



Tabor College  
Student Handbook  
2022-2023

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## 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, 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, develop leadership skills, and 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 that 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 recent copy can always be found at:

<https://tabor.edu/undergraduate/student-life/student-resources/>.

## ACADEMIC INFORMATION

For academic information, see the Tabor College Catalog at [www.tabor.edu/registrar](http://www.tabor.edu/registrar).

## 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. Students may request a change of advisor at any time by contacting the Registrar's office.

### Office of Information Technology

The Office of Information Services & Technology provides the following services for students at Tabor College. Additional information may be found on Tabor's information portal, My Tabor, at [my.tabor.edu](http://my.tabor.edu).

#### User Access Information

All students are given computer access to Tabor College computers and network through school computers. The Office of Information Services & Technology will notify students of their username and initial password for My Tabor, email, network accounts, and wireless by an email to their personal email account as received by admissions during application (please go to the IST office in the lower level of Lohrenz to receive your information if you did not receive an email). The student email and network accounts will remain active for the duration of their time at Tabor and 300 days after the last day of an active registered course. This excludes MyTabor (or other student portal), which will be available indefinitely, giving access to unofficial transcripts as well as other Tabor information.

#### Computer Labs

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 20-workstation room has a laser printer, and is located in the southwest corner of the first floor of the Library.

#### Lab Rules

The computer labs are to be used for academic 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. No food or drink is allowed in the computer labs, no exceptions. All usage is under compliance with the Acceptable Use Policy and Community Life Covenant.

#### Printers

Students receive 500 free pages each semester; software keeps track of how many pages have been printed. Students may continue to print after using this allotment by paying on their account in the Business Office. The price per page is \$0.10. Do not put your own paper in the printers; do not put used paper in the printer. Such paper may jam or severely damage the laser printer. Do not attempt to repair or troubleshoot problems with printers or computers; please notify IST staff via email ([networkhelp@tabor.edu](mailto:networkhelp@tabor.edu)), at ext. 1010, or stop by the office in the lower level of Lohrenz.

#### File Management

Files of any sort saved to the local computers' hard drives in the labs are subject to removal without notice; instead, all files should be saved to the user's home directory on the network: {H:\Username\filename}. All files saved to this location are backed up on a regular basis for the duration of the student's matriculation and 9 months afterward.

### Internet

#### Wired connection

Most rooms have one port available per person. The student must provide his/her own Ethernet patch cable.

#### Wireless connection

A student must have a network account for access to the wireless network (see user access information above). Additionally, the computer must meet the following minimum specifications listed under Computer Support below. It is up to the individual to protect his/her network enabled devices from both internal (i.e. other students) and external threats that could gain visibility to a device (i.e. cellphone, laptop), whether it is on or off of Tabor's network.

## Gaming Consoles

Gaming consoles may be connected to the network by a patch or Ethernet cable to the ports in the rooms or wirelessly. Regardless of method, access will only be granted by contacting the Office of Information Services & Technology, via email ([networkhelp@tabor.edu](mailto:networkhelp@tabor.edu)), at ext. 1010, or stop by the office in the lower level of Lohrenz, with the MAC address of the device (a 12 character alphanumeric). No additional support will be provided for consoles. More information can be found on My Tabor.

## Content Filtering

All Internet use is filtered by OpenDNS. This filtering service prevents access to sites with content that is contrary to the Community Life Covenant and Tabor's mission and values. If you encounter a site that you believe should be accessible, please contact the Student Life office.

## Computer Support

In order to access the Internet wirelessly or to receive support from the Office of Information Services & Technology to do so, a computer must meet the following minimum specifications:

### Operating system:

- Windows 10 or newer
- Mac OS 10.7 or newer
- Processors: 2 GHz i3 or better (2.5 GHz intel core i5 recommended)
- Memory: 4 GB or higher (8G recommended)
- Wireless Network Card: At a minimum, your computer's Wi-Fi capability needs to be compatible with the 802.11g standard (also referred to as 802.11b/g). However, we recommend that the card be dual mode capable 802.11a/g (also referred to as 802.11a/b/g) or 802.11n (also referred to as 802.11a/b/g/n or ABGN). 802.11n cards are generally compatible with 802.11a/g and should work on our campus. The more recent productions standards (802.11ac and ax) are also supported on campus.
- Updated (daily) antivirus software
- Given these minimum specifications are met, the computer boots up fully to a legally installed operating system, and no hardware failures are present, a student may receive the following assistance for their personal computer:
  - Assistance in establishing a connection to Tabor's wired and wireless network.
  - Evaluation of problems with student systems. Once the system has been evaluated, IST will make a recommendation to the student on what needs to be done to resolve the problem. Recommendations are not a guarantee of resolution.
  - Provide tools (available free on the internet) so students can remove viruses, malware, or spyware scans on their own computers.
  - Other requirements and restrictions:
    - If a system is not operational, the student should either call the manufacturer for warranty repair or contact a computer repair facility.
    - Due to liability issues related to student-owned hardware, software, and data, Tabor IST cannot perform hardware repairs on student systems and will not install operating systems or application software. Only software required to gain access to Tabor's network will be installed on existing OS.
    - IST will refuse network connection assistance to any student with a computer that contains any peer-to-peer or torrent software. IST retains the right to refuse service to any student, with cause.

## Library

Tabor College Library provides all the resources a student needs to be successful in their research while a student at Tabor College.

Tabor College Library subscribes to a state-of-the-art online resource center ([tabor.edu/library](http://tabor.edu/library)) which provides access to all library materials including electronic books, full-text journal and magazine articles, streaming video, a music-listening service and location information for print books, DVDs, and CDs. The online service center is available 24/7 throughout the year.

Reference materials, including a large selection of Bible Commentaries, DVDs and CDs, are located on the first floor of the library along with small study rooms, a media center, music listening center, and a computer lab with seating for twenty students.

Circulating books (print books) are located on the second floor of the library along with a large collection of phonographs.

Summary of Library Policies:

1. A Student ID is required for all checkouts.
2. Loan periods will vary depending on the particular item being checked out. Current loan periods will be posted at the circulation desk and students will be notified of due dates upon item checkout. A list of current overdue charges will also be posted at the circulation desk.
3. Overdue notices will be sent via email. Overdue charges will vary depending on the item checked out. Lost or non-returned materials will result in a bill for the replacement cost of the item plus a \$25.00 handling fee. Overdue Interlibrary Loan materials will be subject to the same policy plus they may incur additional charges from the lending library.
4. Tabor College Library hours of operation are posted on the library's webpage ([tabor.edu/library](http://tabor.edu/library)).

## Student Success Office

The Student Success Office, located in the library, is available to ALL students at Tabor College who seek academic support services ranging from free individual tutoring, group tutoring, academic mentoring, 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.

### Disability Student Services

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 Director of Student Success at point of enrollment. Students who seek services must complete and submit a Request for Accommodations form and provide recent documentation (within three years), including diagnostic test results when appropriate. Tabor College does not have testing facilities to determine learning or other disabilities. Additional information regarding disability student services is available in the Student Success Office.

