Should there be any discrepancies between the Student Handbook 2016-2017 and the College Catalog 2016-2017, the College will defer to the Catalog.

The electronic version of the Student Handbook will supersede any printed document. Please reference the online version as the latest “official” handbook.
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Photo credit: Dr. Charles Self, 2016
Welcome to Nazarene Bible College. You have made the appropriate educational choice. I believe that you are here because of your positive response to God’s call on your life. In the days ahead, both God and the Nazarene Bible College family will stand beside you and encourage you as you seek to expand your skills and knowledge for the ministry God has placed in your heart.

*Jeremiah 29:11* states, “For I know the plan I have for you, declares the Lord, plans to prosper you and not to harm you, plans to give you hope and a future.” May these words motivate and strengthen you as you grow and mature in your faith, your spiritual life, and your service.
Welcome to Nazarene Bible College! I sincerely hope that this will be an exciting year of development for you and your family. I look forward with enthusiasm to working with the faculty and staff to provide the best in student services to you this coming year.

The services of the Student Success office are provided to complement your academic program and to provide opportunities for you to develop your interests and enhance your leadership skills as you prepare for your future.

This Student Handbook is designed to aid you during your college experience. The Student Success office is located on the lower level of Oliver Hall (in the Brand Center), and our doors are always open to assist you. We endeavor to provide a support system that links students and faculty together into a like-minded community with common goals.

I join President Graves and the faculty in welcoming you to Nazarene Bible College. My hope and prayer for the coming year is that you will find a place of involvement and ministry.
ABOUT THE COLLEGE

STATEMENT OF BELIEF

Nazarene Bible College, an institution of the Church of the Nazarene, teaches and adheres to the statement of belief as found in the Manual of the Church of the Nazarene.

We believe:

• In one God – the Father, Son, and Holy Spirit.
• That the Old and New Testament Scriptures, given by plenary inspiration, contain all truth necessary to faith and Christian living.
• That man is born with a fallen nature and is, therefore, inclined to evil, and that continually.
• That the finally impenitent are hopelessly and eternally lost.
• That the atonement through Jesus Christ is for the whole human race; and that whosoever repents and believes on the Lord Jesus Christ is justified and regenerated and saved from the dominion of sin.
• That believers are to be sanctified wholly, subsequent to regeneration, through faith in the Lord Jesus Christ.
• That the Holy Spirit bears witness to the new birth, and also to the entire sanctification of believers.
• That our Lord will return, the dead will be raised, and the final judgment will take place.

PURPOSE

Nazarene Bible College exists to glorify Jesus Christ as Lord by preparing adults to evangelize, disciple, and minister to the world.

MISSION

Nazarene Bible College is an undergraduate, professional school of Christian ministry committed to academic and practical programs designed to educate students for service and leadership in a diverse world.

Founded and sponsored by the Church of the Nazarene, the college has a unique place among the institutions of higher learning in the denomination. The college provides ministerial preparation for a diverse community of adult learners primarily within the United States. The college is committed to a strong program of academic excellence offering baccalaureate and associate degrees supported by appropriate student development programs and strategies.
Nazarene Bible College views truth through the Wesleyan-Holiness perspective and affirms the Bible as the cornerstone for a proper understanding of God’s redemptive plan for humankind. The college especially emphasizes the biblical doctrine of entire sanctification and living a holy, Christ-like life.

**CORE VALUES**

The following core values express our finest aspirations and serve as guiding principles in the pursuit of our mission to equip people for effective Christian ministry. We commit ourselves to reflect the following values.

**Learning and Instruction**

We acknowledge the inspired truth of Scripture as the reference point for our educational process. We seek to develop lifelong learners with a Christian world view. We are committed to academic and professional excellence. We desire to achieve balance in our curriculum through the integration of intellectual, spiritual, and practical studies.

**Development of the Person**

We hold that theological education involves shaping the whole person. Therefore, we value the development of moral and ethical integrity, physical and emotional health, and spiritual maturity, all as the demonstration of character through a holy lifestyle.

**Service and Mission**

We prepare students to engage in practical ministry. We value the demonstration of leadership and servanthood to meet the spiritual and social needs of our world. We encourage interdependence with local churches and diverse ministry contexts where our students can utilize their gifts and graces for service to the church and to the world.
EDUCATIONAL OBJECTIVES OF THE COLLEGE

Nazarene Bible College faculty members and administrators commit themselves to equipping each student to become a Christian witness and servant-leader who will demonstrate:

- effective communication skills in listening, speaking, and writing.
- critical thinking skills necessary to interact effectively in a culturally diverse and increasingly pluralistic world.
- skills in biblical exposition that accurately reflect the content and meaning of scripture.
- a biblically-formed world view, integrating the Christian faith with general educational content.
- recognition of the significance of the Wesleyan-Holiness theological perspective as foundational for life and ministry.
- a pattern of lifelong learning.
- personal discipline in one’s care for body, mind, and spirit.
- a devoted relationship with Christ.
- a life of Christian holiness in community.
- leadership in a variety of ministry contexts.
- effective service within the context of modern society.
- a commitment to global evangelism.
ACCREDITATION AND RECOGNITION

- Accredited by the Commission on Accreditation of the Association for Biblical Higher Education (ABHE), 1976. The ABHE is a member of the Council on Higher Education Accreditation (CHEA) and is approved by the United States Department of Education.
- Commission on Accreditation of the Association for Biblical Higher Education
  5850 T.G. Lee Blvd., Suite 130
  Orlando, FL 32822
  407-207-0808
  www.abhe.org
  Accreditation documents may be reviewed by contacting the office of the president.
- Chartered by the State of Colorado (1967) as a non-profit educational institution.
- Approved by the Colorado Department of Education (1969) to grant degrees.
- Approved for training veterans and authorized under federal law to enroll non-immigrant alien students.
- Approved by the Church of the Nazarene International Board of Education for training leaders toward ordination or commission in the ministries of the Church of the Nazarene.
- Approved by the United States Department of Education for federal aid to students (Title IV).
- Approved by the Association of Christian Schools International for teacher certification training.
- Member, Servicemembers Opportunity Colleges (SOC); SOCNAV; goarmyed.com.
CAMPUS DIRECTORY

Sanders Administration Building (upper level)

Dr. Harold Graves Jr., President ................................................................. 884-5001
Dr. Alan Lyke, Vice President for Academic Affairs ............................. 884-5011
Rev. Bruce Cadle, College Pastor .............................................................. 884-5163

Sanders Administration Building (lower level)

Mrs. Shirley Cadle, Vice President for Finance ..................................... 884-5021
Mrs. Carol Crippen, Director of Human Resources and Business Office . 884-5022
Ms. Jenny Madsen, Director of Financial Aid ........................................... 884-5051

Trimble Library

Prof. Ann Attig, Director Of Trimble Library .......................................... 884-5071

