



STUDENT HANDBOOK

2011 - 2012

STAFF & FACULTY WELCOME





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PROGRAMMATIC ELEMENTS





- 1) The Gospels are selected Jesus' ministry including sayings and teachings.
- 2) All four gospels were written after Jesus' death, his death, and his resurrection.

Programmatic Elements

The following pertains to all college degrees and certificates.

Academics

-Program-

Credentials

Bethany College of Missions (BCOM) offers the following degrees and certificates.

- Master of Arts Degrees in Intercultural Studies, Intercultural Leadership, and Intercultural Education
- Bachelor of Arts Degree in Intercultural Studies
- Associate of Arts Degree in Intercultural Ministry
- Certificate in Bible and Missions
- Certificate in Intercultural Missions and Montessori
- Certificate in Pre-Field Training

BCOM also offers the following concentrations in conjunction with the Bachelor and Associate Degrees.

- Early Childhood Development
- Kingdom Justice
- Social Entrepreneurship

Please refer to the BCOM catalog for more details regarding a specific program or concentration.

Modular System

BCOM has adopted a modular system of scheduling courses. In this system, students take one or two concentrated courses at a time rather than taking four or five courses at once as they would in a standard semester system. Although no one way of scheduling courses is perfect, modular course delivery has many advantages.

- It allows the securing of high quality instructors who are active leaders and experts in their field of study.

- Students can focus on just one topic at a time, allowing for greater depth of study.
- It eliminates the “finals cram,” since assessments are done at the end of each module.

Although the majority of classes are offered in the modular format, it has been recognized that some material is better suited to weekly sessions over the duration of a whole semester. Therefore, some weekly classes are also included in the schedule.

In the current structure, one week of a modular class is worth one credit hour and is composed of approximately 14-15 hours of classroom instruction.

Overseas Internships

Students working toward the bachelor’s degree spend 16 months at one of several Global Internship locations. Students serve in teams under the supervision of experienced missionaries and may raise the majority of funds to cover the internship as tax-deductible missionary support.

-Guidelines-

Class Registration & Information

All BCOM class registration occurs in our online student management database, called “Populi.” Students are expected to register prior to each registration deadline. If they do not, students are automatically registered and a late fee is applied. Also, students who fail to register correctly are assessed a registration adjustment fee. Course codes, names, instructors, descriptions, locations, syllabi, and textbook listings can all be found in Populi.

Attendance

An attendance chart is circulated at the beginning of each class period. Students are required to initial the chart when in attendance. Students are expected to attend all classes but will not be penalized for missing one period per credit hour.

Additional time missed results in a 5% grade reduction per period missed. However, students can avoid the grade reduction by purchasing and listening to audio recordings of missed periods from the Registrar’s Office within two weeks of the end of that course.

If students know in advance that they will be missing a significant amount of class time, they should contact the registrar to discuss alternatives for completing the course.

Three late arrivals in a class equal one absence. Students are considered late, and must circle their initials on the attendance chart, if they arrive after the instructor has started addressing the class.

When students miss class periods for any reason, they are responsible to connect with the instructor regarding the missed period and make arrangements for turning in assignments, taking quizzes, getting notes, etc.

Coursework

- Assignments must be submitted on time. Failure to do so results in a 5% grade reduction per calendar day for that assignment.
- All assignments must be uploaded to Populi in .doc or .docx format.
- All questions regarding grades must be addressed directly with the instructor.
- All papers must be typed and adhere to the MLA format document provided by BCOM.
- The course closes at 11:59PM on the Saturday after the last day of the class. After the course closes, late assignments will be reduced 10% per day.
- Most tests are administered online through Populi.
- Any student who cheats or plagiarizes on a test, quiz, homework assignment, or paper will receive an automatic zero for that component.

Grading & Transcripts

BCOM has adopted a standard grading scale. This scale is available for students to reference in their course syllabi, or on Populi.

Students are expected to take responsibility for their success in achieving the certificate or degree path they have chosen. They should monitor their grades and degree completion progress in the online student management database (Populi). The college does not notify students of failed courses or missed requirements.

Students may print off their own report cards and unofficial transcripts through Populi. Official transcripts may be requested from the Registrar's Office through the online bookstore in Populi.

Transfer Credits

New students will receive a transfer credit request form with their application materials. This form must be submitted to the Registrar's Office at least 30 days before their freshmen semester commences.

Students must also request that an official transcript be sent to BCOM from the school they previously attended.

Acceptable transfer credits are determined on a case-by-case basis by the college registrar.

Transferability is based on the following criteria:

- Course content must fit within the scope of curriculum
- College level or PSEO credits
- A grade of C or above
- AP Exam of 3 or higher

Students will receive a written response from the registrar detailing which credits are accepted and which are denied.

All accepted credit transfers remain pending until the student has successfully completed 30 credits with Bethany College of Missions (BCOM).

Since BCOM employs banded tuition, credit transfers do not result in a reduction of semester fees.

The maximum amount of individual transfer credits that a student can receive may not exceed 15% of the total amount of credits needed to complete any certificate or degree program in BCOM. However, in certain circumstances, students may transfer in the equivalent of an Associate's Degree if the overall content of that degree fits within the scope of the BCOM curriculum. Please see the registrar for more details.

English Composition credits do not transfer directly into the program; students must first take a competency test to determine whether or not the credits will be accepted for transfer.

Failed Courses

If a student fails a required or optional course for any reason, several alternatives exist for making up the course. Students should contact the registrar for more details.

Please Note: Standard tuition does not cover the cost of re-taking a failed course.

Academic Appeal/Improvement

If students feel that they have been incorrectly graded, they may submit an Academic Appeal form to the registrar within two weeks of the course being finalized in Populi.

Students who are dissatisfied with their final grade may submit an Academic Improvement form for any grade that is lower than a C; however, the grade cannot be raised above a C for the course. There will be a \$20.00 administration fee for all academic improvements. The Academic Appeal/Improvement form must be submitted to the Registrar's Office within two weeks of the grades being finalized in Populi. All decisions made by the academic dean in regard to appeals are final.

Academic Probation

There are a variety of reasons why a student may be placed on academic probation. These might include, but are not limited to, the following.

- Failure to meet the academic requirements for initial admission
- Failure (or a request for a grade improvement) of two or more courses within one semester
- Failure to maintain a GPA of 2.0 or higher
- Cheating
- Plagiarism

Students will be notified in writing if they are placed on academic probation. They will then meet with the academic dean to design an individualized growth plan, with the intent to help them succeed in their studies. Students who fail to meet the requirements of their growth plan may be dismissed from the college. In such circumstances, a student may be eligible to re-enroll at a future date and should contact the Admissions Office.