### Tutoring

If a student needs a tutor, he or she should contact the Student Success Office by emailing [tutoring@tabor.edu](mailto:tutoring@tabor.edu) or in person (Student Success office is located in lower Lohrenz #10). The Student Success Office will also facilitate study groups as needed. Tutoring services are free to Tabor students.

# STUDENT LIFE, LEARNING AND 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.

## 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 learn to be successful in their college careers.

Transfer students will attend orientation on the Sunday before classes start in fall and the day before classes in interterm and spring. All transfer students will also take TC310 College, Christianity and Culture.

## Spiritual Formation & Community Life

Spiritual Formation and Community Life is more than a program. It is a way of living. We challenge one another to be all Christ has created us to be so that we can lead a life of learning work and service for Christ and His Kingdom.

Our Spiritual Formation programs are designed to cultivate an environment for spiritual growth on our campus. The primary way we promote this is through regularly scheduled chapels each Monday and Wednesday at 10 a.m. Discipleship groups and student led ministries are also available at various times throughout the week and at various locations on campus.

Our Community Life emphasis takes place through service trips and service opportunities that are generally offered each semester. Special events such as drama productions, concerts, lectures, presentations and academic forums are also available for Community Life credit.

## Mission Statement

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

## 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.

## Attendance Policy

- A. Twenty Chapel/Community Life credits are required for full-time students and all students living on campus each semester. At least twelve credits must come from regular chapel attendance. Up to eight supplemental credits can be earned through Community Life involvement, service participation, discipleship groups or attendance at approved special events. Participation in these supplemental activities are 1/2 credit per event and must be reported to the Student Life Administrative Assistant within one week. Students who are required to be involved in activities as part of their coursework (band, theater, choir performances, recitals, etc.) will not be eligible for community life credit for these events.
- B. Approval of community group topics of study and service ideas for credit must be approved by the Campus Pastor at least one week in advance of the event.
- C. Every full-time student and all students living on campus will enroll in “Chapel” every semester for zero credit hours. This is a “S/U” credit course.
- D. Seven semesters of successfully passing Chapel are required for students graduating with a B.A., B.S., or B.S.W. degree. Students who graduate from Tabor with an Associate of Arts (A.A.) degree must have successfully passed three semesters of Chapel. Transfer and stop out students will be prorated according to the level (class) at which they enter. Successfully completing the required number of Chapels each semester is a graduation requirement. This is over and above all other graduation requirements.
- E. Students who have received their second “Unsuccessful” grade in TC100 chapel will be required to enroll in TC110 Chapel Readings course during the next semester along with TC100 Chapel in order to remain on track for graduation. The TC110 course is 1 credit hour and is graded CR/NC. Completion of TC110 course will substitute for one of the chapel semesters needed for graduation. Not passing TC110 will result in suspension.
- F. TC110 Chapel Readings is only available for students who have received “no credit” from TC100 the previous semester and must be taken concurrently with TC100. Students who have “unusual circumstances” can petition the Dean of Students and Campus Pastor to substitute TC110 Chapel Readings for TC100 Chapel.
- G. 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.
- H. Students age 25 and over prior to the beginning of the semester 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.
  - a. We believe and affirm the Christian faith, devoting ourselves to following Jesus in both our personal lives and community living.
  - b. 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.
  - a. We believe that learning and study are a celebration of the world that God has created.
  - b. 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.
  - a. We believe that living in a Christian educational community includes striving together to promote and develop virtuous personal character.
  - b. 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.
  - a. We believe that the Scriptures provide the authority in the Christian community for belief, thinking and practice.
  - b. 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, including the pursuit of healthy sexuality that celebrates sexual intimacy only within the marriage covenant between a man and a woman; and following Biblical instruction as interpreted by the MB Confession of Faith\* in the ways romantic relationships are pursued and practiced within our community. We commit to dialogue and to receive instruction, input, and direction from the Student Life Department and the Tabor Community as a whole.

\*<http://www.usmb.org/menus/confession-of-faith-detailed-version.html>

## 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"* — Philipians 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 below, I indicate my willingness to respect and abide by Tabor's foundational principles and community responsibilities.

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

Undergraduates and all residential students are called to abide by the lifestyle expectations listed above when the student is enrolled and Tabor is in session, from the first day he or she arrives at school each fall semester through the end of the second semester. This includes all breaks and any time he or she participates 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."

## Human Sexuality and Gender Policy

Tabor College welcomes all students who desire to be in a decidedly Christian environment that ascribes to the Scriptural teachings noted below regarding sexuality and gender.

Tabor College's human sexuality and gender policy stems directly from the doctrinal statement of our owners: the Mennonite Brethren churches of the Southern, Central, Eastern, and Latin American Districts of the USMB Conference. This doctrinal statement is the Confession of Faith of the U.S. Conference of Mennonite Brethren Churches. Every employee affirms the MB Confession of Faith as part of the Notice of Appointment hiring and renewal process. The following are key elements from the Confession of Faith:

"We believe in the one, true, living God, Creator of heaven and earth." (1) That humanity is God's "crowning act of creation," and that "God created male and female in His own image." (3) He has provided "marriage [as] a covenant relationship intended to unite a man and a woman for life." We believe that "sexual intimacy rightfully takes place only within marriage." However, "singleness is honored equally with marriage and is sometimes even preferred." (11) We believe that "the church is a covenant community in which members are mutually accountable in matters of faith and life." (6) However, "at times, believers are called to live as faithful witnesses in the world, rejecting pressures that threaten to compromise Christian integrity." (12) When we must stand in opposition to contemporary practices or beliefs, "we [will] actively pursue peace and reconciliation in all relationships by following Christ's example and His command to love God, neighbors, and even enemies." (13) Finally, "we believe that all human life belongs to God. Each person is created in the image of God and ought to be celebrated and nurtured." (14)

[Selected text from Confession of Faith Articles: 1, 3, 6, 10, 11, 12, 13, and 14]

As established in the Confession of Faith of the U.S. Conference of Mennonite Brethren Churches for employees and the Community Life Covenant for students and according to Biblical principles, sexual intimacy should only occur within the marriage covenant between a man and a woman. No distinction is made here regarding heterosexual activity and same-sex activity. Any sexual activity outside the context of marriage between a man and a woman will be approached in a corrective and redemptive way.

Tabor College operates with a single, binary definition of sex: male and female. Further, the college ascribes that God determines sex in the womb and is assigned at birth. The college does not allow for gender identity apart from sex at birth. Likewise, pronouns will correspond accordingly with he/him, she/her.

Students' and employees' legal name will be the only name recognized as part of their educational or employment record. Tabor College reserves the right not to recognize a self-selected, or "chosen" name when related to gender identity.