Powers Hall

Prof. Ron Attig, Communication, Spiritual Formation ............................ 884-5152
Dr. Thomas King, Director Bible and Theology Program ...................... 884-5157
Dr. Daniel Powers, Director Bible and Theology Program ..................... 884-5156
Prof. Joseph Warrington, Pastoral Ministries, Bible ............................... 884-5141
Dr. Jerry Storz, Director of Advantage, Leadership & Ethics, and Christian Educational Ministries .......................................................... 884-5151

Oliver Hall (upper level)

Dr. David Church, Vice President for Enrollment Management ............. 884-5061
Dr. Terry Lambright, Director of Counseling Programs ......................... 884-5144
Dr. James Russom, Director of Pastoral Ministries Program ................. 884-5043
Mrs. Tari Cofield, Director of Institutional Research and Student Advocacy ................................................................. 884-5068
Mr. Scott McConnaughey, Director of Admissions ................................ 884-5061

Brand Center

Mrs. Meg Curtis, Registrar .................................................................... 884-5081
Mr. Fred Phillips, Chief Information Officer ........................................... 884-5101
Mrs. Jan M. Edwards, Director of Academic Advising and Student Success ................................................................. 884-5031
Rev. Tim McKeithen, Director of Hispanic Pastoral Ministries Program... 884-5154

Williamson Center

Alumni Room/Student Recreation Room
Aycock Prayer Chapel
Mrs. Karla Phillips, Manager, Bookstore & Deli .................................. 884-5111
Mr. Greg McKenzie, Director of Physical Plant/Security ....................... 719-884-5121
............................................................................................................ 719- 460-6443
Student Mailroom
EMERGENCY CONTACTS

ON CAMPUS

Colorado Springs Police
Emergency ................................................................. 911
Non-emergency .......................................................... 719-444-7000

Emergency on Campus
Director of Physical Plant/Security ............................... 719-460-6443
.................................................................................. 719-884-5121
Title IX Coordinator/VP for Finance ............................. 719-884-5021
VP for Academic Affairs ............................................. 719-884-5011
VP for Enrollment Management ................................. 719-884-5061
Chief information Officer ........................................... 719-884-5101
CAMPUS HOURS

Regular business hours for all administrative offices including Oliver/Brand are:
8:00 a.m.- 5:00 p.m., Monday - Friday.

For security reasons all classroom buildings are locked except for class hours. Student access may be gained to these buildings and faculty offices by contacting the faculty secretary at the reception desk in Sanders Administration Building. These buildings are unlocked at 5:30 p.m. each day when classes are scheduled and re-locked at 10:30 p.m. following classes.

Bookstore*

NON-CHAPEL WEEKS
8:00 a.m. – 8:00 p.m.................................. Monday through Thursday
8:00 a.m. – 12:00 p.m................................. Friday

CHAPEL WEEK
8:00 a.m. – 8:30 p.m.................................. Monday through Thursday
8:00 a.m. -- 12:00 p.m.................................. Friday

Library*
8:00 a.m. – 10:00 p.m.................................. Monday - Thursday
8:00 a.m. – 6:00 p.m.................................. Friday
10:00 a.m. – 5:00 p.m................................. Saturday

Special library hours may apply to summer, holidays, and breaks and will be announced in the NBCommunicator and posted in the administration and library building.

*The bookstore and library are closed during chapel.
CHAPEL SCHEDULE

Chapel weeks will be held each trimester. There are two special* chapel services held each year. Chapel services are held Monday, Tuesday, Wednesday and Thursday unless otherwise noted. Services begin at 7:30 p.m. and conclude at 8:15 p.m. These services are considered part of the student’s seat time and class times will end on schedule.

FALL TRIMESTER
Chapel Week.......................................................... August 29 - September 1, 2016

WINTER TRIMESTER
Chapel Week.......................................................... November 28 - November 30, 2016
Oke Bible Reading* ................................................................ January 25, 2017

SPRING TRIMESTER
Chapel Week..............................................................March 6 -March 9, 2017
Graduate and Awards Chapel* ................................................. May 16, 2017
NBC RESOURCES

When in need of call or go to

- **Housing Information**
  Student Success
- **Information about emergency financial aid**
  Student Advocacy
- **Part-time or full-time work**
  Student Success
- **Posting an announcement**
  Student Success
- **Scheduling an extracurricular event**
  Student Success
- **Assistance with job placement**
  Student Success
- **Help with spiritual problems**
  College Pastor, Director of Student Success, advisor, administrator, faculty member, your pastor
- **Academic planning**
  Academic Advisor
- **Change of schedule**
  Academic Advisor
- **Information about Government Grants and Financial Aid**
  Financial Aid
- **Information about Veteran’s Benefits and Service**
  Financial Aid
- **Paying your NBC bill**
  Business Office
- **A student’s address/phone #**
  Registrar’s Office
- **New or used books**
  Bookstore
- **A place to pray**
  Aycock Prayer Chapel (Williamson)
- **Making a phone call**
  Administration Building / Williamson
- **A snack**
  Bookstore Deli (Williamson)
- **Coffee**
  Library, Bookstore Deli (Williamson)
- **Place to study**
  Library, Williamson Alumni Room

*COMMUNITY RESOURCES for new arrivals to Colorado Springs can be found on page 41 of this handbook.*
Nazarene Bible College exists to glorify Jesus Christ as Lord by preparing adults to evangelize, disciple, and minister to the world.

A vital spiritual life is the cornerstone of effectual preparation for Christian service. The Apostle Paul describes a vital spiritual life as “attaining to the whole measure of the fullness of Christ” (Ephesians 4:13). The “fullness of Christ” is available to all, though attaining it happens by intention, not by accident, as the apostle notes elsewhere:

“Not that I have already obtained it or have already become perfect, but I press on so that I may lay hold of that for which also I was laid hold of by Christ Jesus. Brethren, I do not regard myself as having laid hold of it yet; but one thing I do: forgetting what lies behind and reaching forward to what lies ahead, I press on toward the goal for the prize of the upward call of God in Christ Jesus” (Philippians 3:12-14 NASB).

Paul’s testimony is also an invitation to every follower of Christ to join him in his pursuit of the “fullness of Christ.” It’s an invitation extended to every student enrolled at Nazarene Bible College.

NBC students join in the pursuit of “the fullness of Christ” in many ways. They realize that:

- Following Christ comes first, so steps must be taken to ensure they keep in step with Him.
- Healthy family relationships are essential, so time must be allotted to nurture those relations.
- The call to service is a call to academic preparation, their primary ministry as an NBC student.
- Involvement in a local church is important, though the level of involvement won’t be the same as it was prior to becoming an NBC student.
- NBC’s chapel services are a significant source of spiritual renewal.
- Participation in accountability groups nurtures spiritual growth.
- Time spent in NBC’s Aycock prayer chapel will renew one’s soul.

The decision to join the NBC students in pursuing the “fullness of Christ” rests with each student. Determine to join them in the pursuit today.

