.

## **Day of Prayer**

The college community will gather for prayer and praise. We see prayer as foundational, not supplemental to our identity and purpose. This day includes both individual and corporate prayers.

## **General Conduct**

Montana Bible College strongly discourages students from possessing or viewing pornography, or explicit material in any form. We would invite you to

come speak with a staff/faculty member if you are struggling in this or any similar area. We want to walk with you toward victory rather than force you into secrecy.

MBC prohibits students from bringing to the classroom any weapons, explosives, firearms, BB or pellet guns, paintball guns, and other objects or materials that the Office of Dean of Students deem harmful to students' safety.

All students are expected to abide by Montana state law regarding the possession or use of tobacco products (at least 21 years of age) and alcoholic beverages (at least 21 years of age). In submission to MBC policy, alcohol and tobacco products (including vapes/e-cigarettes) are not to be present or consumed anywhere on college property, including inside vehicles.

Finally, in submission to God's command, students who are of legal age, are not to consume alcohol off-campus in a manner that could be deemed excessive or a stumbling block to others (1Cor. 10:23-24). Should any student consume alcohol in excess, to the point of impairment, he or she may face disciplinary action up to and including expulsion or other serious consequences. MBC strongly encourages abstinence from alcohol consumption but also recognizes freedom of conscience for those of legal age. At all times, the issue of alcohol and tobacco use, as with all other issues under the category of "questionable practices" or "gray areas," should be governed by the principles outlined in Romans 14:1-15:13 and 1 Corinthians 8-10. Please make alcohol use part of a conversation with a staff/faculty member.

MBC prohibits the possession and use of any illegal drugs or controlled medication without a prescription. The use of medically prescribed and recreational marijuana or THC-infused products is prohibited anywhere on our campus, in classrooms, or offices. (See MCA 50-46-320). If any student is a registered cardholder, he/she must contact the Office of Student Affairs for our institution's full policy.

Abuse and/or misuse of alcohol in any form or any controlled substance will be dealt with through the Office of Dean of Students.

### **Appearance and Dress Code**

We recognize that a believer's relationship with Christ is secure and independent of external standards. We also recognize that our testimony before others is tied in some measure to how our appearance and actions are perceived by them. Therefore, we urge each student to give attention to

strengthening his or her testimony and that of the College by wearing clothing that is clean, neat, and modest.

### **Church Attendance**

Since we are training students to love and serve the church, all students are expected to attend a local church worship service each week (with exceptions for illness and travel). We strongly encourage involvement in the ministries of that body if possible but also recognize limitations based on a student's schedule and responsibilities. A list of suggested evangelical churches is available at the office if desired. MBC does not endorse one church over another but encourages new students to explore several before making a final decision. The MBC administration may request for a student to identify the church they have chosen to attend regularly during their time with us as a way of tracking which churches have shepherding oversight of our students.

### **MBC Community Meal**

We invite all students to enjoy eating together during our Community Meal served at the first Forum chapel service of each month. The food is provided by student services funds. Students and friends who have not paid the student services fee may join, but a donation is requested to cover the cost of the meal for each guest. For dietary restrictions, please contact the Student Life Office. MBC cannot guarantee that the meal will be free of dairy, gluten, or specific allergens.

This mealtime allows an opportunity for faculty, staff, and students to grow in relationships with one another and discuss things being taught and learned. It is also a great opportunity to ask questions of the Forum speaker and learn more about any ministry he/she may represent.

### **Discipleship**

The Office of the Dean of Students will assist each student in forming a relationship with a discipler. All students are expected to be in a discipleship relationship.

### **Quiet Times**

Critical to a college student's spiritual growth and health is an active personal relationship with their Creator. Because He has chosen to reveal Himself most specifically through His Word, personal regular meditation on the Bible is essential. Montana Bible College desires to assist and encourage students in developing habits of maturity in Christ through reading, studying, and meditating on His Word in personal quiet times. All students are asked to



cultivate daily quiet time habits. MBC desires that you look at quiet times not as simply another classroom assignment or legalistic routine; but to intimately and personally engage with the Father, Son, and Holy Spirit daily so that your lives, relationships, and ministry might bear lasting spiritual fruit (John 15:1-8).

### **Class Attendance**

The faculty and administration place a high value on attendance and punctuality. Missed class time can never be fully reclaimed; missed instruction and discussion are simply lost opportunities to learn. Absenteeism also requires extra time on the part of professors and instructors. However, since absences will occur from time to time, the following policy will apply:

Absences will be recorded and will affect a student's grade according to the following calculation:

- 1 credit class – students may miss 2 hours without penalty.
- 2 credit class – students may miss 4 hours without penalty.
- 3 credit class – students may miss 6 hours without penalty.