Tabor College recognizes that gender dysphoria is a fact for many people. This condition is recognized by clinicians and is included in the most recent edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM-5). People experiencing this condition often deal with stress and anxiety regarding perceived incongruence between their birth sex and gender identity. The college affirms that all people are created by God in His image, having intrinsic value and deserving love and respect. The college also recognizes that we live in a fallen world due to sin and that God desires that all people be transformed to live righteously through the redemptive work of Jesus, the indwelling power of the Holy Spirit, and the support and encouragement of the Christian community. As such the college desires to help anyone struggling with gender identity to understand God's design as male and female, helping them resolve to their sex determined at birth.

Tabor College will not support persistent or pronounced behavior incongruent with one's sex at birth. Cross-dressing or other actions or expressions representing a rejection of one's sex at birth are considered to be a rejection of the biblical and theological understandings of the college and thus will not be allowed. Such actions or expressions are grounds for termination of employment for employees, termination of enrollment for a current student, removal from consideration for employment for employee candidates, and/or removal from consideration for enrollment of a student applicant.

In 2015, the U.S. Department of Education Office of Civil Rights granted Tabor College three exemptions to Title IX of the Education Amendments of 1972 (Title IX). These exemptions release the college from fully implementing 34 C.F.R. § 106.12 because of the college's "religious tenets." Specifically, Tabor College is exempt from Title IX regulations concerning housing (34 C.F.R. § 106.32), "comparable facilities" such as restrooms and locker rooms (34 C.F.R. § 106.32), and athletics (34 C.F.R. § 106.41), all with respect to gender identity. Tabor College will make housing assignments and expect all people on campus to use restrooms and locker rooms according to sex at birth.

Finally, Tabor College appreciates the delicate balance needed when members of the community do not understand or fully embrace the institution's mission, vision, and values. We note the potential tension around this and commit to fostering a teaching and learning environment that embraces before it examines. We also admit that cultural and social norms can change over time. Here we commit to navigating such change with grace and charity in light of our best effort to understand and be true to Biblical truth.

## 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 any disciplinary response is 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, drugs, public health, and safety. Students are expected to abide by these laws and regulations and 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 Dean 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.

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.

## Levels 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 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;
- Use of tobacco in any form, including electronic cigarettes;
- 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; and
- 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.
- 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. This automatically includes a fine of at least \$1,000 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 that are of an explosive or corrosive nature, automatically including 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.
- 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.
- 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 or presence with others in possession or consumption of the same.
  - Second violations of possession or consumption of alcoholic beverages on or off campus, including second violations occurring after first-violation probations have been completed may result in suspension.
- Providing alcohol to minors.
  - Second violations of providing alcohol to minors, including second violations occurring after first-violation probations have been completed, may result in suspension from the college.
- Possession, distribution, or sale of drug paraphernalia or presence with others in possession, distribution, or sale of the same.
  - Second violations of possession of drug paraphernalia, including second violations occurring after first-violation probations have been completed, may 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.
- Arson or attempted arson. This includes intentionally setting fire to any item in a non-designated area. This will include a minimum fine of \$2,000.
- 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. (See Weapons Policy.)
- Intentionally interfering with college events, business activities, or educational purposes.

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 Dean 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 Dean 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 may be notified.

### Final Notice

An official response notifying the student that any additional inappropriate behavior will result in his/her removal from the college or dismissal. The student's parents or guardians and advisors may 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 academic year or semester suspensions, written request to return to the college must be submitted to the Dean of Student Life at least one month prior to the semester in which the student wishes to re-enroll. Policies concerning refunds related to suspension or dismissal are 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. Notification of suspension will be sent to appropriate college offices, including the student's academic advisor and may include the parents of guardians of the student.

### 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:

1. Restitution or fines
2. Work or service
3. Counseling evaluation sessions by licensed professionals, which may involve drug, alcohol, or medical assessments
4. Mentoring relationships
5. Educational program sessions or other educational experience
6. Restrictions on participation in campus activities, intramurals, residence visitation, or contact with individuals or groups on campus
7. Attending local drug or alcohol addiction programs for which the student may bear any associated financial obligation
8. Attending professional counseling sessions for which the student may bear any associated financial obligation
9. Eviction from college owned or operated housing
10. Withdrawal from any Tabor class(es)

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. Note: Title IX complaints have different processes (see Title IX section). 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 Dean 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 Dean 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 Dean of Student Life, in consultation with the President. These decisions are not subject to appeal.

### Decisions of Disciplinary Responses

While authority for determining and imposing disciplinary responses, requirements, or conditions ultimately rests with the Dean of Student Life, the Student Conduct Committee will typically make all such decisions on his/her behalf (except in the case of summary discipline). 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 Levels of Misconduct or other violations of the Student Handbook will be forwarded to Student Life from college officials and/or 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. Students alleged to have engaged in misconduct will be invited to submit a written statement of their perspective regarding the matter. This, along with the incident report, will be reviewed by the Student Conduct Committee and a binding decision rendered. Should suspension be the sanction, the student may appeal to the Student Appeals Committee. The disciplinary response will become part of the student's official disciplinary file, and immediate enforcement will follow.

#### **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, and Internet abuse) 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 Dean 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.

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.

#### **Deliberation/Standard of Proof**

In deliberating disciplinary responses, the Dean of Student Life or an appropriate designee will decide 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 Dean of Student Life or appropriate designee will determine in good faith which version of events is more credible.

## **DISCRIMINATION, HARASSMENT AND STUDENT ADVOCACY**

The most current version of Tabor College's Non-Discrimination and Title IX policies can be found at [tabor.edu/consumer-information-disclosure/](http://tabor.edu/consumer-information-disclosure/).

#### **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; or 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 Dean 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 Dean of Student Life will notify the Executive Vice President of Academics and Compliance (EVPAC) and then convene an evaluation team to review the case and make appropriate recommendations. The team will normally consist of 1) the Dean of Student Life, 2) the student's counselor or therapist, 3) the student's academic advisor, and 4) the Director of Student Success.

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 EVPAC. The EVPAC 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 EVPAC 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 Dean 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. Official transcripts can be requested online at: [tabor.edu/undergraduate/registrar/transcript-request](http://tabor.edu/undergraduate/registrar/transcript-request).

#### **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 Dean of Student Life.

#### **Responsibility for Disciplinary Records**

The Dean 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 Residential Educator or the Dean of Student Life must be present; and 3) preferably the occupant of the room will be present. However, the College reserves the right to have limited, unannounced, searches as deemed warranted, including the use of K-9 units. 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 AND 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.

## Advertisements

Approval from Student Life must be given prior to students posting materials on bulletin boards or around campus.

## Camping Policy

Students wishing to have a camping activity on College property need to secure prior approval from the Dean of Student Life.

## Campus Recreation Center

A gym, exercise room, and a weight training facility are located in the Campus Recreation Center (CRC). All Tabor College students, personnel, and personnel families may use the facility at no charge. The facility will be open during posted hours when the college is in session. CRC yearly memberships are available to all others for purchase at the Tabor College business office.

## 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](http://www.tabor.edu). Job opportunities are regularly posted on a jobs-blog, accessible at [tabor.edu/jobs](http://tabor.edu/jobs). The Coordinator for 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. When the JayShop is closed, this service is available in the Business Office.