It is also important to note that academic excellence and a vital spiritual life complement each other - they are not in conflict. Jesus said: “Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind.” (Luke 10:27 NIV) The text implies that it is impossible to love God with just part of oneself, and that our emotions and spirit and body and intellect all can express our love for Him. NBC students are encouraged to give themselves to sound scholarship, investing themselves in their academic pursuits at NBC as a way of expressing their love for God.
Finally, all persons desiring to serve as ministers in the Church of the Nazarene, and in other denominations, are at some point examined by means of a ministerial credentialing process. Each ministry candidate is assessed as to his/her personal experience of salvation, experience of entire sanctification, knowledge of Biblical doctrines, intellectual, moral and spiritual qualifications, and general fitness for the ministry to which he/she feels called. NBC purposes to guide students toward the successful fulfillment of their ministerial preparation, which is in essence the pursuit of the “fullness of Christ.”

**College Pastor**

NBC is committed to nurturing a spirit of community and to provide pastoral care for our NBC family. Our college pastor is available part-time to assist in planning and leading our chapel services and to provide pastoral care for the NBC faculty, staff and students. Additionally, there are a number of individuals you may seek to assist you with spiritual issues. Students are encouraged to visit the director of student success for support or members of the college administration, faculty and staff are available to provide spiritual ministry to the NBC community.

**Chapel**

Chapel attendance provides members of the NBC family with opportunities for personal and corporate worship. Benefits that come from attending chapel services include:

- Inspiration
- Intercession
- Edification
- Restoration

During all chapel services, the Alumni room, Bookstore, library and deli are requested to close ten minutes prior to the start of chapel. The chapel services are considered part of the students’ learning experience, and will count toward “seat time,” so students are strongly encouraged to attend.

In addition, the chapel services provide for practical, educational, and cultural growth. Those persons who regularly attend chapel are enriched by:

- Community witness of faith in Christ
- Various approaches to Christian worship
- Engagement with the Word
- Exposure to a variety of preaching styles
- Communion with God in prayer

Chapel speakers, chosen as Christian ministry models, may include church leaders, pastors, community resource persons, faculty members, students, and
college administrators. This common experience of worship shared by students, faculty, staff, and administration forms one of the abiding strengths of the Nazarene Bible College experience.

Nazarene Bible College students are mature and responsible adults and clearly understand the benefits described above. Consistent spiritual formation patterns established in Christian servants in training help shape their spiritual health, personal character, manner of living, and ultimately affect the impact of the Church in the world. With that in mind, all students are encouraged to participate in the Nazarene Bible College chapel services.

Chapel services are held each night for one week each trimester throughout the school year. Please see the chapel schedule on page 14 of this handbook. Services are considered part of class “seat time” so classes will end on their scheduled time. Priority is given to the chapel services, so that all student services are closed during the time when the chapels are held. This includes the library, bookstore, and recreation room. The evening chapel services are available in streaming-video or audio formats, and as audio or video podcasts, at www.nbc.edu/chapel.

Area Churches

Nineteen Nazarene churches in Colorado Springs minister to students and their families. The pastors serve as shepherds, spiritual advisors, and ministerial models to students. These churches, varying in size from beginning church plants to a worship attendance of more than 600, offer the student many opportunities for service and fellowship. Long-standing relationships exist among the local churches, the college, graduates, and present students. Every student at Nazarene Bible College can find a church home among the Nazarene congregations in the Pikes Peak area.

Should you have a faith background other than Nazarene, we encourage you to find a church home for worship, support and involvement.

Colorado Springs based students are provided with a list of local Nazarene Churches on page 42.
STUDENT SUCCESS

Housing Information

Although the college does not provide dormitories or on-campus housing, a wide variety of housing is available in Colorado Springs. The student success office works with community apartment managers and homeowners in assisting students to secure housing. This office posts notices of currently available housing on bulletin boards across campus. Housing opportunities listed in The Gazette of Colorado Springs can be accessed on the internet at www.gazette.com.

On-Campus Employment

Only a few jobs are available on campus. The vice president for finance is responsible for on-campus student and non-student full and part-time employment. Applications for employment can be obtained from the business office. Part of the on-campus student employment program is through the federally funded college work/study program (CWSP). This phase is administered by the vice president for finance in collaboration with the director of financial aid.

Off-Campus Employment

The responsibility for finding employment will rest with the individual student. The student success office maintains a regularly updated list of job openings and principal employers of Nazarene Bible College students. New opportunities for employment are regularly posted on the bulletin board in Williamson Center. Employment opportunities listed in the classified section of the local newspaper, the Gazette of Colorado Springs can be accessed on the internet at www.gazette.com.

Since the securing of both housing and employment is usually dependent upon the student’s presence in the city, prospective students are urged to arrive at least two months before the school term begins. If possible, persons licensed in specialized fields such as plumbing, nursing, and teaching should secure Colorado certification before arrival.

The relationship between employer and employee is of vital concern to the college. We expect our students to represent themselves in a Christian way to ensure the respect and goodwill of the employer. In as much as the good examples of former students have made it easier for present students to secure employment, we expect our representatives to maintain excellent relationships with employers. If serious problems do arise relating to employment, they should be shared with the director of student success.
Bookstore

The bookstore is owned and operated by the college and is a facility for service and convenience to the student body. On campus and online students may acquire textbooks and supplemental reading materials for classroom use and the building of a library during their preparation at Nazarene Bible College. However, only required textbooks may be charged to the student’s account. In addition to books, the bookstore also sells snacks and logo items, such as shirts, caps, sweatshirts, etc. Textbooks can be purchased at online.nbc.edu and NBC merchandise can be purchased online at bookstore.nbc.edu.

Policies of the bookstore include:

Discounts: Discounts will be given wherever possible. The amount will vary from item to item depending on the cost to the college.

Return Policy: New textbooks for 100% credit will be subject to the following regulations:

- Books must be in saleable condition (no name, markings, highlighting, or bent corners).
- Books must be accompanied by proof of purchase—sales slip or charge slip.
- You must have verification of reason for return (purchased in error, dropping the class, duplicate purchase).
- Books must be returned within one week of the beginning of the term.

Return of non-textbooks may be done at the discretion of the bookstore manager.

Communications

Important announcements and calendar items are posted in main buildings. New items are regularly posted.

The NBCommunicator is the official college announcement publication for activities, announcements, and policy and procedure changes during the academic year. It seeks to help keep all students and faculty informed of significant announcements. It is published weekly, year round by the NBC President’s office.

The NBCommunicator is e-mailed to all students and is posted on the student and faculty portals.

The student mailroom in Williamson Center is the official place of communication by the college to the campus student. Each student is assigned a student mailbox during registration. Information from the various offices, administrators, and faculty is channeled to the student via the student mailroom. Boxes should be checked regularly for routine materials and urgent messages.
The student mailboxes are intended for dispensing college-related information only. Permission to place a mailing in all boxes must be obtained from the Office of Student Success. Items placed without prior permission (except those from college offices) will be removed from the mailboxes.