Any absences beyond the number of hours stipulated above will result in a lowering of the student's grade unless such absences are excused by the Vice President of Academic Affairs. Approval forms are available in the MBC office. If you expect to be absent during the semester, please budget your absences accordingly. Talk with the Administrative Assistant should an emergency arise.

Please note that faculty may also count a student absent who is late to a class or is late repeatedly.

### **Electronic Media and Social Networking**

We recognize that social networking (Facebook, X, Instagram, Snapchat, etc.) can be a great way to keep in touch and communicate with friends and family. We also recognize the potential for abuse and inappropriate use. MBC expects its employees and students to be above reproach in all their personal and professional interactions on social media platforms. A few specifics include:

- (1) Not viewing or posting content that is unwholesome and inappropriate for one claiming to be a Christ-follower (Eph. 5:3-4).
- (2) Not posting inflammatory subject matter that would draw the school or its constituents into unprofitable debates or arguments (2 Timothy 2:23-26; Titus 3:9).

- (3) Not engaging in online discussions specific to complaints or grievances about the College.
- (4) Using social media to build up people and ministries, rather than tear them down (Ephesians 4:29).
- (5) Guarding the time on social media so that it does not hinder face-to-face relationships, work commitments, or student responsibilities.

**Personal Interaction:** Though MBC expects all persons connected with the College to handle social media according to the biblical principles just listed, MBC does not make it a practice to control the content or actively monitor personal interaction on social media. Please remember to protect the reputation of Christ first, and the College second, understanding that each person associated with MBC is a representative, whether acting in a personal or professional capacity. Also, please consider that once posted, content becomes permanently public which should cause you to think twice before posting. If you have concerns about the personal social media interaction of another MBC student, please share that concern in private, as per biblical principle (Matthew 18:15-17), and use the normal MBC grievance/disciplinary procedure, as it becomes appropriate.

**Photo Release:** The marketing and media departments of MBC regularly capture and utilize photos and videos of students in various settings on and off campus. By signing the Student Handbook agreement form, each student expressly authorizes MBC and any of its affiliates to use their name, statements, and likeness, without prior notification or payment, for promotional purposes in college publications (print, digital or online). This authorization shall remain in effect until rescinded in writing by a student (or parent of a minor) and delivered to the Student Affairs Office. If this authorization is rescinded in writing, the college will make all reasonable efforts to not use his/her likeness publicly from that point forward but cannot be responsible for changing all past posts or publications.

### **Student Life Assistant Application Process**

The role of Student Life Assistants (SLA's) is held by an upper-division student living on campus who will be available to answer questions and assist in the day-to-day function of the residence halls as well as help with Student Life activities on campus. These student roles hold their position with the approval of the Dean of Student's Office and therefore carry authority as representatives of the Dean. They should be respected as such. All questions regarding the role of the SLA should be addressed to the Dean of Students' office. Please contact an SLA

for any specific questions you have about MBC policies or procedures. They are also willing to assist with any relational or spiritual issues you may be facing but may refer you to someone else depending on the nature of the issue.

Students interested in serving as a Student Life Assistant (formerly RA's/SLA's) must complete an application and submit recommendations. These positions are reserved for students who demonstrate mature Christian character, leadership abilities, and a heart for discipleship. In the spring semester, the Office of the Dean of Students will have application packets available. It is required for all Student Life Assistant applicants to have a cumulative GPA of 3.0 or above. Student leader positions will be chosen from the applicants and awarded room discounts commensurate with the time spent serving in this role. Exceptions to these requirements can be made if a particular situation warrants it.

## **Housing Policies**

Rules, guidelines, and procedures in student housing are to encourage an atmosphere that is conducive to study, fellowship, rest, mutual respect of all residents, and proper stewardship of facilities.

### **Student Housing Plan**

One important dimension of your Bible college experience will be that of living with fellow Christian students. Such communal living arrangements will be a sharpening tool in your spiritual life, as well as help you grow in wisdom and build life-long friendships. We consider this component of college life an integral part of your overall experience.

All first-year single students are expected to reside in MBC-provided housing. Exceptions to this can be made if a student plans to live with family members in the Billings vicinity. Upper-division students are encouraged to live on campus if space is available, or with other MBC students in off-campus housing. Married student housing has limited capacity and thus is offered on a first-come, first-served basis.