## Class Attendance and Campus Residency

Students living in residence halls who fall to part-time status as a result of being dropped from classes because of nonattendance will be required to vacate their residence unless permission is given by the Dean of Student Life for students to remain in campus housing.

## College Premises

Unless specifically authorized, students are not to enter locked premises, possess of unauthorized keys, be on roofs or ledges of any College buildings, or 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 David Ediger in the athletic department for vans and Krista Richert for cars.
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.

### Instructions

1. College minivans and full-sized vans are parked on the east side of the Campus Recreation Center along the building where the signs are located and should be returned there after use with doors locked and dome lights turned off. It is the responsibility of the driver to ensure that the vehicle is clean and has a full gas tank upon returning the vehicle to campus. Return keys to David Ediger's office in the Athletic Center if the building is open. If the vehicle is returned after hours, either bring the keys to the office immediately the next day or drop them in the campus mail in the Student Center. Fill out the log in the folder completely before turning it with the keys.
2. College cars are parked on the outside the former Welcome Center and should be returned there after use with doors locked and dome lights turned off. It is the responsibility of the driver to ensure that the vehicle is clean and has a full gas tank upon returning the vehicle to campus. Return keys to Krista Richert's office in the (New) Welcome Center if the building is open. If the vehicle is returned after hours, either bring the keys to the office immediately the next day or drop them in the campus mail in the Student Center. Fill out the log in the folder completely before turning it with the keys.
3. Gas can be purchased with a Tabor credit card and reconciled with the UMB statement using code 10-6195-1416 and the receipt. Gas can also be charged at Ampride or Jost Service Station. The receipt must be included with the keys and folder upon return.

## 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. 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.

## Dining Hall

The cafeteria, operated by Pioneer College Caterers, offers a wide selection of foods at each meal, including food bars. Rob Scott, Food Service Director, welcomes suggestions and comments concerning their service and the foods they offer. Follow us on Facebook; look up "Tabor Dining".

Pioneer College Caterers provides a continuous service format during the fall semester from 7 a.m. to 7 p.m. and during the spring semester from 7 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: 7-9 a.m., 11 a.m.-1:30 p.m., and 5-7 p.m.

Unlimited access meal plan participants have access to Continental Breakfast until 10 a.m., which includes things such as Belgian waffle bar, fruit, and cereal.

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

Traditional serving hours are provided on weekends and during Interterm.

<u>Monday-Friday:</u>	Same times as above
<u>Saturday:</u>	Lunch 12–1 p.m. Dinner 5– 5:45 p.m.
<u>Sunday:</u>	Lunch 11:30 a.m. –1 p.m. Dinner 5–5:45 p.m.

The unlimited access meal plan is included in your all-inclusive price for on-campus students.

Alternative meal plans are available for student teachers living on campus and on-campus students whose internship or practicum prevents them from eating on campus at least five times per week. Information is available in the College Business Office.

Students living off campus also have an option of a declining balance prepaid deposit plan with non-refundable \$500 minimum installments. Balances expire at the end of each school year.

Resident students on the unlimited access meal plan will receive \$100 on their meal card each semester. This money can be used in the snack bar, Java Jays, concessions, and for guests in the cafeteria. Balances carry over from fall to spring but expire at the end of the school year.

## Directory Information

At its discretion the College may provide Directory information to the public in accordance with the provisions of FERPA. For a full description of the policy, see the corresponding section in the Academic Catalog.

## Email

All students are provided a Tabor College email account, which is the college's official method 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 students are responsible for monitoring this account and for the consequences of missing important and time-sensitive messages. See Computer Lab section for additional student email information.

In order to prevent misuse of the group email system, students who wish to send an email to all students should send it to the Student Life Office ([studentlife@tabor.edu](mailto:studentlife@tabor.edu)) for approval and sending.

## Fire Pit & Grills

The fire pit located near the stadium 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 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 residential educator apartments.

## ID Card

A photo ID Jay Card is issued to each student. 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 (tax included). The replacement fee must be prepaid and cannot be charged to the student account. The unlimited access full-meal plan includes a \$100 per semester credit on the Jay Card to be used at Adrienne's, Java Jays, Courtside Grill, JayShop, and the Stadium Complex Concessions Stand.

## International Students

International students are aided in legal matters concerning their attendance at Tabor College in the Student Life Office. This includes I-20s, questions concerning employment, 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 sports designed to meet physical, mental, and recreational needs for activity and/or competition. For more information about these activities, check with the Director of Intramurals in the Student Life Office. Intramural events available throughout the year are basketball, football, soccer, and volleyball.

## Java Jays

Java Jays is a student-run coffee shop located in the Student Center. Various coffees and other drinks are for sale during the evenings and as requested at events.

## JayShop

The Tabor College JayShop is the place to shop for all things Tabor. You will find a great selection of Nike gear in addition to other collegiate name brand suppliers. You will also find personal or gift items including wearing apparel, drinkware, as well find basic school supplies, cards, envelopes, and postage stamps. The JayShop is located in the Student Center from 9 a.m.-4 p.m. Monday through Friday, but also at the stadium for every home football game. Shop online at [tabor.edu/shop](http://tabor.edu/shop), like Tabor College JayShop on Facebook, and follow tcjayshop on Instagram.

## Lost and Found

Lost and Found is located in the Student Life Office.

## 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. Lower Dakota Lounge, Kansas Lounge, and Cedar Lounge are furnished with TVs and are open to both men and women 24 hours a day. East Hall Basement Lounge is also 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. Movies and shows with ratings of R, MA, or NC-17 are not allowed.
6. Lights must be left on.

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

## Mail Service

Mail Service hours are from 8:30 a.m. to 5 p.m. Monday through Friday. Anytime you have a question, please ask. Telephone extension is 1331. Email is [sherylr@tabor.edu](mailto:sherylr@tabor.edu).

Each student's mailing address is: Student Name / Tabor College / 400 S Jefferson St / Hillsboro, KS 67063. Students should not use their mailbox number on any correspondence. This is not a U.S. Postal Service mailbox number.

Mailbox keys are issued for access to your mailbox. We strive to have U.S. Mail available in student mailboxes by noon Monday through Friday. Intra-campus mail is placed in boxes throughout the day. Email notifications are sent when packages arrive that do not fit into the mailbox. Packages are available in Mail Service and available for pick up on weekdays (Monday-Friday). Students and staff will be notified by email when packages have been delivered to the Mailroom. Any unclaimed package may be discarded at the discretion of the Mail Service Manager (this especially applies to perishable food items). Mail service is closed on Saturday and Sunday, so plan accordingly.

Stamps may be purchased in the JayShop, or mail can be metered in Mail Service. Mail is delivered to the U.S. Post Office Monday through Friday. Mail and packages must be available in Mail Service by 3 p.m. for it to go out on any given weekday. Bulk internal or outgoing U.S. Mail must be alphabetized before drop off. If you have outgoing packages with prepaid labels, UPS and FedEx will pick up from our location.