E-mail is the official means of communication by the college to all students. Students should check their e-mail regularly, even when not enrolled in a current course, for information from the various offices, administrators, and faculty.

Campus bulletin boards are maintained by the student success office. No announcements are to be posted without the permission of the student success office (items are stamped before being posted). A consistent effort is made to keep all bulletin boards attractive and current.

Counseling Services

Many times in the course of a college study program students or members of their family require counseling services for issues related to personal, spiritual, emotional, or family needs. Students may request referral for counseling through the Director of Student Advocacy.

Placement, diagnostic, and psychological testing are available to students and their families. Additionally, the college has a referral commitment with Colorado Springs Christian Counseling Services (CSCCS) and other local counseling services. The college maintains a campus counseling center where students and their immediate families may receive professional counseling services at minimal cost. Licensed counselors are available through the campus center by contacting the director of student success. Referrals to other approved clinics are also available. Online students may request suggestions for counseling services available in their home area.

Student Guidance

Students need guidance through their years of Christian service preparation in a variety of ways. Faculty members, administrators, and staff members seek to be models of Christian care to all students and try to be alert to student needs.

The College Pastor is available for spiritual guidance and is a confidential source for student guidance. Faculty members, administrators, and staff have an open-door policy toward all students for encouragement, prayer, and guidance.

- Faculty members are willing to serve as spiritual advisors to each student. Students are encouraged to develop strong affinity relationships with their professors. These individuals provide guidance, encouragement, and assistance in matters of spiritual formation, social relationships, and church involvement.
- The president is prepared to discuss with the student any matter in which he/
she needs assistance.

• The office of Student Success assists students in practical matters such as employment and housing, and serves as the first contact for personal, emotional, and spiritual concerns throughout their time of study at NBC. The vice president for enrollment management also counsels with graduating seniors regarding their future ministerial assignments.

• The academic dean advises students regarding their general educational plans, choice of programs, vocational planning, curriculum problems, difficulties with study, or withdrawals from college.

• The vice president for finance is available to counsel students regarding tuition and emergency assistance.

• The director of financial aid gives guidance relating to student aid programs, veteran’s assistance, and scholarships.

• The Registrar assists students with class scheduling, credit transfer, and attendance policies.

• The Director of Trimble Library works with students to help build the life-long learning skills in locating and learning how to use the various print and electronic resources available.

• Staff members are available to pray with, and encourage students as opportunities to do so arise.

### Social Life

There is an excellent spirit of comradeship and fellowship in the Nazarene Bible College family of students, faculty, and staff. Numerous social events win active participation despite heavy work and study schedules. There is an increasing emphasis upon meeting the needs of the total family as well as the enrolled student.

Campus activities provide students with the opportunity to become involved in the planning and implementation of a number of events throughout the academic year. These events contribute to the quality of life at NBC as well as providing occasions to meet and fellowship among students and their families. The Director of Student Success will assemble event teams to assist with these events A sample of the activities include, but are not limited to:

• Welcome Back to school events
• Regular activities for fellowship and support of all students and families
• Annual Veteran’s Day blood drive
• NBC Children’s Christmas gift drive
• Graduation events

### Volunteers are Needed

Student volunteers are needed to effectively plan and accomplish each event. We encourage each student to make time to participate in any events in which they are interested. Please contact the Office of Student Success if you wish to volunteer.
Student Medical Insurance

All students should provide proof of insurance to address medical and accident related incidents. Please note that if you are a University/College employee accidents while on duty will be covered through our Workers’ Compensation coverage. For all other accidents or medical matters, the student will be responsible for acquiring their own insurance.

Special Accommodations

Students who need special accommodations for a disability should contact the Office of Student Advocacy at least four weeks prior to the beginning of the term. All requests for accommodations will be held strictly confidential.

The Office of Student Advocacy will provide the student with a copy of the NBC Accessibility Policy and will guide the student through the process. The Director of Student Advocacy will work with the Academic Dean’s office and the Director of the Learning Center, as well as other departments as needed, to ensure reasonable accommodations are provided. The Office of the Academic Dean must confirm all disability-based accommodations.

Contact the Office of Student Advocacy by calling 1-719-884-5068.

Preparation for Christian Service

The ministry is both a profession and a calling. It is essential that both areas are developed and enhanced. Nazarene Bible College is doing everything possible to equip and prepare graduates for their ministry. The faculty works hard to make the classroom a learning and stretching experience. The administration spends much of its time in advisement, placement, and public awareness of the value of our students. Regardless of denominational ties, all NBC students are required to participate in the following areas:

Preparation for Christian Service

• Each student regardless of major or denominational affiliation will take a Student Development Inventory (SDI) three times during their degree program at NBC.
• The inventories will be taken at or slightly before the following points of time at NBC: New Student Orientation/NBC Experience (beginning), Ministry Progress Review (mid-point) and Graduate Exit Interview (conclusion).
• Using the SDI, the student will interview with a panel of Administrators and/or Faculty members.
• The Committee will review standards for professional Christian Service.
• Spouse involvement will be covered (if student is married).
• Your gifts and goals for Christian Service will be discussed.
In addition to the above required activities the following services are available through various campus offices:

1. **Recommendations** – Administrators and Faculty members are pleased to provide recommendations for individual students upon request. Please speak directly to the person from whom you would like a recommendation.

2. **Academic records** will be sent by the Registrar’s Office upon written request from the student/graduate.

3. **Resume and Christian Service Opportunities**
   - Resources and placement opportunities are posted upon the Campus Bulletin boards by the Office of Student Success. The Office of Student Success does not place students.
   - Resume advice is available through the Office of Student Success.
   - Personal interviews with COTN district superintendents, faculty, and administrators scheduled through the office of the Vice President for Academic Affairs.
   - Student/Graduate placement advisement with the Vice President for Enrollment Management or departmental Directors.
Financial Aid

The Financial Aid Office, located downstairs in Sanders Administration Building, is responsible for:

- Federal Student Financial Aid
- Veterans Education Benefits
- Veterans Dependents Education Assistance
- Vocational Rehabilitation Assistance
- NBC Scholarships and Awards

The financial aid program at Nazarene Bible College is designed to provide financial counseling and monetary assistance to students who would be unable to pursue their education without such assistance. In most cases, students are expected to make a reasonable contribution toward the cost of their education. A reasonable contribution is determined by information provided on the student’s financial aid application.

The amount of assistance a student may receive to attend Nazarene Bible College is determined principally by the extent of need. Need, in turn, is determined by an examination of financial resources and obligations of the student and his or her parents (if applicable). Financial aid is then granted to eligible students in the form of grants or loans to help cover educational related costs.

Students may apply for veteran’s educational benefits online at www.gibill.va.gov.