### **Occupancy of Student Housing**

Campus housing for single students is available from August 15 until May 15. After this period, all personal items must be removed from the apartments, the living spaces thoroughly cleaned, a check-out appointment completed, and room keys/mailbox keys returned to the staff member conducting the check-

out. If a student wishes to arrive earlier or leave later, pre-approval must be granted by the Student Life Office and additional rent may be charged. Additional rent will also be charged if personal items are not removed by the stated move-out date. Students will incur additional costs if the apartment is not thoroughly cleaned before moving out.

Part-time and married students not residing in student housing are responsible for finding their housing, but the school will work with them to assist in locating housing. Housing is in great demand in the Billings area, so we urge all students who will not be living in the residence halls to secure housing early.

### **Student Housing Meetings**

All students living in Student Housing are required to attend the student-led dorm meetings. The time and date of the meetings will be announced as needed by the Student Life Assistants (SLA's).

### **Delinquent Rent Payment and Housing Disciplinary Action**

Any student who accrues more than one month's rent owing to the College will need to make other housing arrangements. If extenuating circumstances apply, it is the responsibility of that student to communicate with the business office regarding these circumstances.

A student who does not address requests made by staff members regarding disciplinary issues related to residential living may be placed on housing probation. This consists of focused oversight and accountability.

### **Abandoned Property**

Any personal property left behind in student housing, common areas, in the parking lot, or on the campus grounds after a student departs (without prior notification), will be considered abandoned property, and treated accordingly by MBC. Any expenses incurred from moving and disposing of this property will be billed to the student's account.

### **Above Reproach/Building Your Reputation**

God has intentionally brought you to Montana Bible College for this season of your life, we ask that you proactively seek to guard yourselves against sexual temptation and/or unjust accusations. This means having wisdom in your interactions with those of the opposite sex. Your dorm is your home for this season. While this is true, and for issues of safety for the entire student body, the following are policies governing gender-specific dorm spaces:

- No ladies are allowed in the men's dorm ***unless previously cleared with the Dean of Students.***
- No men are allowed onto the residential floors of the ladies' dorm ***unless previously cleared with the Dean of Students.***
- Though the Student Union Building (SUB) is open and available to all students for study and activities, the SUB will be generally closed for use from 12am to 8am.
- ***ANY BREACH OF THE ABOVE POLICIES WILL RESULT IN IMMEDIATE DISCIPLINARY ACTION UP TO AND INCLUDING POTENTIAL SUSPENSION OR EXPULSION FROM MBC.***

### **TV Viewing and Video Games**

Students are expected to live above reproach and maintain high ethical standards regarding their entertainment choices according to the Community Covenant. For additional resources, please refer to [www.pluggedin.com](http://www.pluggedin.com)

### **Dorm Quiet Hours**

Out of respect and courtesy for others living in the dorm buildings, quiet hours should be observed. From 11pm until 7am, please keep electronics and any interactions at quiet levels.

### **Overnight Visitors**

Designated guest rooms are not available on campus, but guests of a student may stay in student housing with advance permission (male guests in the men's dorm and females in the women's dorm), space permitting. Guests must be at least 18 years of age unless a special exception is granted by the Office of Dean of Students. Each student must act as their take full responsibility for the conduct and behavior of his/her guest(s) and any damage incurred by the guest(s) during their stay. An online form for visitor requests is available on the MBC website. These requests must be submitted to the office (electronically) and approved before your guest's requested arrival date.

Also, it is required that students wishing to host a guest secure the consent of all the students residing in the dorm room where the guest(s) will be staying when applicable. Extended visits (longer than three nights) need approval. MBC Staff reserves the right to ask guests to leave the campus at any time during their stay. We expect guests to comply with the same rules, health regulations, and quiet hours as those they are visiting. We also expect guests to clean up after themselves before departure. MBC reserves the right to deny visitor requests based on what is deemed best for the student and the college.

## **Care of Dormitories**

Any “common areas” of the dorms are for relaxation and enjoyment. Special care should be taken in keeping them neat and presentable in consideration of fellow students and other guests. Taking responsibility for cleaning up after yourself in these areas is a simple way to demonstrate stewardship as well as concern for the next person to use them.

## **Insurance**

Montana Bible College does not provide insurance coverage for the personal property of MBC student housing residents. Therefore, tenants are advised to obtain their own comprehensive renter’s insurance policy for theft and damage of personal property. Such coverage is available through most underwriters.