## Medical

When a medical problem arises, students should contact their RA or RE. No medical facilities are located on campus; however, medical offices and the Hillsboro Community Hospital are nearby and may provide needed services. If an injury is athletics-related, the student must first see our Athletic Training staff before going to a doctor.

### Health Insurance

Tabor College requires all full-time students, all students living on campus, and all student athletes to provide proof of health insurance. The Student Life Office sends instructions to all students during the summer for submitting proof of insurance. 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 your insurance claim without seeing the front and back of the card. If students do not have a card, they should obtain a copy of both sides of their parent's card to take to appointments. Students are responsible for assuring their primary insurance is valid in the state of Kansas. If the student'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.

### College Health Insurance Plan

If students do not have health insurance, they must enroll in the student health insurance plan provided through the college. The charge will be added to the student's account. Information on the student health insurance Tabor offers is available in the Student Life Office.

### Accidental Injury Insurance

All students are charged a fee for Tabor's Student Accident Plan. The insurance is secondary to your primary insurance and provides first-dollar medical-services coverage up to a maximum of \$3,000 per plan year for intercollegiate athletic injuries, injuries at college-sponsored activities organized and supervised by college officials both on and off campus, and other injuries that occur on campus. Coverage is effective August 1 through the following July 31. Students should report non-athletic injuries to the Student Life Office. Intercollegiate athletic injuries are reported to the Athletic Trainer.

### 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., injuries, threat of harm to self or others, possible pregnancy), the student must seek a doctor's evaluation/diagnosis at the request of the Dean of Student Life.

## 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. A full disclosure of these rights are included in the Academic Catalog <https://tabor.edu/undergraduate/registrar/>.

## Photocopying

Students wanting to make copies can inquire at the front desk in the library. The 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 students' photos, names, and email addresses; photos, campus phone and email information for staff and faculty; and phone numbers of various locations on campus and student organization officers. 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.

## Courtside Grill

The Courtside Grill, located in the Student Center, serves a full lunch menu and an array of appetizers, drinks and snacks. The Courtside Grill is open from 11 a.m.-1 p.m. Monday – Friday and 7-9 p.m. on Wednesday and Sunday. Students, 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. The policy is distributed annually to all students.

### Prohibitions

Tabor College strictly prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs 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 the Student Handbook. If a student tests positive, the institution expects the student to be open to professional counsel and referral, in addition to discipline sanctions.

### Legal and Disciplinary 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. Disciplinary action will be taken according to Tabor College Student Handbook.

### 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 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](http://www.tabor.edu) and provides academic information, athletic updates, and the latest news and events. It also provides information about student organizations, Student Life, Admissions, and Alumni.

## Tabor College Intranet

Tabor's password-protected intranet is at [Campus Cafe](#). 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 50¢ a mile. Contact the Student Life office at least two weeks prior to day of departure if you need a ride.

## Weapons Policy

Students are permitted to have weapons on Tabor College properties only under the following conditions:

1. Permissible weapons must be solely for hunting purposes, all other weapons are not permitted on campus for any reason or at any time (including but not limited to airsoft/paintball guns, BB guns, bows and edged weapons);
2. Weapons are required to be stored in one of the campus gun safes;
3. Resident educators will check hunting weapons in and out; and
4. Possession, use, or discharge of any weapon on campus or at a college sponsored event or activity will result in an immediate "level three" student misconduct violation.

## Work Opportunities

The dining hall, JayShop, library, athletics, maintenance, as well as several 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, [tabor.edu/jobs](http://tabor.edu/jobs). 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.

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. 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.

## RESIDENCE LIFE

### Community Group Ministry

Tabor strives to have 8 to 12 community groups (small groups) offered around the Tabor Campus. Most community groups meet 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. The Campus Pastor oversees all community groups.

### Keys

Room keys and module keys are available in the Student Life Office. Replacement room and module keys are \$25 and will 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 a.m. to midnight. Laundry facilities in Dakota Hall and Kansas are available for men. Laundry facilities are provided in the town houses and all resident houses. The laundry units are available to use without cost to campus residents.

### Maintenance Requests

Maintenance needs in the residence halls should be reported to the RA. The RA will forward the request to the maintenance staff for repair.

### Medical Requirements

Every new 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.

#### 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/or 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.

#### 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.

### 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 within Marion County (see further instructions below)
3. Fifth-year student
4. Married student
5. Student with dependents
6. Unusual circumstances (see below)

All full-time students under 23 who wish to live with family instead of on campus must fill out an application form in the Student Life Office and will be granted approval by the Dean of Student Life. Students are not approved to live off campus until notice from the Dean of Student Life.

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 Dean of Student Life.

The Dean of Student Life will evaluate the student's circumstances and will decide to grant, or deny, or refer the request to the Housing Appeals Committee.

The Housing Appeals Committee is chaired by the Dean of Student Life. Additional members are Director of Financial Aid, an Enrollment Management representative, a Student Life representative 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.

Open hours are posted on residence hall doors.

Students must leave the door completely open when hosting students of the opposite gender. Two people will not be lying (horizontal) on a bed. No one under 16 is allowed in halls of the opposite gender at any time without prior approval. Violations will result in disciplinary action. Changes or additional open hours times may be scheduled to correspond to various campus activities.

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 a.m. to midnight (until 1 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. No Open Hours on Sundays.

### 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 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 RE 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. However, you must notify the RE of any guest.

### 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 Dean of Student Life, your Residential Educator and Facilities Operations 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 facilities operations department.

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 RE 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, typically near their residence hall. If a vehicle is improperly parked a Notice of Violation will be issued. Students are responsible for paying any fines which are directly placed on their account.

### Quiet Hours

Quiet hours are 11 p.m.-8 a.m. every night in the Residence Halls.

### Residence Halls

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

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

To be eligible to live in the residence halls, you must be registered as a full-time (no less than 12 credit hours) student or be Student Teaching. Students involved in Student Teaching must email [studentlife@tabor.edu](mailto:studentlife@tabor.edu) to be granted approval to live in the residence halls. If residence hall capacity is below 50 percent, Student Life reserves the right to relocate students living in that living area.

### 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. Roommates will sign up in order of the average of their combined credit hours earned, from most to the least. Both roommates must have paid their deposit to sign up together.

Students not paying the deposit by the deadline may sign up for a room any time after the room sign up evening in the Student Life Office. The \$50 charge will be added to their fall registration costs.

Depending on housing capacity, campus houses are available for only juniors and seniors with no alcohol or drug violations from the prior academic year. 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 at an additional cost, when capacity allows. Fifth-year seniors and students 23 and older may be asked to move off campus if residence hall space is needed.

### Room Check In/Out

All students may move into their rooms during the scheduled arrival time—not before. Students are not allowed to move in early to the residence halls unless required by a college-sponsored activity. In rare circumstances, and only with the prior approval of the Dean of Student Life, moving in early to the residence halls with permission will result in a \$200 charge per night. If students arrive early without permission, there will be a \$400 charge per night. Students who are required to be here early for student teaching or other activities must have their college activity, sponsor, or coach contact the Student Life Office for the prior approval of their arrival date. Residence halls close at 6 p.m. on Commencement Day. No students may remain in residence halls after they close on commencement day unless required by a college-sponsored activity.