Classroom Protocol

- No food may be brought into the classrooms or the Prayer Room. Only drinks in personal containers with attached lids are allowed.
- Students are encouraged not to sit at the back or far sides of the room if there are empty chairs near the front.
- Students are expected to behave in a respectful manner.
- Cell phones must be silenced during class and chapels. Electronic devices may be brought to class but should only be used for class-related purposes. For accountability reasons, laptop users are asked to sit in the front half of the classroom.

Exiting Students

Students who are exiting BCOM due to completion of program, withdrawal, or dismissal from the school must complete all exit paperwork and procedures. Failure to do so results in a fine, which is deducted from the student's room deposit refund. Please see the registrar in order to obtain the necessary documents.

Leave of Absence

Students who wish to take a planned year off may request approval from the

Admissions Office to take a one-year leave of absence from the college due to one or more of the following circumstances.

- Financial hardship
- Marriage
- Pregnancy or adoption
- Family or personal medical issues
- Global Internship delay
- Other reasons based on the recommendation of the BCOM staff

Along with the normal exit paperwork and procedures, students taking a leave of absence must complete a Leave of Absence Plan form, detailing the circumstances of the leave and stipulations for return. It is suggested that students take care of this at least two weeks prior to the planned leave, if possible. The Leave of Absence Plan form is available from the Admissions Office or in the shared files of Populi and should be turned in to the Admissions Office upon completion.

Upon receipt of the form, the Admissions Office consults with appropriate BCOM staff to ensure that the leave is approved and stipulations for return are clear. The Admissions Office generates a response letter to the student, detailing instructions for re-enrollment.

Re-enrollment

It is recommended that the student starts this process at least two months prior to the desired re-enrollment date.

When students are ready to re-enroll, they must take the following actions.

The first step is to contact the Admissions Office to request re-enrollment materials and to provide the college with updated contact information. The Admissions Office will send a Re-enrollment packet and instructions. Also included will be the latest Student Handbook.

No other application documents are required, except upon request.

It is important for withdrawn or dismissed students to understand that in addition to the Re-enrollment materials they are required to pay a \$250 degree completion fee, of which \$30 is non-refundable.

Disclaimers

- It should be noted that students who leave school for any reason (including a leave of absence) are not guaranteed re-admittance. The college reserves the right to reject requests for re-admittance if the student does not meet current acceptance requirements.
- Students with outstanding bills are not admitted until all outstanding bills are paid in full.
- Re-enrolling students may apply for scholarships if available.
- Re-enrolling students are subject to the current fee structure for students enrolled in that semester.

Mentoring

-Program-

Each student is part of a cell group made up of 6-12 students living together in the dorms under the oversight of a resident mentor. BCOM mentors are chosen for their proven leadership abilities, good organizational and communication skills, spiritual maturity, humility, and genuine love and concern for the undergraduate students.

The primary role of a mentor is to provide exhortation, encouragement, prayer, and a Godly example for the purpose of seeing students develop an authentic relationship with Christ.

Mentors also have the support and assistance of an advisor: a volunteer from among Bethany International associates, Bethany alumni, or Bethany Church members who have a little more life experience. Advisors are partnered with a mentor for the year and are available to help out with special concerns, meet with students, and offer advice and prayer.

Advisors and mentors together lead a weekly cell group time with their students. During this time, they discuss coursework focused on spiritual growth, pray together, encourage one another, and talk through concerns. Students also meet individually with their mentor each week for accountability, prayer, and support.

Mentors are also responsible for supervising dorm life. Students are expected to respect the authority of mentors as leaders that God has placed in their lives for this time.

Personal Development Plan

At the start of the freshman year, students go through a process of creating a Personal Development Plan (PDP) which deals with community life, social development, time management, and academics as well as spiritual and personal disciplines. The PDP is periodically re-visited throughout the student's enrollment for revision and accountability.

Prayer Ministry

Trained prayer ministers are available to do focused prayer ministry appointments in the area of healing and deliverance. Prayer Ministry Appointments (PMA) can be arranged through the student's mentor.

-Guidelines-

Required elements of the mentoring component include:

- A created and maintained Personal Development Plan (PDP),
- Participation in an assigned weekly cell group,
- Weekly one-on-one meetings with mentors, and
- Participation in required student life events (such as retreats, cell group trips, etc.).

Practical Training

-Program-

From the foundation of BCOM in the late 1940s, student involvement in on-campus missions, business, and ministry operations has proven invaluable in giving them “real world” experience and skills. BCOM continues to give students these opportunities through the Practical Training (PT) program.

During PT, students work in a department on campus for twenty hours each week. This experiential learning allows students to acquire new skills, develop a strong work ethic, work under godly leaders, learn to be good team members, and take on leadership responsibilities themselves. In addition to these many benefits, each full-time student enrolled in the PT program will also receive a \$3000 scholarship per semester.

Students are assessed at the end of each semester and are given practical directives for growth and improvement.

BCOM graduates are highly praised by mission-sending agencies for their excellent work ethic and integrity. Over the years, alumni have testified time and again as to the impact PT has had on their ministries, lives, and character.

Personal & Compensation Time

- Each student is given ten hours per semester of personal time off of PT.
- Personal time should be scheduled with PT supervisors at least one week in advance.
- If students are going to miss PT due to illness, they should contact their PT supervisors immediately to make notification of their absence.

- If students exceed the ten hours of personal time per semester, they must make up that time within their PT department by the end of that semester.
- Personal time may be carried over from the first semester of a given year to the second semester, but not from one year to the next.
- At the end of each academic year at BCOM, students will be billed \$10 per hour for each hour of PT owed.

Students may sometimes be asked to work more than twenty hours per week during a busy season or activity for a particular department. These hours may be banked as compensation time, to be used for taking PT time off at a future date. Compensation time must be used by the end of that semester in the department in which it was earned.

Assessments

- Each semester, students meet with their PT supervisors for assessments.
- PT supervisors also complete a form and identify areas of strength and areas for growth.
- A student who receives an unsatisfactory PT assessment may be placed on probationary status during the next semester.
- Probationary students who fail PT will be dismissed from BCOM, or will be held back from going on Global Internship.

-Guidelines-

- All students must complete approximately twenty hours of PT per week.
- Specific schedules are determined by individual PT supervisors.
- PT placements are made according to student skill set balanced with campus need.
- Sophomores and seniors may request a specific PT placement (although requests cannot be guaranteed).
- Individual PT departments may have specific requirements relating to attire, grooming, and behavior.
- Cell phone use during PT is limited to work-related activities.
- Double make-up time will be applied to all “no-shows” for a PT shift.