## **Maintenance**

If you have a maintenance/repair issue related to any item in your dorm room or the MBC facility, please notify your SLA immediately.

## **Room Policies**

### **Absence**

Please let your SLA know if you plan to be gone overnight or away for the weekend. In case of an emergency, this helps us to account for those on campus.

### **Apartment Cleanliness for Student Housing**

Dorm checks will be random but regular. We expect all students to be considerate of fellow roommates and the quality of housing we are blessed to use while students. Therefore, cleanliness of rooms must be a priority. Students should talk to their roommate if there is a developing problem so that it can be addressed. If the problem is not solved among roommates, please contact the Dean of Students’ Office.

Mandatory dorm-cleaning days will be held weekly and mandatory dorm meetings will be held every other week. SLA’s will notify dorm residents of the respective days.

## Fire Prevention

MBC does not permit the use of candles in any part of the dorm buildings.

Fire-protection equipment is for the protection of life and property. To use fire-fighting suppressants or alarms for any other purpose is not only unlawful, but it also endangers the lives of others in the community. Therefore, please do not detach smoke detectors at any time. If any are beeping, please inform an SLA or the Dean of Students. If a student removes or disables a smoke detector, the college will issue a \$50.00 fine. Anyone discharging any safety equipment (such as fire extinguishers) apart from a clear emergency will be charged for restoration and any damage incurred.

## Utility Use

The cost of campus housing includes all utilities (heat, electricity, water, sewer, internet, and garbage). Please be conservation-minded!

## Wall Fasteners

Limit wall hangings to smaller items with few holes needed. Any excessive holes in walls will require fines upon checking out of the apartment.

## Pets

There is always a “no pets” policy in effect in the student dorms. This includes the pet of any visiting family member or friend. Live fish are considered pets and are not allowed in any rooms.

## Firearms/Archery Equipment

Because Montana Bible College places the safety and security of its students as a top priority, this policy has been adopted to ensure proper handling of all firearms on all property owned by Montana Bible College. MBC recognizes that some of its students will wish to participate in Montana recreational activities of hunting or other shooting sports. Residential students who wish to store firearms on property owned by Montana Bible College may only do so in compliance with this policy. Any instance of non-compliance may result in such privileges being removed. No firearms are allowed on property owned by Montana Bible College except those which are in compliance with this policy.

**Declaration of Possession:** All students living on campus or residing in property leased by Montana Bible College must declare possession of firearms (long gun, handgun, or AOW), ammunition, and archery equipment and must read, sign,

and maintain compliance with both the Montana Bible College Firearm Policy as well as our Community Covenant. The firearm registration form must be completed.

**Storage - Single Students:** All students living on campus must store firearms (long gun, handgun, and AOWs) in an MBC firearms storage unit. Firearms without exception are to be locked up when not engaged in lawful activities. Failure to properly secure firearms may result in revocation of privileges in the future. Archery equipment, after proper declaration and registration, may be kept in individual rooms, and broadheads must be stored with appropriate safety.

**Storage: Married Students:** Married students living in off-campus housing may choose to store firearms (long gun, handgun, and AOWs) in an MBC firearms storage unit if desired. If they choose to keep their firearms in their apartment, they should be secured properly in some type of locking device. For further guidance, contact the Dean of Students. **\*Note MBC is not liable for the damage or loss of firearms stored anywhere off campus.**

**Sign-Out / Sign-In:** Firearms stored with Montana Bible College must be signed out on the official check-out form when engaging in lawful activities. Immediately upon returning to MBC residential property, firearms stored with MBC must be signed back in on the official check-out form and the aforementioned items be secured with the assistance of staff or those responsible for firearm storage and compliance. Any instances of non-compliance with this policy may result in the removal of firearm storage privileges by those residing on property owned or leased by MBC. **Should the College believe any student is a potential threat to themselves or others, a firearm will not be checked out to the student. The execution of this policy may be subject to change by the administration should the maintaining of residential property and student safety be deemed at risk.**

**Removal / Abandonment:** All firearms will be taken with the student when not residing on property owned or leased by Montana Bible College (i.e., over summer break or when moving off MBC property.) Firearms not removed from property owned or leased by MBC will be considered MBC property after a period of two weeks following departure.



## **Wireless Network Policies**

MBC students can use either library computers or personal computers to connect to the internet. Internet connectivity or speed issues should be directed to the administrative office.