Moving belongings into the residence halls before check-in will result in a \$100 charge.

When a student moves into his or her 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. If students change rooms during the year, they must check out of and in to rooms (see Room/Roommate Changes policy).

Remove all personal belongings from your room, including your own furniture, and arrange all furniture into the configuration that was present upon check-in before completing your check-out with your RA. Charges will also be added 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 will result in a \$25 replacement charge each.

All students must vacate their residence hall with all of their belongings and complete their check-out procedure, including returning all keys, by the time residence halls close for the spring semester.

### Room Damages

Any damages that have occurred will be assessed by the facilities operations 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.

### Non-Returners

All students who are not returning must vacate their residence hall with all of their belongings and complete their check-out procedure, including returning all keys, by the time residence halls close for the semester.

If a student leaves by his/her own decision or due to being suspended through any college office after the residence halls have closed for fall semester, they must communicate plans to retrieve their belongings to studentlife@tabor.edu. Removal of belongings must be done with the knowledge and presence of Student Life personnel. If this is not done by January 15, the student will not be permitted to return and any belongings will be removed and disposed of, and a fee for this process. Please note that residence hall locks are changed for security.

### Summer Address

Students are to leave a summer address, if it is different from the home address listed in Campus Café; this temporary address can be noted 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

Men’s Quad – Kansas basement

### Room Rates (per semester)

Refer to the Tabor College Financial Information booklet for more information regarding the All-Inclusive Price for all residence halls and houses.

### Room/Roommate Changes

Students must request permission to change rooms in the Student Life Office. Request forms are available in the Student Life Office. 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.

In the event that your roommate moves out, you may be assigned a new roommate. If none are available, you will only be responsible for the standard room rate. If you don’t want to be assigned a roommate, you will be charged the double as a single 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 5 p.m. on commencement day, or 24 hours after the last day of class before winter and spring breaks. 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 accept no responsibility for theft, including property left in storage during summer months. 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. 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.

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. The room deposit of \$50, 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. Exceptions are made for approved Emotional Support Animals and fish in a tank of 10 gallons or smaller.
6. No room will have the furnishings altered (e.g., disassembling of bed, removal of doors, painting, papering, etc.) without written permission from the Dean of Student Life.
7. The burning of substances of any kind, including candles and incense, is prohibited in college housing. Appliances that have or could produce an open flame is not 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 Office of Student Life.
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. Lost and non-returned room and module keys carry a \$25 fine.
17. It is the student's responsibility to inform the Student Life Office of their intentions to not return to school for the following semester.
18. The use, possession, or storage of Hoverboards and similar devices is prohibited on any part of the campus.

### 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 p.m. the day after classes end and reopen the day before classes resume at 8 a.m.

Moving back in early to the residence halls or staying an extra night with permission will result in a \$200 charge per night. 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 Dean of Student Life will result in a \$300 charge per night. Limited meals are provided during Thanksgiving break.

At the beginning of breaks, the Residential Educators 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 and military recruiters may not be present.

### 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.

## Emotional Support Animal Policy

### Introduction

It is the general policy of Tabor College that members of the campus community may not bring animals into campus facilities. Subject to this policy, however, students, faculty or staff may be allowed to have a service animal (dog) in campus facilities where animals would typically not be permitted. Also, subject to this policy, students residing in college housing may request as an accommodation that an emotional support animal be allowed to reside in the student's college residence.

### Service Animals

In accordance with Titles II and III of the Americans with Disabilities Act and the Kansas White Cane Law (K.S.A. 39-1101, et seq.), Tabor College allows a person with a disability to be accompanied by a service animal, which is generally limited to a dog. The Americans with Disabilities Act (ADA) defines service animals as "...a dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items." The work or tasks performed by a service animal must be directly related to the individual's disability.

The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes of defining a service dog. The work or task a dog has been trained to provide must be directly related to the person's disability. Students with service dogs are permitted to bring their service dog in all areas of a place of public accommodation. This includes any college housing assigned to the student.

Individuals are required to provide appropriate care for their service animal. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the animal's work or the individual's disability prevents using these devices. An individual may be asked to remove their service animal from college facilities if the dog is out of control and the individual does not take effective action to control the dog. An individual may also be asked to remove their service animal if it is not housebroken. Although an individual with a service animal is not required to pay a damage deposit, the individual may be charged for any damage caused by the animal.

In certain circumstances, a service animal under the ADA may include a miniature horse. Advance approval from the Student Life Office is required before a miniature horse will be allowed to accompany a person with a disability into campus facilities.

### EMOTIONAL SUPPORT ANIMALS (ESA)

In accordance with the Fair Housing Act and Section 504 of the Rehabilitation Act, individuals with a disability may qualify for an Emotional Support Animal (ESA) as a reasonable accommodation in campus housing facilities that otherwise impose restrictions or have prohibitions on non-service animals in residence. Unlike a service animal, an ESA does not need to be trained to provide a service or task and does not accompany the person with a disability at all times.

The health and safety of Tabor College students, faculty, staff, and the ESA is an important concern; therefore, each request for such an accommodation will be made on a case-by-case basis. Only in cases where animals and the relevant facts satisfy the applicable criteria described below will the animal be exempt from rules that

otherwise restrict or prohibit animals being on campus. Requests for an accommodation regarding emotional support animals should be supported by sufficient information or documentation for proper consideration of the request.

An ESA is not a pet. ESAs are approved only for students who have a verifiable need as defined by the law. Verification includes documentation that identifies disability, clearly demonstrates that the disability substantially limits one or more major life activity, and explains how the requested ESA accommodation addresses this need or limitation. All requests are reviewed by a committee of faculty and staff convened by the Dean of Students, including the Disability Director, Director of Residence Life, and Director of Facilities Operations.

Tabor College will accept and consider requests for reasonable accommodation in College housing at any time. The individual making the request for accommodation can request a meeting with the Dean of Students for information about the request. Requests should be made as soon as practicably possible before moving into College housing. However, if a request is made for an accommodation fewer than 60 days before the individual intends to move into College housing, Tabor College cannot guarantee that it will be able to meet the individual's accommodation needs during the first semester or term of occupancy.

If the need for accommodation arises when an individual already resides in College housing, he/she should contact the Dean of Students and complete the request for accommodation as soon as possible. Tabor College cannot guarantee that it will be able to meet the accommodation needs during the semester or term in which the request is received.

All approved ESAs, given they have been established as necessary, are allowed in the approved student's residence hall room and are not permitted in other areas of the college (e.g., dining facilities, the library, academic buildings, athletic buildings or facilities, classrooms, labs, etc.).

Specific guidelines for ESAs will be given to students in the form of an ESA agreement if approval is granted. Students should be aware that the possession of an ESA may limit their housing options, as the College balances appropriate accommodations to students with disabilities with students who have allergies and/or animal fears. Consequently, advance notice (as soon as possible) of the need for an animal is essential to the College providing a smooth transition for the student.