Summer Work Program

During the summer between the student’s freshman and sophomore years, a work program exists for those who would like to stay on campus.

Students work approximately forty hours per week in a PT assignment, throughout the summer. Those who participate in this program are exempt from a portion of PT during their sophomore year

Outreach

-Program-

Outreach gives students the opportunity to engage as ministers of the Gospel while training to be ministers of the Gospel. BCOM partners with several local organizations to provide a number of weekly outreach options. The hope is that students will find a particular outlet for their unique giftings and interests. This leads to meaningful and effective ministry. Ministry teams consist of campus outreach, inner city church services, street evangelism, English language tutoring, and children's clubs.

Bethany has always valued and practiced a vibrant culture of prayer. However, it recognizes that in recent years God is doing a new work in the Church at large as He initiates a worldwide prayer movement to fuel evangelism. As part of this movement, Bethany incorporates regular prayer as the impetus for ministry. This prayer emphasis is expressed in chapel sessions, worship services, and outreach activities.

-Guidelines-

- Students are required to participate on a team once a week (approximately four hours).
- This is a pass/fail course.
- Students are required to select from among the teams offered by BCOM at the beginning of each academic year.
- Students are not guaranteed their first choice, but every effort is made to accommodate their preferences.
- Team leaders are usually sophomores under the supervision of a leader in the host organization.
- Students are asked to commit to one team for the duration of at least one semester.
- If students must be absent from their outreach team, they must notify their team leaders as soon as possible.

Spiritual Disciplines

-Program-

As a college centered on the Word of God, BCOM strives to keep the spiritual disciplines reflected in the Bible at the core of its missions training. Students enrolled at BCOM are challenged to go deep in their walk with the Lord and cultivate a life of wholehearted communion with Him. Bethany desires to see missionaries raised up who not only have the practical skills necessary for effective, sustained missionary work, but also minister from the overflow of their love for God.

The college recognizes that practicing spiritual disciplines is new for some students. By offering teaching, oversight, and opportunities to practice the spiritual disciplines, the students will also experience the blessings associated with them. Each student is mentored in creating a Personal Development Plan (PDP) outlined in the Mentoring section of the Student Handbook.

Church

Although students may feel that they are in “church” every day at BCOM, there is still value in being involved in a local church body. This gives the student a broader perspective of what God is doing in the Church at large, allows inter-generational relationships to develop, and provides opportunities to serve. The role of the Church as the “sender” of missionaries is valued. The college serves the Church by training its people for ministry. Therefore, students are encouraged to maintain a strong relationship with their home church. In addition, they should select a local church to be involved in and attend weekly during their time at BCOM.

Chapels

The following chapels occur weekly at Bethany and student attendance at them is required.

- 1. BCOM Chapel** - This chapel is specifically for BCOM students and is an opportunity for staff to give announcements, communicate news, and address the student body. Guest speakers such as missionaries, alumni, and visiting adjunct instructors may address the students as well. In addition, students have opportunities to give testimonies and pray for outreaches. Worship is typically part of each chapel.
- 2. Team Bethany Chapel** - Everyone on campus is invited to come together for this time of worship, prayer, preaching, reports from the mission field, updates on Bethany International and its divisions, and “family times” of celebration and thanksgiving.
- 3. Prayer and Fasting Chapel** – This chapel is open to anyone on campus. Typically, an extended time of corporate worship leads into prayer directed toward specific themes, parts of the world, people groups, missionary activities, and requests. A short teaching time is often included. The chapel takes place over the noon hour in order to encourage the discipline of fasting.

Worship

There are many opportunities to take part in corporate and personal worship on campus. See the Prayer Ministry section of the Student Handbook for more details.

-Worship Teams-

There are opportunities for students to be involved on teams that lead prayer and

worship in the Prayer Room. Teams typically include worship leaders, prayer leaders, sound and computer technicians, vocalists, and a variety of musicians (those who play acoustic, electric, and bass guitars, drums, keyboards, flutes, violins, etc.).

Students who are interested in being involved can contact the Prayer Room team.

Prayer

An environment of prayer is continually fostered on campus. Prayer for, and with, one another is an integral part of cell group times, one-on-one meetings with mentors, and team meetings on Global Internship. Also throughout the week, the Bethany Prayer Room and the Bethany Church Prayer Sanctuary provide opportunities to take part in corporate and personal worship and prayer.

-The Bethany Prayer Room-

The desire of those involved in the Bethany Prayer Team is to see “Watchmen on the Walls” (Isaiah 62:6-7) offering up prayer twenty-four hours a day, seven days a week. Students have the opportunity to be one of these watchmen by signing up for one or more one-hour time slots, as well as participating in the weekly corporate worship and intercession times.

In the Prayer Room, there are three primary motivations.

1. attentively listening to the words of Jesus (Luke 10:42, John 15:7),
2. giving love and worship to God (Matthew 22:37), and
3. joining God in interceding for His purposes and work at Bethany and around the globe.

Prayer is core to missionary training. To offset the lies of the world, the flesh, and the devil, the Lord’s servants need to be saturated with the truth of the living and the written Word of God. The Prayer Room and Prayer Sanctuary are places set apart for this purpose.

It is also recognized that the Godly discipline of prayer is one that is difficult to develop because of the spiritual opposition to personal intimacy with God and to corporate worship and intercession. For this reason, one of the most crucial parts of missionary training is to develop a history and habit of prayer and fasting (both personal and corporate) in preparation for full-time ministry. Therefore, students are encouraged to spend as much time as they can in the Prayer Room or Prayer Sanctuary.

Scripture

Although classes pertaining to Biblical Studies make up a large portion of the curriculum, BCOM is unable to cover every book of the Bible in the classroom during the limited time of a student’s enrollment. However, in the course of the BA program, students will come close! In addition, students are encouraged to participate in Bible studies through their church and to incorporate regular personal Bible study, memorization, and meditation on the Word in their PDP.

Fasting

Fasting from food is a gift that God has given us to become voluntarily weak so that He can fill us with His strength and drive us to the place of encounter (prayer) with Him. Unfortunately, fasting is not a widely-practiced discipline in the Church today. To begin to form the habit of fasting, Bethany staff and students are encouraged to participate in a weekly corporate fast which takes place over the lunch hour. By giving the opportunity to experience fasting, we desire to grow in humility before the Lord, harnessing the desires of the flesh, and incorporating this practice into the Christian walk.

Abstaining

Abstaining, like fasting, provides the opportunity to voluntarily set aside an activity, practice, or use of time. Doing so allows further development of Biblical worldview, a focus on creating new positive habits and priorities, or deeper investment in the lives of others. There are two practical opportunities for this as students begin their time at BCOM. For ease of communication, we refer to non-food abstaining as a “fast” throughout this handbook.