### **Access**

Students should not be internet surfing, emailing, texting, on social media, etc. during class or chapel. Such misuse of technology demonstrates inconsideration towards the instructor, speaker, and others who are present, and deprives oneself of the opportunity to learn.

## **Legal Considerations**

### **Student Concerns and Grievances**

*Concerns* are issues that may be resolved through an informal process of discussion and listening, comforting, encouraging, and instructing in biblical principles such as stewardship of resources, conflict resolution, diligence, perseverance, etc. If you have a concern relating to the words or actions of another individual, please share that concern with that individual in private, as stated in Matthew 18:15-17, and use the normal MBC grievance/disciplinary procedure, as it becomes appropriate. If assistance is needed for off-campus and married students, concerns may be handled by faculty and/or staff. Student Life Assistants (SLAs) can help with concerns for any residential student. No formal documentation is needed in the expression of concerns. Examples of concerns would include many kinds of roommate or relationship struggles, a feeling that an instructor was unfair in an assignment, wondering if a policy reflects biblical truth, not agreeing with MBC policies, etc.

*Grievances* are issues needing more formal attention or intervention. These issues are serious enough that the appropriate MBC office needs to be alerted to the situation to act and the issue must be documented using a student grievance form and filed in a student's permanent file. Indicators that an issue is a grievance, not just a concern, are when clear MBC policy is being violated, someone is being harmed, laws are being broken, disciplinary action likely or certainly needs to be taken, or an issue has been raised without any appropriate action resulting.

Official actions may include but are not limited to, mediating conflict situations and initiating the disciplinary process. This disciplinary process could include probationary evaluation of performance, suspension, removal from employment, or matriculation. Grievances must be funneled to and handled under the direction of the Office of Academic Affairs or the Office of Dean of Students.

All grievances regarding academics should be reported to the Office of Academic Affairs. All other grievances should be reported to the Office of the Dean of Students. Grievances should be handled at the lowest possible level of leadership. Ideally, the grieved party should attempt to settle the issue with the conflicting party. If unable to reach agreement, the grievance should be taken to the next department. The office of President should be reserved as the final level of appeal in matters unresolvable at lower levels. If the President is unable to resolve the grievance, the matter can be elevated to MBC's Board of Directors at the President's discretion.

The goal of mediation is a resolution of the grievance to the satisfaction of both the student and the individual who is the object of the grievance. All grievances will be taken seriously and pursued until biblical resolution is accomplished.

Any grievance brought by a student will in no way impact that student's progress or success at Montana Bible College. Likewise, any grievance brought against an employee of MBC, or another student will not adversely affect that employee or student outside of possible action toward remedy of the grievance. Should any decision be made that requires action on the part of an accused party, full documentation will be included in that employee's or student's file. All decisions are open for appeal to the appropriate supervisor of the mediator or the MBC board of directors. An advocate for the student in such cases will be asked to assist the student in appealing and is available for an earlier discussion of the grievance as it progresses through mediation if requested.

### **Statement of Submission**

God calls all believers to submit to the governing authorities of the land. Romans 13 says, *"Let every person be in subjection to the governing authorities. For there is no authority except from God, and those which exist are established by God...render to all what is due them; tax to whom tax is due; custom to whom custom; fear to whom fear; honor to whom honor"* (vv. 1, 7). 1 Peter 2:17 says, *"Honor all men; love the brotherhood, fear God, honor the King."* Montana Bible

College considers all violations of state and federal law to be a sin and will call students to submit to all constitutional governing authorities.

The following are legal notices that apply to admissions and student conduct:

While every effort is made to provide accurate and up-to-date information, the College reserves the right to change, without notice, statements in the catalog concerning policies, academic offerings, rules of conduct, and charges for tuition and room.

The appropriate catalog, along with bulletins and student handbooks, determines student rights and duties concerning the College. Matriculation constitutes an agreement by the student to abide by the rules, regulations, and policies of Montana Bible College.

### **Discrimination Policies and Grievances**

Because God’s Word commands us to live out God’s character, Montana Bible College views discrimination as a violation of God’s law (Romans 12:18). The following are policies regarding admission and student conduct in this area. Any matters of discrimination will be addressed promptly.