Given the uniqueness of college housing, which includes the assigning of roommates for individuals and the requirement of individuals to share a room or house in college residence halls, administration must ensure the presence of an ESA does not cause undue burden or fundamentally alter college housing. Tabor College reserves the right to assign an individual with an ESA to a single room or a double room as a single room without a roommate, at the expense of the resident.

The ESA is allowed in college housing only as long as it is necessary because of the owner's disability. The usage of the ESA is seen as a part of the overall treatment plan and will be re-evaluated every academic year requiring the owner to provide new paperwork indicating ongoing need for the animal. The owner will be expected to participate in all ongoing treatment (i.e., medication, regular meetings with a therapist, etc.) as recommended by their specialist. The owner must notify the Dean of Students in writing if the ESA is no longer needed or is no longer in the residence. To replace an ESA, the new animal must be necessary because of the owner's disability and the owner must follow the procedure in the policy if requesting a different animal.

Animals are not permitted on campus before or during the evaluation period. If an owner does not follow this policy, he/she jeopardizes approval of the ESA request and will be fined \$50/day for each day the animal is on college property and will be responsible for any charges incurred by the College for additional cleaning and pest spraying. The owner may also be subject to disciplinary action.

In all cases, the owner of the ESA is responsible for the animal's behavior. The removal of any ESA and any necessary cleaning, repairs and/or pest control will be done at the expense of the resident responsible who will also be subject to disciplinary action. Residents will be permitted to have no more than one animal due to the confined residential living space and any exceptions will be reviewed and made on an individualized basis by the Student Life Office.

## ESA ACCOMMODATION REQUEST PROCESS

Students wishing to request an ESA must complete the following steps prior to having their requests reviewed:

1. Submit a letter, written by the student, explaining the need for the ESA, which includes the following:
  - The nature of the disability and the accommodation requested
  - Date of disability diagnosis and prescription for the accommodations needed
  - Type of animal and description
2. Submit a signed letter on professional letterhead from the student's healthcare provider (licensed therapist, psychologist, or psychiatrist) who is qualified to diagnose related disability and recommend treatment. The healthcare provider must have evaluated and treated, face-to-face, the student making the request. The letter must include the following:
  - Clear identification of the disability and date of diagnosis
  - How the disability limits one or more major life activities
  - How the ESA meets this need or addresses the limitation. Specifically, the documentation must address how the ESA will meet a disability-related need within the housing area
  - Type of animal prescribed
3. After the letters of request and required documentation have been submitted, the College will review the request and evaluate the documentation presented. Students must submit requests well in advance of housing needs, as all requests will be reviewed and processed within 60 days of receipt. Review of untimely requests may be significantly delayed.

Upon receiving approval from the Student Life office, the following must be completed *before* the ESA is allowed on campus. The student must:

1. Supply documentation that the animal is spayed or neutered and that all vaccinations are current, including rabies vaccination, for the approved ESA *before* the animal is allowed on campus.
2. Pay a \$500 deposit *before* the ESA is allowed on campus. This deposit will be refunded at the end of the academic year or when the student moves out of the residence hall *provided there are no damages caused by the ESA*.
3. Sign and return the Emotional Support Animal Agreement.

Individuals approved to have ESAs are responsible for their animals at all times and must comply with the following requirements. The owner:

- Must ensure the ESA is well-behaved and not in any way disruptive to other members of campus. The owner is fully responsible for the ESA's behavior.
- Must supply all materials necessary for the care of the animal. Arrangements and responsibilities associated with maintaining the health of the ESA are the sole responsibility of the owner.
- Is responsible to attend to and be in full control of the ESA at all times. The ESA must have a collar and tags at all times. The ESA must also wear a leash, harness, tether, or be transported in an appropriate enclosure at all times the animal is not in the residence hall room where it has been approved. The ESA is not approved to be inside any campus building outside of the residence hall room. No ESA shall be allowed to go loose or run at large. If an animal is found running at large, the animal is subject to capture, confinement, and immediate removal from Tabor College housing.
- Is responsible to keep the ESA in a kennel, cage, crate, or other appropriate enclosure, when the owner is not present.

- Is responsible for not leaving the ESA unattended for an unreasonable length of time. ESAs may not be left overnight in college housing to be cared for by any individual other than the owner.
- Is responsible for any property damage, including carpet and furniture replacement, caused by the ESA. If damages are found when the owner moves out, the repair charge will first be covered by the deposit. Any damages beyond the \$500 deposit will be paid by the owner before the ESA can return to campus the following semester.
- Must clean up after the animal, including sanitary disposal of animal waste. Clean-up must happen immediately. If Facilities Operations staff is required to manage this clean-up, the owner will be charged for the expense. Animals must be housebroken and accidents should be infrequent.
- Must fully cooperate with Tabor College personnel with regard to meeting the terms of this policy and developing procedures for care of the animal (e.g., cleaning the animal, feeding the animal, designating an outdoor relief area, disposing of feces, etc.).
- Releases Tabor College from any claims the owner may have in the event the ESA is injured or dies.
- Agrees to indemnify, defend and hold Tabor College harmless from any claims asserted by third parties arising out of the owner's possession of an ESA, regardless of whether it is alleged that Tabor College contributed to the claim and damages alleged.

**Additional Considerations and Reminders**

Animals are not permitted on campus during the evaluation period. Animals are **not permitted** on campus unless approval has been granted in writing, an ESA agreement has been signed regarding ESA approval, and the deposit has been paid. Also, ESA approval is by definition a housing accommodation, and all other restrictions of animals in other parts of campus remain in place.

Approval for the ESA is for the specified period of time only. Further requests may be required if the ESA is needed for multiple semesters/years.

Designated housing areas will be used for approved ESA requests.

Tabor College reserves the right to enforce all rules for the use of ESAs through the ESA Agreement. ESAs are not allowed anywhere on campus, outside of the approved residence hall room, where animals are not normally allowed. An ESA may be removed from campus if it is found in any other building on campus other than the approved residence hall room. The College also reserves the right to revoke approval granted for the ESA in the campus residence hall if the owner violates the ESA Agreement.

## 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 is available at <http://ope.ed.gov/security/>.

Note: The current Annual Security and Fire Safety Report can be found at the following link: <https://tabor.edu/consumer-information-disclosure/>.

### 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.

### Tornados

Kansas, especially during the spring of the year, experiences times of severe weather, which can include tornados. The city tornado warning signal is a short up and down siren (this siren is tested weekly at noon on Mondays). Quickly go to a place of safety should the sirens sound (see below). At such times as tornadoes are indicated, tune into a TV or radio for warnings. Students are also encouraged to sign up for Tabor emergency text alerts.