The intent is that after a time of abstaining students can approach these lifestyle choices with a Biblical worldview and with habits established that will carry them through when they are again surrounded by these influences.

Media Fast

All freshmen will commit to not participate in the following activities on campus for a minimum of the first semester.

- Watching movies, television (apart from the news), or internet video
- Playing computer or video games

Although refraining from the above activities is all that is required, it is suggested that students put some thought into adding other elements to the fast, in an attempt at crafting a fast that is tailor-made for them.

Beyond this, BCOM encourages students to consider whether God is asking them to also refrain from other forms of media, not identified in the basic media fast, as they craft a fast that is tailor-made for them.

This list is not exhaustive, but here are a few additional suggestions that a student might consider adding to the fast.

- Listening to music
- Reading for entertainment
- Participating in social media (texting, blogging, Facebook, Twitter, etc.)
- All other internet activities (other than email and activities directly related to schoolwork)

- pick one day a week to shut down all electronics completely

Romantic Pursuit Fast

Students are required to delay any new romantic pursuit, or reciprocation of such until after spring break (or after summer break for January students). See the Campus Standards section for more protocol on this.

Final Note on Spiritual Disciplines

It is insufficient to say “no” to certain practices (some of which are legitimate in themselves but should be abstained from at times) without having in place what to say “yes” to. We are seeking to help students establish their lives in God, saying “yes” to Him and developing habits of waiting on Him, listening to Him in His Word, learning to pray and worship, etc. The two go together - abstaining in order to have time to focus more fully on pursuing God.

-Guidelines-

- Weekly church attendance is required at the student’s church of choice (streaming or recorded services do not meet this requirement).
- All chapel services are mandatory for students.
- Although fasting is not required of students (and, in the case of particular medical conditions, it is not always possible), it is strongly recommended that students take advantage of this opportunity to incorporate fasting into their lifestyle while at BCOM.
- All freshmen are required to participate in the Media Fast for their first semester. Although it is not required for sophomores, it is recommended that they consider coming alongside the freshmen by taking part as well.
- All freshmen are required to participate in the Romantic Pursuit Fast.

Please Note: During their time at BCOM, students are asked to abstain from certain substances, practices, and activities. See the Campus Life and Standards section of the Student Handbook for more details.

CAMPUS LIFE & STANDARDS





Campus Life & Standards

“But you, brothers, are not in darkness so that this day should surprise you like a thief. You are all sons of the light and sons of the day. We do not belong to the night or to the darkness. So then, let us not be like others, who are asleep, but let us be alert and self-controlled. For those who sleep, sleep at night, and those who get drunk, get drunk at night. But since we belong to the day, let us be self-controlled, putting on faith and love as a breastplate, and the hope of salvation as a helmet. For God did not appoint us to suffer wrath but to receive salvation through our Lord Jesus Christ. He died for us so that, whether we are awake or asleep, we may live together with him. Therefore encourage one another and build each other up, just as in fact you are doing.”

1

Thessalonians 5:4-11

Lifestyle Statement

The overarching objective of Bethany College of Missions is to see students grow in spiritual maturity, personal responsibility, and knowledge of God as revealed in His Word, in order to become effective ministers of the Gospel. Therefore, BCOM seeks to live by the following Biblical guidelines.

- The desire to glorify God in all things (1 Corinthians 10:31-32a)
- A concern for the feelings and sensitivities of others - showing selflessness (1 Corinthians 10:32)
- A commitment to put off one's old way of life (Ephesians 4:22-24)
- A refusal to be shaped by the value system of this world (Romans 12:2)
- A desire to act in ways that reflect maturity (2 Timothy 2:2)
- The understanding and practice of submission to leadership (Hebrews 13:17)

BCOM has established certain guidelines to assist students in personal development. However, while rules are helpful in establishing new positive habits and turning away from destructive behavior and attitudes, the college does not desire to foster a campus environment of “no.” This only encourages blind legalism and does not truly develop Godly maturity.

Instead, BCOM encourages students to establish their life in God so they might be empowered to say, “yes”: Yes to God's guidance, will, plans, and purposes. This freedom is learned by establishing habits of knowing and obeying His Word, waiting on Him, listening to Him, learning to pray and worship, and seeking accountability in the body of Christ.

New students are asked to adhere to a more clearly defined structure, but as they progress through the program and grow in personal maturity, they are given the opportunity to become more self-governing.

If, at any time, students have questions about the guidelines in this handbook, they are encouraged to discuss their concerns directly with a college staff member.

Media

Students should refrain from becoming overly absorbed in any type of media to the detriment of their walk with God, relationships, and studies. Since it is easy in this culture to become “intoxicated” with the things of the world, guidelines have been established in this section to give students direction in developing a stronger daily Christian walk.

In their time at BCOM, students are encouraged to focus on God and renew their minds in how they relate to Him and the world. The intent is that after this “detox,” students will have developed their Biblical worldview and will also have established habits that will carry them through when they are again surrounded by worldly influences.

The following guidelines apply to the use of media both on and off campus during the school year.

The dorm is a shared space; therefore students should exercise courtesy when using electronic entertainment. With this in mind, computer monitors should be no larger than 24 inches. Roommates are encouraged to discuss preferences and personal media standards with one another, preferring one another in love (Philippians 2:3, 4).

Content

Students must avoid exposure to horror, occultism, senseless violence, lewdness, crude humor, nudity, sex, sensuality, sexual innuendos, or suggestive content in all forms of audio and visual media. Exposure to such would hold them back in their personal journey to living a life of holiness. It would also have a diminishing effect on their authority to minister to others entrapped in the lifestyles promoted by worldly media content.

Music

Students should not listen to music that contradicts Biblical morals or values.

Internet Use

The internet is a powerful communication tool! However, it can become a time-wasting distraction and, at its worst, can lead people into devastating addictions.

In order to help students become intentional in preventing and/or breaking free from negative internet use, the following guidelines are in place.

Students should wisely manage their time on chat sessions, blogs, forums, email, surfing the web, and computer games.

In addition, students are required to subscribe to one of the following accountability services for the duration of their enrollment in BCOM, indicating their BCOM-approved leader as one to whom their bi-weekly report is sent.

- www.x3watch.com
- www.covenanteyes.com
- www.safeeyes.com

Despite the presence of these services, students must still exercise self-control and integrity when using the internet.

Movies

Any movies shown as part of a public viewing or student-driven event must have prior approval from the Student Life Department.