#### **General Statement**

Title VI of The Civil Rights Act of 1964 together with the Title IX of the Educational Amendments of 1972, requires colleges “to adopt and publish grievance procedures providing for prompt and equitable resolution of student complaints” alleging discrimination based upon age, gender, race, color, ethnic or national origin, qualified mental or physical disability, veteran status, or medical condition. Inquiries regarding compliance may be directed to the office of the president, Montana Bible College, 1519 S. Shiloh Rd, Billings, Montana 59106, or by phone at (406) 586-3585. In compliance with those Acts and in keeping with God’s law, Montana Bible College offers the following policy for the nurture and protection of our students:

#### **Non-Discriminatory Policy**

Montana Bible College does not discriminate based on race, color, nationality, age, handicap, or ethnic origin in educational policies, admissions policies, scholarship programs, and other school-administered programs. The College makes every reasonable effort to meet the needs of those students with physical or mental disabilities which would hinder living or learning at this institution.

Montana Bible College allows any enrolled student, regardless of gender, to register for and complete any class offered at MBC. Montana Bible College does, however, restrict students seeking to complete their four-year degree in the pastoral emphasis to men only (I Timothy 3:1-7; Titus 1:5-9). We affirm and will only recognize the unique gender identities assigned by God to each person at birth.

Montana Bible College calls on all its faculty, staff, and students to pursue sexual purity. The College will be consistent in dealing with sexual sin (including all immoral or extra-marital relations) in the enforcement of its policies for faculty, staff, and students. We affirm the dignity of all human beings as created in the image of God regardless of the behavioral choices they make. We rejoice in the truth that God embraces, forgives, and heals all people who respond to His grace in repentance and humility. MBC also recognizes the ongoing consequences of a person's sexual past, and will, as in other areas of morality, make decisions about the application of the policy on a case-by-case basis according to the nature of the sin, the person's heart attitude, and future commitments of the individual involved. We will demonstrate civility and compassion as we engage in dialogue with others on these issues.

### **Americans with Disabilities Act**

Montana Bible College seeks to make all reasonable accommodations to comply with the Americans with Disabilities Act. Beginning with the disclosure of a disability to the Vice President of Academic Affairs or the Office of Student Affairs and upon acceptance to Montana Bible College of a student with a disability, all reasonable efforts will be made to accommodate the needs of the student in housing, academics, and the social arena.

Questions regarding discrimination or disabled student services should be addressed to Montana Bible College, 1515 S. Shiloh Rd, Billings, Montana 59106.

## **Compliance with Local, State, and Federal Laws**

Every student is required to comply with all local, state, and federal laws.

### **Sexual Harassment**

Montana Bible College does not condone any form of sexual harassment, whether verbal or physical, and any misconduct in this area is a violation of the policy of the College. In the event of any possible harassment, school officials

will first talk with the parties involved (and other parties that might be witnesses) and determine the truthfulness of the situation. If harassment has indeed occurred, appropriate disciplinary action (including removal from campus, suspension, or dismissal) will be taken against the person found to have violated the policy.

### **Media Policy**

Any “unwholesome” [i.e., actions inconsistent with a profession as a Christ-follower committed to purity, truth, and proper stewardship] use of electronic media which may include, but not be limited to e-mail text, chat, messaging, e-mail attachments, video files, audio files, electronic/online gaming, web page viewing, social networking sites or file transfers is expressly forbidden.

### **Counseling**

Counseling of students by Montana Bible College faculty and staff members is limited to vocational and academic matters. Personal issues and other concerns related to the student’s progress in spiritual growth may be addressed in the context of discipleship. However, extended counseling or therapy for matters of ingrained sin or mental and physical health issues may be referred to the student’s pastor, a qualified counselor, or a physician.

### **Epidemic Awareness Policy**

In the event of a serious illness or threat of communicable disease on campus, MBC will exercise every possible precaution to prevent the spread of disease to protect our student population. While in most circumstances, we will attempt to protect privacy, when a possible contagious threat becomes known, the MBC administration will inform students of the threat. Students are asked to waive their right to privacy at registration when signing permission and health pledge forms. Should a residential student become ill with a communicable disease, the College will take all necessary precautions to protect the rest of its student population and staff from possible exposure and infection- including the implementation of new policies which include health checks, social distancing requirements, restricting visitors, face masking, and quarantining students who are ill or have had exposure to such illness.

### **Academic Integrity**

It is the responsibility of MBC faculty to pursue suspected incidents of academic dishonesty occurring within their classroom(s). If a student is found to be guilty of cheating, plagiarism, or another form of academic dishonesty, the faculty

member is required to document the incident in writing and submit the report to the vice president of academic affairs. The first documented incident of academic dishonesty will result in the student failing the assignment or the course at the instructor's discretion, depending on the severity of the incident. Any subsequent documented offense of this nature by the student (regardless of whether it occurs in the same or any other course taken by the student at the College) will result in automatic failure of the course and expulsion of the student from the College for a minimum of one academic year.