### 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:

Women's Quad.....	East Hall basement
Men's Quad.....	Kansas Hall basement
Cedar, Dakota, & Harms.....	Harms Hall basement, Dakota lower level hallway
Townhouses.....	Basement in unit F
Campus Houses.....	Townhouse basement in Unit F or remain in house with basement
Historic Church.....	Basement away from glass
Athletic Center.....	Locker Rooms
Shari Flaming Center for the Arts.....	Orchestra pit

## ATHLETICS

Tabor College sponsors both male and female competitive athletics. Men's sports include football, cross country, basketball, baseball, soccer, track and field, swimming, tennis and golf. Women's sports include volleyball, cross country, basketball, softball, soccer, track and field, swimming, tennis and golf. 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 forms: Sports Information, Assumption of Risk, Consent for Medical Treatment, Athletic Injury Guidelines and Secondary Insurance Guidelines and Health Insurance Waiver along with a copy of the insurance card. All of these forms can be found on the Tabor College Athletic Website under Admissions/Medical/Eligibility.

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. The only exception to this policy is in the case of an emergency. 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. Without bona fide primary medical insurance, the athlete will be liable for all medical costs that result from any kind of injury. 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, he or she 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 available on the Tabor College website ([www.tabor.edu/calendar](http://www.tabor.edu/calendar)). 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 Academic Office. 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 .....	Frank Johnson, Advisor Tara Sheets, President
Students of Color Alliance (SOCA) .....	Lynette Bartsch, Advisor Jaron Usher, President
Student Activities Board (SAB) .....	Kevin Larson, Advisor Brittany Baum, President
Campus Ministries Council (CMC) .....	Ryan Lee, Advisor David Moss, President
Multicultural Student Union (MSU) .....	Lynette Bartsch, Advisor Lizbeth Lopez, President
Science Club .....	James Titah, Advisor Tara Sheets, President
Alpha Epsilon Delta Honors Society (AED) .....	Ryan Calvert, Advisor Tara Sheets, President
Social Justice Club .....	Mary Gill, Advisor Natalie Ford, President
CHUMS .....	Sara Sigley, Advisor Cody Meyer, Student Director
Java Jays .....	Frank Johnson, Advisor Jacqueline Garcia, Manager

### STUDENT PUBLICATIONS

The View (campus magazine) .....	Aleen Ratzlaff, Advisor Cody Meyer, Editor
The Bluejay (yearbook) .....	Lily Arthur, Advisor Jessica Klein, Editor

## 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 Dean 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, on the reserve shelf in the Library, and 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.....	1.80
Freshman Class .....	.50
Senate General .....	2.21
Special Requests .....	7.30
SAB .....	20.50
Campus Improvements .....	8.60
CRC Fund.....	8.00
Contingency Fund .....	1.00
Salaries.....	8.49
Senate President.....	1.72
Senate Vice-president.....	.65
Senate Treasurer .....	.79
Senate Secretary .....	.38
Senior Class Officers .....	1.61
Junior Class Officers .....	1.11
Sophomore Class Officers .....	.76
Freshman Class Officers.....	.40
Publicist.....	.30
Representative at Large.....	.20
Non-Trad Representative.....	.19
Representative to the Board .....	.39
Campus Building Project .....	5.00
Chapel .....	5.00
Java Jays .....	5.00
Intramurals .....	1.70
Class Fund .....	6.00
Club Fund.....	2.45
CMC .....	12.00
The View.....	6.25
MSU.....	3.00
SOCA .....	3.00
Carson Center .....	4.30
Theater Department .....	5.20
Total Fees/Student .....	\$140.00*

\*Included in All-Inclusive Pricing

### 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.

### 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 JayShop in measuring the caps and gowns and collecting money as appropriate.
  - b) To select and order graduation announcements.
  - c) To work with the Executive Assistant to the President in selecting the following program participants:
    - The commencement speaker.
    - The giver of invocation.
    - The giver of benediction.
    - 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: Men's and Women's Discipleship Groups; Share, Prayer and Dare (SP&D); Catholic Jays; and One-on-One Mentoring. CMC hosts a variety of events on campus and 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.

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 winner.

## OFFICE AND SERVICE HOURS

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

Monday - Friday:

Academic/Registrar's Office	x1041	8 a.m.-5 p.m.
Advancement	x1704	8 a.m.-5 p.m.
Athletic Office	x1630	8:30a.m.-noon, 1-4 p.m.
Business Office	x1050	10 a.m.-3 p.m.
Campus Post Office	x1331	8 a.m.-noon, 1-5 p.m.
Communications	x1225	8 a.m.-5 p.m.
Computer Labs		See posted hours
Enrollment Management	x1723	8 a.m.-5 p.m.
Financial Aid	x1726	8 a.m.-5 p.m.
Information Services & Help Desk	x1010	8 a.m.-noon, 1-5 p.m.
Java Jays		See posted hours
JayShop	x1351	9 a.m.-4 p.m.
Library	x1201	7:30 a.m.-11 p.m., Mon-Thu; 7:30 a.m.-5:30 p.m. Fri; 1-5 p.m. Sat; 2-11 p.m. Sun
Student Life	x1033	8 a.m.-noon, 1-5 p.m.
Student Success Office	x1221	8 a.m.-noon, 1-5 p.m.

# HILLSBORO

## 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

## Churches

Hillsboro Mennonite Brethren Church	Jeremy Matlock, pastor
Hillsboromb.com	300 Prairie Pointe
Ebenfeld Mennonite Brethren Church	Darren Rempel, pastor
Ebenfeldmb.com	1498 Kanza
Parkview Mennonite Brethren Church	Tom Byford, pastor
Parkviewmb.com	.610 S Main
First Mennonite Church	Tom Harder, pastor
Fmchillsboro.com	102 S Ash
Trinity Mennonite Church	Norma Duerksen, pastor
Trinitymennonitehillsboroks.com	211 S Elm
United Methodist Church	Ben Hanne, pastor
Umc.org	.905 East D
Cottonwood Valley Independent Baptist Church	Bill Rudd, pastor
Cottonwoodvalleybaptistchurch.com	.315 S Main
Zion Lutheran Church	John Werner, pastor
	.106 N Lincoln
Grace Community Fellowship	Mike Barter, pastor
Gcfhillsboro.net	.613 North Adams

## Dental

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

## Dining

Pizza Hut	903 East D	.947-5550
El Lorito	117 S Main	.947-0260
Panda Kitchen	107 W Grand	.947-2080
Pickup Line	207 N Main	.619-920-2625
Sonic	W Highway 56	.947-3388
Subway	510 East D	.947-3226
Wendy's	812 East D	.947-0208

## Medical

Hillsboro Clinic	101 Industrial Park	.947-3114
Panzer Chiropractic Clinic	122 S Main	.947-3157
Hillsboro Community Hospital	101 Industrial Park	.947-3114
Marion County Public Health Dept.	230 E Main, Marion	800-305-8848
Hillsboro Hometown Pharmacy	507 N Ash	.947-3784

## Optometry

Mid Kansas Eyecare	132 S Main	.947-5631
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**Post Office** ..... 201 N Main .....947-3631

**Police** ..... 414 N Ash ..... 947-3440 or 911 for emergency