Students are not allowed to watch any R-rated movies, or movies that are rated PG-13 for nudity, sexual, sensual or suggestive content/references/innuendos, or crude humor. Therefore, students must not bring movies on to campus that do not comply with this standard. All references to media ratings in this document are based on USA ratings.

Older movies and movies without ratings should be evaluated by the same standards.

Note: Seniors may make their own judgment call as they ask the Lord for guidance as to what media they view/play off-campus. To help prevent exposure to material that could compromise their integrity, we suggest seniors make use of a Christian movie review site before they watch a movie off-campus that would not be allowed for underclassmen (good review sites include www.pluggedinonline.com and www.christiananswers.net/spotlight).

Television Viewing

Televisions are not permitted in the dorms. If students wish to view television programming on a personal device or computer, they should apply the standards in the media “Content” section.

Gaming

Gaming systems are not permitted; however personal handheld devices are acceptable.

- E (Everyone) rated games are allowed.
- T (Teen) rated games may not be played in public places on campus.

- M (Mature) rated games are not permitted on or off campus.

Electronic Devices

Only personal electronic devices are permitted on campus (e.g. iPods, Nintendo DS, portable DVD players, etc.). Although televisions are not permitted in the dorms, students are allowed to watch television and movies on their computers and iPods, as long as they are adhering to the Content policy in the Media section.

The dorm is a shared space; therefore students should exercise courtesy when using electronic entertainment. Roommates are encouraged to discuss preferences and personal standards with one another.

Curfew

In an effort to help new students establish good time management practices, freshmen are to be in their own dorms by the following times.

- 12:00am - Sunday to Thursday
- 1:00am - Friday & Saturday (and the night before breaks and holidays)

Curfew is in effect whenever a student is on campus, including all breaks and holidays.

A mentor may grant a curfew extension, if given prior notice.

Staying out overnight and returning in the morning to avoid breaking curfew is a serious violation and will be considered grounds for probation.

The curfew guidelines do not pertain to sophomores, seniors, or married students.

All students should show courtesy to others by being quiet inside and outside the dorms after 11:00pm. They should not be hanging out on campus outdoors after midnight and should be sensitive to other campus residents whenever outside of dorms.

Dress Code

While there may be no Biblically-definable style of dress, there certainly are Biblical standards that should influence the way Christians dress.

As a member of the campus community, students voluntarily agree to comply with standards that reflect community values. These standards may require students to give up their own preferences for the sake of others.

If students notice a fellow student with inappropriate dress, they should gently challenge him or her

in love. To avoid unnecessary embarrassment, one should route such challenges through a dean or mentor if it is across the genders.

Students wondering if their own attire is appropriate should ask a mentor before leaving the dorm, or should change and ask a mentor later. College leadership may ask students to return to their rooms and change if their attire is considered inappropriate.

The following general dress code guidelines should be followed in all circumstances.

- Choices should be focused on a student's testimony as a representative of Jesus Christ; rather than on his or her own rights or personal taste.
- Choices should also be appropriate to the setting, and reflect sensitivity, respect, and consideration of others.
- All clothing should be modest, neat, clean, and tasteful.
- Hair should be clean and well-kept.

Piercings, tattoos, and branding are, for the most part, irreversible choices, whose impact may affect a student's ability to effectively minister within certain cultures; therefore, BCOM students may not get tattoos or branding while enrolled in the college, and piercings are limited to the ears for both genders and a small stud or hoop nose ring for women.

Please note: Footwear is always required in all Bethany buildings except the dorms as per the City of Bloomington health code.

More specifics about the dress code are available from the Admissions Office and the Student Life Department.

Employment

Employment must not interfere with the requirements of BCOM.

1. Freshmen may not engage in employment until after their sixth week on campus. This is to allow for adequate adjustment to the program and to ensure realistic expectations as to time commitments.
2. Because of the intensity of the program, after the first six weeks of enrollment, employment must be limited to no more than eight hours per week, unless a proposal is submitted to, and approved by, the dean of men or dean of women.
3. It is suggested that students refrain from working on Sundays, in order to have a Sabbath rest and attend a weekly church service.
4. Students on academic probation are not permitted to work more than eight

hours per week.

5. Students struggling in any aspect of the program may be asked to reduce their work hours or refrain entirely from employment.
6. International students must adhere to all work-related requirements mandated by the U.S. government.
7. Bethany International does not hire students for pay.

Relationships

Dating/Courtship

Students are required to delay any new romantic pursuit, or reciprocation of such, until after spring break (or after summer break for January students). This fast includes all forms of communication of romantic intent via spoken, written, or electronic means, on or off campus.

After the romantic pursuit fast is over, if a student feels that a friendship is moving toward a romantic relationship, we ask that he or she discuss and pray through the matter with his or her mentor and/or advisor. Before students enter a relationship, they are encouraged to seek godly counsel from an older believer (for instance, BI staff member, pastor, advisor, parent, etc.).

We generally make allowance for couples in a relationship to go to the same Global Internship site if they so desire. Serving together as part of a larger team can give them an opportunity to observe each other in the context of what may well be the type of work they one day make as their career. They must be willing to conduct their relationship within guidelines that reflect their acknowledgment and care for local traditional cultural values and norms of the country they are serving in, as well as maintaining integrity, openness, and accountability in the relationship. Due to the additional complexities of living cross-culturally, we generally do not encourage the start of a new romantic relationship while on internship. Advice and additional guidelines are outlined in the Global Internship Handbook.

Public Displays of Affection

Public displays of affection for all students are limited to brief hugs and hand-holding while on campus (this includes the church and business facilities).

Engagement & Marriage

Students entering into relationships should be aware that any plans for engagement and marriage must fit within the structure and timeline of the program. Students should not expect to participate in Global Internship during their first year of marriage. We highly discourage students to go on Global Internship while engaged or to get engaged before the first half of internship. Further advice concerning this is detailed in the Global Internship Handbook.

Taking care to marry with sound judgment is a major factor in preparing for an effective career in missions. Therefore, before a couple gets engaged, they are strongly encouraged to seek out the counsel of all those God has put in leadership over them such as their parents, their pastors, and the college deans.

When choosing their wedding date, students should pay careful attention to the BCOM calendar to ensure that their plans do not conflict with any college requirements.

The college strongly encourages engaged couples to participate in premarital counseling. This counseling can be obtained from any Christian source. Student Life also makes premarital resources available.

Student Lifestyle

Unless otherwise noted, all lifestyle policies are applicable on and off campus while students are enrolled full-time at BCOM.

Confidentiality

When a student confides in or confesses wrongdoing to BCOM leadership, this information is kept in confidence, and shared only with authorized college leadership with the goal of restoration.