## **Disciplinary System**

### **Student Life**

Disciplinary matters beyond the issue of grades will be handled in a manner as close as possible to the prescription of the Lord Jesus in Matthew 18:15-17 and Galatians 6:1-2. While some exceptions may exist to this procedure which would be subject to the discretion of MBC administration, disciplinary issues will be addressed directly, redemptively, and privately.

Any students known to be engaged in illegal activities will be referred to the appropriate local, state, or federal authorities.

### **Academic Discipline: Probation and Suspension**

Whenever a student's semester GPA falls below 2.00, the record of the student's performance is reviewed by the academic committee. The committee meets between semesters to consider action on students who are underperforming academically. This committee has the authority 1) to suspend a student from the College for scholastic reasons, 2) to place a student on probation for scholastic reasons, and 3) to reinstate a student who has been suspended for scholastic reasons. A member of the academic committee will notify students in writing of the action agreed upon by the committee. The designation of **probation** or **suspension** will be entered on the student's permanent record. The guidelines are as follows:

1. **Academic Probation** - Students will be placed on academic probation when their semester GPA falls below 2.00. The following applies to students on probation:
  - a. Required participation in the Academic Culture Training for Students (ACTS).

- b. Limitation of credit load to a maximum of 12 credits – The Vice President of Academic Affairs reserves the option of approving individual classes.
  - c. No independent study classes.
  - d. No internships for the probationary semester or the following semester.
  - e. No involvement in student leadership roles including worship team member and Student Life Assistant.
2. **Academic Suspension**—Students who are on academic probation for two consecutive or three total semesters will automatically be suspended **for the next semester**. The following applies to students on academic suspension:
  - a. All scholarship monies terminate—All supporting bodies will be notified of the student’s withdrawal from MBC.
  - b. Returning to MBC requires a revised re-application process with new references indicating a renewed commitment to academic success.
  - c. Upon return to MBC, all the mandates of probation listed above would apply.
  - d. Any additional probation is an automatic suspension **for one year**.
  - e. Residence in MBC housing will terminate **upon being placed on suspension**.
3. **Student Leadership Participation** – Any student receiving a grade of "F" in any individual class will, in the subsequent semester, be precluded from participating in any of MBC's student leadership roles.

## Appeals

Should the student wish to appeal a decision made by the Academic Committee, he or she may do so through the Vice President of Academic Affairs within forty-eight hours.

## Academic Culture Training for Students (ACTS)

ACTS @ Montana Bible College is a service offered to all students for academic and college life training. Students participate in ACTS to receive the tips and benefits of time management, researching, tracking research notes, getting the most out of their classes and professors, learning to have a growth mindset, and having someone to check in with them to clarify their minds and

set reasonable goals. ACTS will help you grow in your study skills and thrive as a student.

ACTS offers the following:

1. Success Coaching which helps students:
  - a. Discover how they learn best.
  - b. Motivate themselves for success.
  - c. Creating a strategic academic plan
  - d. Incorporate productive habits for time management, research & writing, and exam preparation.
  - e. Embrace accountability.
  - f. Mindset mentoring
2. Quick and Concise Seminars to guide students in academic life.
  - a. How to read in college
  - b. To-do lists and time management.
  - c. Knowing who you are to know how you learn.
  - d. Arguments 101
  - e. Unambiguous writing
  - f. Other topics

ACTS has two Chapters.

1. ACTS Chapter 1 is open to all students and recommended to all students. Come receive services on an as-you-need-or-want basis.
  - a. ACTS announces training offered to the whole student body, but students should come in small groups, pairs, or as individuals to the Gail Horton Library to receive any customized services.
2. ACTS Chapter 2 is required for students whose need for academic services is evidenced through a review of a new student's transcript, a mid-term progress report, referral by a professor, alert/probationary status, or self-declaration. The mission of ACTS Chapter 2 is to provide additional help so that students can find academic success.
  - a. The primary avenue for assistance is one-on-one meetings with an academic coach who will work individually with the student to determine a plan of action for assistance. Students selected for participation in the program will be notified by the vice president of academic affairs.
    - i. These one-on-one meetings offer the student direct help for academic training.



- b. At times seminars will be offered.
3. To sign up for services with an academic coach, please meet with a Librarian.