The Financial Aid Office is available to assist you in planning your budget and to assist you in obtaining necessary aid to be able to attend NBC. If you have any questions, call 884-5051, or come in and talk to the office personnel.

A student must apply for financial aid to be considered for any aid, grants or loans.

1. Preparation for Christian Service
   - Each student regardless of major or denominational affiliation will take a Student Development Inventory (SDI) during their degree program at NBC. This is done by the Office of Academic Affairs.
   - The inventories will be taken at or slightly before the following points of time at NBC: New Student Orientation/NBC Experience (beginning for campus students), Ministry Progress Review (mid-point for campus and online students) and Graduate Exit Interview (conclusion for campus and online).

2. Promptly after testing, the student will interview with one or more
Administrators and/or Faculty members.
- The Committee will review the SDI results and discuss standards for professional Christian service.
- Spouse involvement will be covered (if student is married).
- Your gifts and goals for Christian Service will be discussed.
- Associate of Arts in General Studies Students
- The above process does not apply at the time of this writing; however, this is subject to future change.

Additional Resources

The following resources are available through various campus offices:

1. Senior Profile book distribution through the Office of Student Success.
   - E-book of graduate profiles sent to COTN district superintendents.
     (Graduates will receive a hard copy.)
2. Recommendations – Administrators and Faculty members are pleased to provide recommendations for individual students upon request. Please speak directly to the person from whom you would like a recommendation.
3. Academic records will be sent by the Registrar’s office upon written request and payment from the student/graduate. The quickest way to request records is to go to www.iwantmytranscript.com
4. Resume and Christian Service Opportunities
   - Resources and placement opportunities are posted upon the campus bulletin boards by the student success office. The Office of Student Success does not place students.
   - Resume advice is available through the student development office.
   - Personal interviews with COTN district superintendents, faculty, and administrators scheduled through the office of the assistant to the president for development.
   - Student/Graduate placement advisement is available with the vice president for enrollment management or departmental directors.

On Campus Special Assistance funds

Potter Loan Fund
This emergency loan fund is to assist students through times of crisis on a short-term, interest-free basis. Requests should be submitted to the vice president for finance.

Samaritan Fund
A fund has been established to assist students and their families in emergencies. Requests should be channeled through the Director of Student Advocacy.

Each Student is encouraged to become familiar with the following two areas of the NBC Catalog.
Tuition and Fees
Please consult the current NBC Catalog for tuition and fee information.

Policy on Refunds
Please consult the current NBC Catalog for the refund policy.
Purpose Statement

Trimble Library supports the academic mission of the college by cultivating scholarship, promoting the proficient use of information, and encouraging lifelong learning.

Library Contact Information

Circulation Desk: 719-884-5074 library@nbc.edu
Librarian: 719-884-5071 amattig@nbc.edu
Toll Free: 1-800-873-3873

Library Hours

10:00 a.m.-10:00 p.m. Monday - Thursday
10:00 a.m.-6:00 p.m. Friday
10:00 a.m.-5:00 p.m. Saturday

Special library hours may apply to summer, holidays, and breaks, and will be announced in the NBCommunicator and posted in the administration and library building. Hours are Mountain Time and follow the Standard and Daylight Savings schedule.

Access to Resources

You may access the Trimble Library Catalog online from anywhere through your web browser at http://trimble.nbc.edu.

Resources, such as full text databases, ebooks, eReference materials, and commentary scanning service instructions can be accessed through NBC’s online website (dCourse Web). A complete list of the resources and the access information is found there. Students will need their college supplied User ID and Password for this secured site.

- Go to: http://online.nbc.edu
- Log on with your user name and password.
- Click on the <Learning Center> link in the left column.
- Scroll through to find the appropriate database.
- As appropriate, click on the link for direct access or click on the link and enter the access information as given.
Online Services

Students living at a distance from campus should make note of the library’s scanning services. Scans of small amounts of material from commentaries and other reference resources, not readily available in other ways, can be found in the Learning Center through the dCourse website.

Students living at a distance from campus are also encouraged to check out books, videos, cds, etc. from the library. After locating the resources in the online catalog, send that information to the library by performing a copy and paste of the information into an email, or give the information verbally by phone. The library will send the resources to you via United States Postal Service. Date due and return instructions will be included with resources. You are responsible for the cost of the return postage.

Loan Policies

<table>
<thead>
<tr>
<th>Type</th>
<th>Loan Period</th>
<th>Fine Rate</th>
<th>Maximum Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulating materials (books, audio, video, pamphlets)</td>
<td>28 days</td>
<td>$.25 per day</td>
<td>$10.00</td>
</tr>
<tr>
<td>Reserve materials</td>
<td>overnight, 3 &amp; 7 days</td>
<td>$1.00 per day</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

Fines are not charged for the days the library is closed. Any outstanding fines may be turned over to the Business Office at the end of the trimester and grades will not be released or registration for the next trimester allowed until fines are cleared. The fine is reduced to one half if paid at the time the item is returned.

Students are asked to check out only the number of items that can reasonably be used.

Circulating items may be renewed for an additional period of time provided they have not been requested by another student.

Reference books and periodicals (magazines and newspapers) are for in-library use only.

Reserved items are not renewable.

As a courtesy, the library does monitor overdue items and notify students but it is, ultimately, the responsibility of the student to ensure items are returned on time or renewed. Renewals may be requested by phone, by email, or in person.

An item will be declared lost if every possible attempt has been made to locate the material. Charges for lost items may include the following: the accumulated fine, replacement cost, and a processing fee of $10.00.
Reference Services

The librarian and staff members are available to assist all students by phone and email during all hours the library is open.

Some examples of reference services include, but are not limited to, helping students:

- Understand the library’s organizational structure and how to use the computer catalog,
- Find appropriate resources in our library or other libraries,
- Use subscription databases,
- Find answers to specific, brief, factual questions,
- Expand and integrate class assignments.

We are glad when you contact us for help.

On-Site Services

A copy machine is available to make copies for $.10 per side. Pre-paid copy and print cards are available in $5.00 and $10.00 amounts. The student is responsible for abiding by all copyright laws.

The beverage station offers coffee and tea for a suggested donation. This is made available by the Student Success office. Food and beverage containers with lids are permitted in the library except at the computers.

Computers utilizing Microsoft software, internet connectivity, and print capability are available for student use. Screen reading and voice activated software are available for persons with physical impairments.

A non-circulating collection of materials relating to John and Charles Wesley, their family, and their ministries is available in the Wesley Room.

Teacher education resources are cataloged and housed in the Christian School Education lab located in Powers.

Areas for private or group study are found throughout the library.

The Used Book Room contains items from donations that are for sale at very reasonable rates.