If the staff person feels this information needs to be shared with others in leadership, he or she will usually first seek to discuss this with the student. The student himself or herself may be encouraged by the staff member to confess to someone else in leadership. However, students should understand that certain situations require that confidential information may be released to other college staff, public authorities, and, in some cases, family members without the student's permission. These situations include:

- Perceived imminent risk of the student doing serious harm to themselves or others
- Any reported physical or sexual abuse against children under the age of 18 or dependent adults over the age of 18 (This will be reported to local authorities, be it police or child protection services. In keeping with Minnesota law, such reports must be filed within 24 hours.)
- Clear violation of written policies of the college as stated in the Student Handbook

Student records are confidential and cannot be disclosed beyond authorized college staff without the written consent of the student. Students may not see reference forms without the written consent of the one who wrote the reference. Students may not see reference forms without the written consent of the one who wrote the reference.

Drugs, Alcohol, & Tobacco

Students are required to abstain from possession or use of:

- Alcohol,
- Non-prescription drugs,
- Hallucinogenics substances, and
- Tobacco (in any form).

The misuse of prescription drugs is also strongly prohibited.

Violence

Acts or threats of violence may be grounds for dismissal.

Sexual Harassment

All staff and students of Bethany College of Missions are to be treated with respect and dignity. It is the policy of the college that sexual harassment of any staff member or student will not be tolerated. The failure of any individual in the college to adhere to this policy will result in disciplinary action up to and including termination from employment or expulsion from the college.

Sexual harassment includes any unwelcome verbal or physical conduct of a sexual nature.

The college will investigate promptly and seek to resolve any complaints of harassment that are brought to its attention. It is the responsibility of all staff and students of the college to promote the college's goal of prevention and resolution of any sexual harassment issues. The college urges all staff and students to report any perceived problems either to the president of the college, a dean, or, in the case of staff, Human Resources.

Sexual Activity

Extra-marital sexual activity is prohibited.

Pornography

Viewing pornography of any kind (internet, magazines, movies, sexually explicit art, etc.) or reading sexually explicit literature (including "sexting") is prohibited.

Students who struggle with pornography are urged to seek help from their mentors in order to find freedom.

Gambling

Gambling is prohibited.

Profanity

Cursing, profanity, and coarse language are not allowed.

“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” Ephesians 4:29

Restoration

“Those who conceal their sins do not prosper, but those who confess and renounce them find mercy.” Proverbs 28:13

College leadership desires the healing restoration of those who have done wrong that they might walk in wholeness once again. It is not our desire that anyone should be dismissed from the college due to any wrongdoing in regard to the Student Handbook.

Students enrolled at BCOM agree to uphold the standards and guidelines found in this Student Handbook. When students recognize, at any point, that they have not followed these guidelines, they should not allow sin to gain a foothold by ignoring the conviction in their hearts. Instead, they should keep short accounts with God. Students are encouraged to confess sin rather than to wait for someone else to confront them about it or report what they are observing to a mentor or college staff member.

Confession is where healing begins. “Confess your sins to each other and pray for each other, so that you may be healed.” James 5:16

The path to restoration is to:

- Confess and repent before God as well as to the mentor or dean who will pray for the student.
- Make restitution where possible.
- Set up systems of accountability which will allow the student to pursue holiness in the area of struggle. Mentors are there to help students with this.
- If in one’s wrongdoing, college standards have been violated, there likely will be need for some redemptive discipline to enable the student to walk the path to full restoration in the body of Christ, as well as to reestablish the moral character required of all BCOM students. The college leadership

who has become aware of the wrongdoing will speak with one of the deans who will help to put a restoration plan in place, addressing the heart of the behavior and giving tangible guidance and help on the student's journey to wholeness. For the sake of accountability, an incident report is filled out for incidents of a more serious nature as well as for repeated smaller scale incidents.

If students observe one of their fellow classmates not upholding the guidelines in this Student Handbook, they are encouraged to confront this classmate in a Biblical manner:

“If a brother or sister sins, go and point out the fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’ If they still refuse to listen, tell it to the church: and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector.” Matthew 18:15-17

As students are challenged and held accountable by leaders and peers to discipline themselves physically, spiritually, and mentally, they will develop character qualities such as integrity and perseverance, which are essential for mission service.

SCHEDULING & CALENDAR





Scheduling & Calendar

Weekly Schedule

Weekly schedules detailing classes, chapels, and special events can be found on Populi.

Vacation & Holidays

Designated student vacations consist of:

- Labor Day
- Thanksgiving (3 days)
- Christmas (2 weeks)
- Spring Break (1 week)
- Mid-summer Break – January students only (1 week)
- Post-summer Break – January students only (1 week)
- Martin Luther King Jr. Day
- Good Friday
- Memorial Day
- Independence Day

Students are given the option to stay on campus during all breaks. However, their student fees do not cover staying during breaks which are one week or longer in duration. Typically, students must work 4 hours per day or pay \$20 per day during these instances. Forms are available from the Registrar's Office providing more information for staying on campus during these times.

Travel

Travel arrangements should coincide with the designated vacation/holiday dates and times in the academic calendar, even if lower fares or optimum connections are missed. For any exceptions, students must receive permission from their PT supervisor at least one week in advance and notify the current instructor(s), college administrator, and their mentor, prior to leaving.

If permission to leave early or arrive late is not obtained from the PT supervisor prior to the student's departure, the student will be required to make up twice the amount of PT time upon his or her return to campus.

For the sake of accountability, students who wish to participate in overnight, mixed-gender travel must fill out a proposal at least one week in advance in order to do so. They should contact their mentor or the Registrar's Office for the necessary form.

Time Off

Each student is allowed ten personal hours off of PT per semester. These personal hours may be used to attend weddings, funerals, or family reunions/vacations that the student desires to participate in, as well as for any necessary fundraising, medical needs, or illness.

Before confirming plans for personal hours, permission must be obtained from the PT supervisor. Requests should be submitted at least one week in advance (with the exception of illness or emergencies).

Students must give their mentor advance notice when personal hours result in them being off campus overnight. This common courtesy provides protection, contact information, and accountability.

For more information on taking time off from classes, please refer to the Academic Guidelines section.

Required Special Events

Student attendance, and availability to serve, is required for the following events:

- Orientation (fall & spring)
- Preview (fall & spring)
- Bethany Picnic (summer)
- Graduation (spring)
- Retreats (fall or spring) – there is no penalty for being unable to attend a retreat
- Conferences (annually)

Students can find the exact dates for these events on the Academic Calendar in Populi.

Event Attendance: If students are unable to attend the actual event they will be issued a \$25.00 fine.

Event Service: If a student is unable to complete his or her assigned work duty, the student must inform the college administrator before the communicated deadline and make up the required hours in PT (comp or personal time can be used if the student has it available).