### **Learning Commons at the Library**

What is offered:

- Success Coaching through ACTS (Freshman-Senior Year)
- Writing Tutoring
- Full Library Services including research assistance
- Computer and Internet Access
- Printing (though we encourage switching to paperless systems)
- Study Areas for Individuals and Groups
- Low-cost snacks and drinks in our hospitality room
- Friendly and useful service
- A place to refresh your thinking
- Comfortable chairs
- Stack Nooks

**Schedule an appointment for the following services**, but feel free to make requests as needed without appointments:

ACTS:1 or ACTS:2

Writing Tutoring

Room Use (first come first serve also offered when available)

Library services that might require more than 15 minutes

**We are here to serve you.**

### **Library Rooms & Use**

Please be respectful of all students and patrons using the library.

You are welcome to eat and drink in the library if you clean up after yourself and your beverages have a tight spill-proof lid.

Copy/Printing services are available for \$.05 per page / \$.10 for double-sided pages b&w. You will pay for all pages printed; mistakes included. Double-check what it is set to before you print.

Please DO NOT re-shelve books even if you remove them just to look at them. The librarians collect data for books that are removed from the shelf. Leave books on tables, desks, or in re-shelving locations.

## Hours

The library is open to the public during the hours posted on the doors.

## Circulation Policies

Books/pamphlets may be checked out for 4 weeks and renewed for an additional 4 weeks if necessary; Audiovisual materials may be checked out for 2 weeks and will renew for 2 weeks.

You may check out as many books as you need; you will be notified by library staff if you have more than 10 out at a time.

Reference books may be checked out overnight and they must be returned the following day.

Reserve books must be manually checked out using the sheets provided in the Reserve cabinet. They cannot be taken out of the library.

Return books in the exterior drop box (located outside the west entrance) or the interior book drop (at the Circulation Desk).

## Services

- Online catalog is available as a link at [montanabiblecollege.edu/library](http://montanabiblecollege.edu/library). Once you have your student ID/ Library Card you have an account through the catalog page to manage your checkouts. It will allow a single renewal of all materials (Excluding Reference and Reserve books).

- E-books are available as a link on the library page. You will need your library card number to access this. It can access all e-books available through the state as well as a reference collection, and a pastoral collection.

- The Theological Journal Database is easy to access and has academic, full-text, theological journal articles. Our Library staff would be happy to help you find articles. Look for the link on the library's webpage. If prompted, the password is *discovery*.

- Inter-Library Loan, we can request to borrow any book you need for no charge. If we do not have the book, you want or need, we can obtain it for you from another library via Inter-Library Loan (ILL). Contact one of the library staff if you

would like to use this service. Materials will take one to two weeks to arrive, so plan accordingly.

- One-on-one writing and research help is available to you through the library. Simply seek out library staff to set up a time to meet.

- Reference service from qualified staff. The library staff views our work in the library as a ministry. We want to help you, so please ask us!

### **Release of Student Records**

All records of students, including application materials, financial records, and grades, are regarded as private by Montana Bible College. Release of these records to anyone other than the student is only made after the student has signed the student information release authorization form available in the registrar's office. Records may be released to parents of students who are minors still under the guardianship of their parents.

### **FERPA**

Montana Bible College operates under the regulations set forth by FERPA (Family Educational Rights and Privacy Act). All students, faculty, and staff are expected to comply with this Act. Information protected by this Act includes medical and personal information provided by the student in the application process, grades achieved at MBC and other institutions, financial information regarding a student's bill at MBC, and spiritual and behavioral problems while at MBC. Each of these areas is treated separately and accessible only by those with a pertinent reason for knowing such information.

The general intent of limiting the accessibility of student information is to provide an environment in which student privacy is protected. Therefore, sharing such information must be weighed carefully when discussing students or praying for them corporately. Where appropriate, permission for sharing information may be sought from the student (e.g., sharing grades or financial information with parents). However, without permission from the student in writing, MBC officials must be vigilant in protecting the information entrusted to them by a student. Exceptions to student permission would include when the student may be considered in danger or could cause a threat to others or be a disruption to student life or the academic success of other students.

For further information please contact the Office of Student Affairs or the Office of Academic Affairs.

## **Summary Statement**

This handbook is designed to be a tool for your growth and a guide to our policies and procedures. Thank you for taking the time to review all this information. If there is any part of this document that you desire further clarification on, please see the Office of Student Affairs. All students are required to sign a statement of agreement affirming their full understanding of and commitment to the content of what is contained herein before being considered an official student at the College.

Montana Bible College reserves the right to update and/or edit the Student Handbook as needed to keep all relevant information available to the student body.