History

Trimble Library was named in honor of Elmer and Evelyn Trimble of Fort Worth, Texas, who for many years were supporters of, and donors to the library. Early
on, Mr. Trimble learned lessons of faithfulness and obedience to the Lord. From humble beginnings in a single parent home and with a limited education, he went on to honor the Lord by giving millions of dollars to the Kingdom. Until his death in 2002, he continued to spend much time in prayer, Bible reading, and giving fifty-percent of his income. He gave all the honor and thanks to God for using him to bless others.
General policies

Visitors / Children in the Classroom

Occasional visitors in the classroom are welcome. They should be introduced to the teacher before the class begins. Bringing children to any class session is not permitted. Exceptions to this policy may only occur with the express permission of the teacher in charge and must be very rare since problems of seating and distraction prohibit this practice on a regular basis. Children are not to be on campus unattended during class time. College staff persons on duty are not permitted to accept responsibility for or to attend to children during class time.

Children are not to be left unattended on the campus, in cars, or buildings. In the interest of safety, such practices are prohibited.

Campus Cleanliness

Please use trash containers for your personal trash and debris, and help keep our campus neat by disposing of trash you see lying around. Our buildings are used constantly day and night throughout the week. Thanks for your cooperation in this matter.

Driving and Parking

All students arriving or departing the Nazarene Bible College parking lots should use only the approved roads for entry or exit. Do not park your vehicle in a reserved, named parking space. For safety, always lock your car. Please observe all water hydrants, trees, light poles, and traffic signs. Care in driving should be observed when on campus.
Lost and Found Policy

The Director of Physical Plant/Security will hold all articles found in classrooms, halls, chapel or NBC grounds. Items left in the library can be claimed in the library.

Taking Offerings in Class

The administration follows a policy of protecting students from solicitations for money during class sessions. Exceptions to this rule must have the approval of the vice president for enrollment management.

Privacy Act (FERPA)

Nazarene Bible College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) which gives students the right to know what information the college maintains about individual students, the right to ensure the accuracy of that information, the right to know who has access to files of information and for what purposes, and the right to control to a significant extent the distribution of that information outside the institution.

The college considers some information to be directory information which may be disclosed to others without student permission. This includes, but is not limited to, items such as name, address, telephone number, e-mail addresses, photographs, dates of enrollment, classification, full or part-time status, degree(s) received, awards, honors, program of study, previous institutions attended, date and place of birth, and participation in activities. If a student does not want this information released, he or she must submit a Request to Prevent Disclosure of Directory Information form to the registrar’s office. This request remains in effect until revoked in writing by the student.

Educational records will not be released to individuals other than the student except as provided for by FERPA. This provision includes: (1) A parent who claims a student as a dependent on their most recent federal income tax form. The parent must submit a Parental Affidavit for Academic Information to access the student’s record. (2) A student who grants access to his/her educational record by submitting a Student Consent for Release of Records. These forms must be submitted for each request.

Information regarding FERPA, details or college records protected by FERPA, and forms necessary to withhold or release information may be obtained through the registrar’s office.

A more detailed policy and links to download forms is available through the student portal at https://portal.nbc.edu/ and clicking on the "Federal Educational Rights and Privacy Act (FERPA)" link.
Non-Discrimination Policy (Title IX)

Nazarene Bible College subscribes to the principles and laws of the State of Colorado and the federal government pertaining to civil rights, equal employment opportunity (EEOC) and the Americans with Disabilities Act (ADA), including Title IX of the Education Amendment of 1972. Nazarene Bible College policy prohibits discrimination on the basis of race, sex, religion, age, color, national or ethnic origin, marital status, or disability in recruitment and admission of students, employment, scholarship and loan programs, and in the operation of all college-administered programs, activities, and services.

The college has designated the vice president for finance as the Title IX coordinator. The Title IX coordinator is to ensure the college’s compliance with Title IX of the Education Amendments of 1972. The Title IX coordinator is to oversee the college’s response to Title IX reports and complaints and identify and address any patterns or systemic problems revealed by such reports and complaints. The Title IX coordinator must be informed of all reports and complaints raising Title IX issues, even if the report or complaint was initially filed with another individual or office. In addition, the Title IX coordinator is to conduct annual climate assessments for students and employees. Any questions concerning Title IX can be referred to the Title IX coordinator or the Office for Civil Rights:

Title IX Coordinator: Shirley A. Cadle  Office for Civil Rights
V.P. for Finance: U.S. Department of of Health and Human Services
719-884-5021 (800) 368-1019
SACadle@NBC.edu OCRPrivacy@hhs.gov

Evidence of practices inconsistent with the college’s non-discrimination policy should be reported in writing to the Title IX coordinator who will evaluate the inconsistencies and take appropriate action. Should the complainant be dissatisfied with the resolution of the matter as determined by the Title IX coordinator, the complainant may submit a written report to the President’s Cabinet. The decision of the President’s Cabinet in the matter shall be final.
Nazarene Bible College seeks to provide a safe and secure environment for students, their families, faculty, and staff. Prior events on various college campuses and in our own community and neighborhood have caused the administration to look carefully at campus security. They have consulted with Colorado Springs Police Department and other agencies as they have evaluated ways to make our campus more safe and secure. Standards of safety and security have been put in place and students are asked to observe these new standards.

- All classroom and faculty office buildings are locked except during class hours. Student access may be gained to these buildings and faculty offices by contacting the faculty secretary at the reception desk in Sanders Administration Building. The classroom and faculty office buildings are unlocked at 5:30 p.m. each day when classes are scheduled and re-locked at 10:30 p.m. following classes.
- The main level of Williamson Student Center will be open during normal bookstore hours, other hours as posted, and until 10:30 p.m. each class night.
- The student recreation area in the Alumni Room of Williamson is open Monday through Thursday until 10:30 p.m. The recreation room may be open at other times contingent upon proper request and approval.
- Individuals using the student recreation room in Williamson must be currently enrolled students, or accompanied by a current student.

**Crime Awareness**


The Campus Security Report contains information explaining NBC’s policies, procedures and resources concerning safety and security. This also contains three years’ worth of statistics for certain types of crimes reported to have occurred on campus and on public property immediately adjacent to the campus.

A digital copy of the most current Campus Security Report may be accessed by selecting the following link.

**Campus Security Report:** http://www.nbc.edu/security

Paper copies of the Campus Security Report may be obtained by contacting the Nazarene Bible College Financial Aid Department.

Campus crimes, violations or emergencies should be reported to the Director
of Physical Plant/Security or the Vice President for Finance. A detailed record of all campus incidents is maintained by the Campus Security Director and is available to campus security authorities and local police agencies.
Standards of Conduct

Guidelines for student conduct at Nazarene Bible College are few, but important. Failure to live up to these guidelines can result in discipline, suspension, or dismissal.

The Director of Student Success has the responsibility to counsel with students who violate the behavior and/or dress code, and make disciplinary recommendations to the disciplinary committee.