If a student misses this deadline or is a “no-show” for his or her work duty, the student will be assigned double make-up time to be completed in his or her regular PT placement.

FACILITIES & SERVICES





Facilities & Services

Property/Dorms

-Guidelines-

Men are not permitted in the women's dorms, and women are not permitted in the men's dorms with the exception of moving days. Exceptions for visiting family members to take a quick look during day time hours may be obtained by asking permission from a dean or mentor.

Students who wish to change dorm rooms must submit a request in writing to the dean of women or dean of men. Student-initiated changes require a \$50 processing fee.

When hanging items on the wall, students are asked to keep nail holes to a minimum (3-4 holes per wall). Also, please do not use the following:

- Anchors,
- Hooks,
- "Sticky-tac"
- Scotch tape

Appliances & Furniture

Kitchen appliances are only allowed in the kitchenettes. Microwaves are provided on each floor.

No personal appliances such as electric grills, air conditioners, space heaters, etc. are allowed in the dorms. However, computers, fans, clock radios, stereo equipment, and popcorn makers are permitted.

All electrical equipment must be in good working condition and is subject to inspection to ensure a safe environment for students living on campus (e.g. original parts, no taped cords, etc.).

Students may not add to, remove, or disassemble the furniture provided in their dorms or lounges. If dorm rooms are not supplied with standard furniture, students should contact the Services Department.

Students must submit a \$50 deposit with the college if they would like to bring in an armchair. No loveseats or couches are allowed due to space limitations. This money is refunded in full once the student has properly disposed of the armchair.

Cleaning

Each student is expected to take part in weekly dorm cleaning duties. Mentors will coordinate and post cleaning schedules.

Mentors and building managers perform random checks of rooms and community areas between 8:00am and 5:00pm on weekdays, as well as once during vacation breaks. After an initial warning, cleaning fines will be assessed. Students should review the cleaning checklist provided in the dorms for more details.

Laundry

Laundry facilities are provided on campus for student use; BCOM is not responsible for lost or damaged items.

Guests

Bethany International has a number of guest rooms available on campus. Students should contact the Services Department for information on availability and pricing of these guest rooms (maintenance.secretary@bethanyinternational.org or 952-829-2459).

Students are allotted a total of five nights per semester during which they may invite a friend or relative to stay with them in their dorm room (not in the living room). Before inviting a guest to stay in the dorm, a student must receive permission from his or her mentor and roommate. If more than five nights are needed, students should contact their mentor and pay \$10/night per guest to the college administrator.

Students must make arrangements for friends or relatives of the opposite gender to stay with a classmate of the same gender in his or her dorm. Their nights in the dorm are counted toward the five-night allowance of the student who initiated the stay.

Dorm room guests may not always be permitted to participate in student activities. Students can contact the college administrator for more details. Everyone who stays in the dorms is required to abide by campus policies and guidelines.

Meals are available for purchase by cash or check in the Dining Room (costs of meals are posted by the serving line).

Mail

Outgoing mail is picked up from campus daily on Monday through Saturday. Packages and odd-sized mail must be sent directly from the U.S. Post Office.

Standard incoming mail is delivered to the student mailboxes in the afternoon on Monday through Friday.

Packages for students can be picked up at the Welcome Center.

All students have the following address while at Bethany:

Student's Name
6820 Auto Club Road, Suite A
Bloomington, MN 55438-2849

Banking

No banking or cashiering services are available on campus.

Lost & Found

Valuables found, such as money, watches, and jewelry, should be turned in at the Welcome Center. Other lost and found items should be placed in the closet at the bottom of the ramp by the Dining Room.

Bulletin Boards

Before posting a notice on campus, approval must first be received from the college administrator.

Pets

Students may not keep pets on campus. However, fish are allowed in the dorms as long as they are housed in bowls or tanks that hold no more than three gallons of water. Students must make arrangements for others to care for their fish if they are going to be gone for an extended period of time.

Property Damage

All damage to college property must immediately be reported to the Services Department. The cost of replacement or repair for any damages done to BCOM property will be taken out of the offending student's room deposit.

Room Transfer/Departure

Any time a student moves out of their room, whether they are making a room change or leaving on-campus housing, they must follow the proper check-out procedures. Failure to follow this procedure will result in a fine. Please see the registrar in order to obtain the necessary documents.

Food Services

Student Meals

Daily meals are provided for students in the campus Dining Room. Serving times are strictly adhered to and are posted at the entrance to the cafeteria:

- Breakfast: 7:00am-8:00am
- Lunch: 11:45am-12:30pm
- Supper: 4:45pm-5:30pm

The above times are subject to change.

Policies & Procedures

All students are provided with a meal card upon enrollment. These cards are necessary in order to go through the serving line, so students are asked to keep their cards on them at all times.

If a meal card is lost, it should be reported to a food service staff member so it can be deactivated and replaced. (There will be a replacement fee of \$5.00.)

Meals are intended for student use only. Students are not permitted to give away food from the Dining Room or allow others to use their meal card.

Due to the number of people being served on campus, and the wide variety of individual food preferences, the Kitchen cannot accommodate special dietary needs.

No items belonging to the Dining Room are permitted to leave the dining area (e.g. dishes, utensils, salt & pepper shakers, etc.).

If students desire to take food from the Dining Room to their dorms, they should bring their own containers to transport it.

Students are not permitted in the Kitchen under any circumstances. PT workers are, of course, exempt from this policy, but only during their scheduled shift.

Safety

Campus & Dorm Guidelines

- For safety reasons, as well as to prevent damage, no one is allowed on the roof of any building unless they are accompanied by a staff member from the Services Department (\$100 fine per violation).
- Prior approval must be obtained from the Services Department during business hours for any camping on campus.
- Only single-gender groups are allowed to camp on campus at one time.
- Bonfires are not allowed on campus. Exceptions are made only upon special request by a BCOM staff member and with approval by Services.
- Students may not climb on porches or balconies.
- Fire code prohibits the propping of public access doors (the only exception is on moving day).
- Bloomington fire code prohibits any person from sleeping overnight in the T.A.Hegre Ministry Center.
- Bloomington fire code prohibits the use of grills or flammable items on the balconies/decks of any of the dorms/apartments.

Medical Insurance

All students and their dependents must have some form of medical coverage while enrolled at BCOM.

The Parkway Plan

Bethany offers a medical insurance alternative known as the Parkway Plan. For \$264 a year, the student will have full access to all of the services offered at the Parkway Clinic (located approxi-

mately twenty miles from campus). Although this is not actual medical insurance, it will meet the minimum requirement set by the college for US and Canadian citizens. Students can find out more about the Parkway Plan by visiting the Registrar's Office.

International students and their dependents must carry major medical insurance for the entire duration of their enrollment at BCOM.

Bethany College of Missions is not responsible for any medical expense that a student may incur.

Illness

If a student is going to be absent from PT due to illness, he or she should contact his or her PT supervisor as soon as possible. If a student is unable to attend class for more than a day, the student should also connect with the instructor.

Non-emergency transportation to medical facilities is the student's responsibility. Regular dental and doctor appointments should be made during personal hours or vacation time.

Medical Emergencies

If an injury occurs during PT, a student should notify his or her PT supervisor immediately.

If the situation requires immediate emergency medical attention, a student should call 9-1-1. They should ask for the emergency medical technicians to meet an uninjured individual at the flagpole in the main parking lot. The uninjured person should then direct the emergency medical technicians to the injured party.

If an injury occurs outside of PT hours, and a 9-1-1 call or ambulance is not required for immediate emergency attention, the student should contact his or her mentor to arrange transportation to a medical facility.

Hazardous Materials

The following items are not permitted in the dorms:

- Flammable liquids (e.g. gasoline, kerosene, automotive oils, oil based paint or their containers, etc.)
- Burning candles (warmers are permitted)
- Halogen lights

The following items are not permitted anywhere on campus:

- Fireworks, firecrackers, blasting caps, etc.,
- Explosives
- Weapons or firearms (including BB guns, hunting knives, hunting bows, ammunition, swords or machetes)

Communications

Phones

Land-line phone service is not available in the dorms. However, there are a few public phones available in the T.A.Hegre Ministry Center.

Calling cards are required for long distance calls on all public phones.

It is strongly recommended that each student enroll in a personal cell phone plan.

Internet

Wireless internet access for students is provided in the T.A.Hegre Ministry Center, the Oasis, the Union, and in the student dorms. The wireless network provided on campus has a website filtering service. Additional personal servers used to strengthen wireless signals are not needed and are prohibited because they may interfere with network operation.

Bethany International's Official Internet Usage Policy

Bethany International provides internet access throughout the campus for the explicit use of students, staff, faculty, and residents only. Internet access is granted as a privilege, not a right, and is provided for academic and organizational purposes.

Therefore, please note and abide by the following guidelines.

- Internet access is not to be used to access or to disseminate illegal, objectionable, or obscene materials; to engage in any conduct, which may be considered to be inflammatory, abusive, or harassing; or to conduct personal business for profit.
- Users must respect all copyright and other intellectual property rights. Inappropriate use constitutes fraud, plagiarism, or theft; downloading any piece of copyrighted material is illegal, even if the materials are not sold.
- Bethany International will report to law enforcement authorities any activities that may be considered illegal, as well as any reports it receives of such activities. Bethany International will cooperate with law enforcement authorities when requested.
- Network access is provided on equipment owned and managed by Bethany International and may not be modified, or attempt to be modified, in any way. No unauthorized network devices may be connected to any physical or wireless connection on campus.
- Bethany International reserves the right to monitor, record, or deny network access at any time.
- Bethany International is not liable for any damage to end users' computers as the result of utilizing internet access provided.
- Bethany International will review alleged violations of its Acceptable Use Policy on a case by case basis, and reserves the right to modify this policy at any time.

All questions regarding internet access should be directed to the Bethany IT Department.

Please note that normal selling activity on the internet is not banned; however, if you are conducting personal business using Bethany's internet you do so at your own risk. Bethany International is not responsible for lost or interrupted business due to internet failure of any kind.

Student Services

Populi

BCOM subscribes to a student management database through a provider called Populi. Each student has an individual Populi profile, which resembles a social-networking site. This profile is created in the admissions process and is used throughout a student's enrollment.

Email

When a student's online profile is created, he or she is assigned a bcom.org email address. Students are required to log in to Populi to check their bcom.org email daily. If students prefer to forward their bcom.org email to a personal email account, this may be helpful, but they will still need to log in to Populi regularly for other college business.

Financial Services

Student profiles contain a Financial tab which allows them to see their financial account, history, charges, payments, financial assistance awards, and balance due. Students can print off a statement, or send a statement to their parents at any time. They can also make payments on Populi using a credit card.

Class Registration & Information

All BCOM class registration occurs online in Populi. Students are expected to register prior to each registration deadline. If they do not, students will be automatically registered and a late registration fee will be applied.

Course codes, names, instructors, descriptions, locations, syllabi, and textbook listings can all be found in Populi. Students are expected to monitor their grades, requirements, and programs through this system as well.

Other Populi Services

- A college calendar
- Tools for personal planning and organization
- College announcements and news
- Access to shared files and forms
- Contact information for other students and staff
- Personal bulletin boards
- An online campus bookstore

Student Resource Center

The Student Resource Center (SRC) provides a variety of resources for students, which include:

- A library,
- Computer work stations with internet access,
- Wireless internet,

- A photocopier and printer,
- Movies and board games,
- A student kitchen,
- A television lab,
- A student conference room, and
- BCOM merchandise.

It also provides a comfortable and welcoming environment for group and individual activities.

The hours of operation for the SRC vary depending on the academic schedule; however, it is generally open Monday through Saturday.

The Oasis

Located on campus in the main level of The Barn, the Oasis is a student-run activity center which offers a variety of amenities. It is open on select evenings, offering an assortment of snacks and beverages, as well as wireless internet, board games, and a lounge area. Throughout the year, the Oasis team also organizes special events for the student body.

Gymnasium & Weight Room

The west side of the BCOM campus hosts a full-sized gymnasium with basketball, volleyball, and racquetball courts. There is also an adjoining weight room available for student use.

Sports Fields

The BCOM campus contains a standard soccer field, baseball diamond, and walking trails.

Vehicles on Campus

Cars

Students wishing to keep a car on campus must apply for a parking permit. The permit fee of \$100 per semester covers parking only and does not include use of the garage or car wash bay.

Students are permitted to work on their cars in the parking lot provided that this work does not involve changing of fluids.

It is strongly recommended that vehicles are locked while parked on campus and that valuables are not kept inside the vehicles.

Bicycles

While BCOM permits bicycles on campus, it is requested that they not be parked in front of the dorms. Students should use the designated bike racks.

Storage

Students have access to a minimal amount of storage space outside of their dorm rooms.

The college also rents storage space for student use over summer breaks and Global Internship. The Services Department can be contacted for more information.

TRAIN STRATEGICALLY
REACH STRATEGICALLY

Bethany College of Missions
6820 Auto Club Road, Suite C
Bloomington, MN 55438
1.800.323.3417
www.BCOM.org