Personal Appearance

The *Manual of the Church of the Nazarene* gives guidance in maintaining a wholesome standard of conduct that has been proven both wise and safe. Since Nazarene Bible College is operated as an educational institution for ministerial and lay preparation for the Church of the Nazarene, it is expected that its students exemplify its standards in word and deed.

Nazarene Bible College affirms that the appearance of students has a direct relationship with the development of self-discipline and a sense of pride in being a student at NBC. Christian simplicity and modesty are two values especially relevant to our campus situation.

Certainly for any dress policy to be effective, common sense and personal discretion by students is essential. Student dress and grooming should be consistent with and contribute to a vital Christian witness. Dignity, good taste, and self-respect are always appropriate.

The following guidelines will be helpful:

- Bodily cleanliness and neatness of attire are essential.
- Hair and beards should be kept well groomed.
- Clothing should be appropriate to the occasion and in good taste, reflecting the atmosphere of vital Christianity which is one of the basic objectives of Nazarene Bible College. Personal appearance should not disrupt the mood or atmosphere of the activity being attended.
- Tank tops, short shorts, bare midriffs, etc. are inappropriate attire for the classroom.

Standards for Conduct

In order to assure that students at Nazarene Bible College are making satisfactory progress toward a life-style of Christian conduct and character, the college has instituted guidelines for conduct and a system of discipline.

Guidelines for student conduct at Nazarene Bible College are few but important.
Failure to live up to these guidelines may result in discipline, suspension, or dismissal. The guidelines of conduct are enforced. Conduct listed in items 1-10 is prohibited.

1. Any conduct that could lead to physical injury or property damage.
2. The use of obscene or profane language.
3. The failure to act with financial responsibility for bills, including rent of house or apartment.
4. The use of tobacco in any of its forms on or off campus.
5. The use or possession of alcoholic beverages, narcotics, addictive or hallucinatory drugs on or off campus. The college reserves the right to require a test for drugs upon probable cause.
6. The use of pornographic materials in any form, including the use of college computers to access pornographic sites on the Internet.
7. Unmarried students making housing arrangements with unmarried persons of the opposite gender.
8. Sexual intimacy outside the bonds of marriage.
9. Sexual and/or emotional intimacy by married persons with members of the opposite gender who are not their spouse.
10. Untruthfulness, dishonesty in all relationships.
11. Students will be held accountable for material that is posted on their personal web site, whether they posted that material or not.
12. Students will be held accountable for behavior that they confess to on Facebook.com or other similar web sites and postings.
13. Plagiarism and academic dishonesty. Students should neither participate in cheating nor encourage cheating by allowing it to go unreported. (See academic policy statements in The Catalog that deal with consequences of plagiarism and academic dishonesty.)
14. Students who are convicted of a felony while enrolled at NBC will be subject to immediate disciplinary suspension.

Disciplinary Process

Nazarene Bible College is an institution of the Church of the Nazarene. The college administration seeks to promote a creative atmosphere where both the ideals of the Church of the Nazarene and the good of the student may be achieved.

Disciplinary action may be called for in cases of any academic misconduct, such as plagiarism, cheating, etc. In such cases, disciplinary action will be the responsibility of the academic dean after consultation with the professor and student involved. Such action may include verbal or written reprimand, failure of the course involved, counseling, probation, or dismissal from the college.

Students who do not abide by the ethical standards and practices of the Church of the Nazarene and Nazarene Bible College may be subject to disciplinary action. The following disciplinary steps may be taken in such cases.
First, the student in question will be invited to participate in a private meeting with the director of student success. Failure to participate in this private meeting will require moving to step two in the process.

If necessary, the student will be required to appear before the Care and Conduct Committee. Such a meeting will occur at a time and place agreed to by the student and the academic dean. If no agreement can be reached on the date and time of this meeting, the student will be informed of a meeting time specified by the Care Conduct Committee.

After carefully hearing all facts pertinent to the situation, the Care and Conduct Committee may take action. Such action may include one or more of the following: no action, verbal or written reprimand, restitution or fines, counseling with a professional therapist, probation from the college, dismissal from the college. (The action of the Care and Conduct Committee is not limited to the above options.)

Should the student wish to appeal the decision of the Care and Conduct Committee, he or she should appeal the decision to the President's Cabinet using the Student Appeals Form, which is available in the Office of Student Success. A copy of the form will be provided to the Student Care Committee and the President's Cabinet. The President’s Cabinet is the highest level of appeal.

Student Appeals

Nazarene Bible College is concerned that individuals on this campus be treated with dignity and justice, with due respect for the rights of individuals. Should a situation arise when a person feels he or she has been treated unfairly, a process of appeals exists to provide a fair hearing.

Any student who feels that he or she has been treated unfairly or inappropriately, should request a Question, Concern and Complaint form available from the Office of Student Success or online through the student’s resource center. This form should be completed and submitted to the vice president for enrollment management. The director will determine a course of action regarding the complaint. Such action may include, but is not limited to:

- Investigation.
- Private meeting with the director of student success and any persons whom the student believes has treated him/her unfairly.
- Meeting before the disciplinary committee or other campus committee.
- Meeting with the President’s Cabinet.

The complaining student must be informed, in writing, by the vice president for student development of the course of action to be taken. Should the student wish to appeal the decision of the director of student success, he or she should appeal
the decision to the President’s Cabinet using the Student Appeals Form, which is available in the Office of Student Success. A copy of the form will be provided to both the vice president for enrollment management and the President’s Cabinet. The President’s Cabinet is the highest level of appeal.

**Student Academic Appeals**

Nazarene Bible College is concerned that individuals be treated with dignity and justice, with due respect for the rights of individuals in all areas, including academics. Should a situation arise when a person feels he or she has been treated unfairly in a class, a process of appeals exists to provide a fair hearing.

Any student who feels that he or she has been treated unfairly or inappropriately, should access the Question, Concern and Complaint form available online in the student center or from the Office of Student Success. This form should be completed and submitted to the academic dean.

The academic dean will determine a course of action regarding the complaint. Such action may include, but is not limited to:

- Investigation.
- Private meeting with the academic dean and any persons whom the student believes has treated him/her in an unfair academic way.
- Meeting before the Academic Council.
- Meeting with the President’s Cabinet.

The complaining student must be informed, in writing, by the academic dean of the course of action to be taken.

Should the student wish to appeal the decision of the academic dean and/or the Academic Council, he or she should appeal the decision to the President’s Cabinet using the appropriate form, which is available in the Office of Student Success. A copy of the form will be provided to both the academic dean and the President’s Cabinet. The President’s Cabinet is the highest level of appeal. The Secretary of the President’s Cabinet will inform the student of the findings of the Cabinet.

**Student Complaints**

The Federal Government’s reauthorization act for funding (Title IV) money, requires that students have an option to file a formal complaint with their state agency. Students may do so by contacting the Director of Student Success (or information for individual state filing can be found on the following link: <http://www.sheeo.org/sites/default/files/Directory%20of%20State%20Authorization%20Agencies%20and%20Lead%20Contacts%20-%202014.pdf>). A student may also file a Question, Concern and Complaint form available online in the Student Center and Resources.
Sexual Harassment

Nazarene Bible College prohibits any form of sexual harassment. Sexual harassment is a form of sexual discrimination and is prohibited by federal laws, including Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendment of 1972. Any practices inconsistent with this policy should be reported immediately to the Title IX Coordinator (vice president for finance.)

Nazarene Bible College seeks to provide an environment free from harassment based on race, color, religion, gender, national origin, age, disability, veteran, or marital status. Unacceptable conduct includes the telling of dirty jokes, reference to others by derogatory sexual terms, or other conduct which reasonably could be construed as creating or contributing to the creation of a hostile environment. Similarly, insulting, degrading, threatening or otherwise offensive or hostile remarks, graffiti, jokes, posters, writings, gestures, actions or any other communications are strictly prohibited, as are racial, ethnic or religious jokes or slurs or conduct disparaging or downgrading any racial, minority, ethnic, or religious group. The preceding list of forms of misconduct is not all-inclusive, but is intended merely to illustrate some of the activities to which Nazarene Bible College’s prohibition of harassment extends.

Harassment is extremely serious misconduct and may result in discipline, up to and including dismissal. Harassment may also subject the harasser to personal legal and financial liability.

If you believe you have been subjected to harassment or observe harassment of another person, you should report the incident to the Title IX Coordinator (vice president for finance.) You should not attempt to resolve incidents you observe or hear about from others, but are expected to report the matter promptly. To the extent possible, any investigation will be handled in confidence. However, Nazarene Bible College cannot promise anonymity to persons who report harassment. NBC will not tolerate retaliation against any individual who brings a harassment complaint in good faith.

Alcohol and Other Drugs Notification

In compliance with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989, Nazarene Bible College (NBC) is required to provide this notification annually to all students and employees. NBC’s complete Drug and Alcohol Policy can be found at nbc.edu/security.

It is the policy of Nazarene Bible College to prohibit the possession, use, manufacture, or distribution of tobacco, alcohol, cannabis, illegal drugs, or other controlled substances, as defined by federal law, on the campus or as part of any college activity.

As an educational institution, NBC aims to educate its community members
about prevention and the risks of unlawful use of illicit drugs and alcohol, and to encourage appropriate, responsible behavior. As an agent of the Church of the Nazarene, NBC holds to the Church’s position that total abstinence is the first step in prevention of tobacco, drug, and alcohol abuse. The health risks associated with the abuse of alcohol and the use of illicit drugs are numerous. They include malnutrition, brain damage, heart disease, pancreatitis, cirrhosis of the liver, emotional illness, coma, and death. Personal relationships and the ability to work and study are also at risk. Use during pregnancy endangers the fetus.

Disciplinary sanctions for the violation of the policy by any employee may include, but are not limited to, reprimand, reassignment, demotion, suspension, dismissal, or termination of employment. Disciplinary sanctions for students may include, but are not limited to, disciplinary warning, probation, suspension, or expulsion. A disciplinary sanction for either employees or students may include the completion of an appropriate rehabilitation program. Information concerning available counseling, treatment, rehabilitation, or re-entry programs can be provided by the Office of the Vice President for Enrollment Management (students) or by the human resources director (employees.) These resources may include, but are not limited to:

- Counselling through NBC
- Counselling through the community of Colorado Springs
- Rehabilitation centers such as Alcoholics Anonymous

Referral to the authorities for prosecution under criminal law may also be invoked, especially in cases of unlawful sale or distribution of drugs or alcoholic beverages. Penalties under local, state, and federal law may range in severity from relatively minor fines to fines of several million dollars. Imprisonment is also a possibility for terms ranging from six months to a life sentence.

Any employee, whether faculty, administrator, or support staff, who is convicted under a criminal drug statute for a violation occurring in the workplace must so notify the Office of the Director for Human Resources within five (5) days from the date of conviction.

In the case of students that receive federal financial aid, Nazarene Bible College is required by federal law to notify the source of financial aid at the time a student violation is reported. A conviction of the violation of this law must be reported within ten days of the conviction.

A published review of the Alcohol and Other Drugs (AOD) programming as well as, the AOD Notification and disciplinary sanctions is issued biennially by the Committee on Campus Security.
COMMUNITY RESOURCES

I need to:

Get a Colorado Drivers license
Colorado Department of Motor Vehicles
303-205-5694
http://www.colorado.gov/revenue/dmv

Register to vote in Colorado
Same site as above. Click “Voter Registration” on the left side.

Registering a vehicle
General information: http://www.colorado.gov/cs/Satellite/Revenue-MV/
RMV/1177024843150
El Paso County Motor Vehicle Department:
http://car.elpasoco.com/MotorVehicle/Pages/default.aspx
719-520-6240

Telephone/Internet/Television
Comcast or Century Link – See individual websites

Utilities Hookup
Colorado Springs Utilities
https://www.csu.org/pages/start-stop-r.aspx
800-238-5434

Largest Colorado Springs School districts
Colorado Springs School District 11
Academy School District No. 20
Harrison School District 2
Widefield School District 3

Apartment close to campus
Windmill Apartments
http://www.windmillapts.com/
877-537-0710 tell them you are an NBC student

* Students can contact the office of Student Success for an electronic copy.
<table>
<thead>
<tr>
<th>Church Name</th>
<th>Address</th>
<th>City, State ZIP</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abundant Hope COTN</td>
<td>23 N Iowa.</td>
<td>Colorado Springs, CO 80909</td>
<td>Rev. Eugene Cooper 719-201-3881</td>
</tr>
<tr>
<td>Central COTN</td>
<td>2550 E. San Miguel St.</td>
<td>Colorado Springs, CO 80909</td>
<td>Rev. Jerry Jaquess 719-632-6595</td>
</tr>
<tr>
<td>Emanuel COTN</td>
<td>821 S. Royer St</td>
<td>Colorado Springs, CO 80903</td>
<td>Rev. Mario Raxon 719-659-7208</td>
</tr>
<tr>
<td>Falcon Cornerstone Community COTN</td>
<td>11145 E Hwy 24</td>
<td>Peyton, CO 80831</td>
<td>Rev. Ron Bynum 719-287-8123</td>
</tr>
<tr>
<td>Fountain First COTN</td>
<td>2105 Monterey Way</td>
<td>Fountain, CO 80817</td>
<td>Rev. Jerry Farr 719-382-6101</td>
</tr>
<tr>
<td>Grace COTN</td>
<td>1615 E Cheyenne Rd</td>
<td>Colorado Springs, CO 80905</td>
<td>Rev. Joe Warrington 719-473-7725 or 719-229-4847</td>
</tr>
<tr>
<td>Kingdom Rock COTN</td>
<td>4120 E. Fountain Blvd.</td>
<td>Colorado Springs, CO 80916</td>
<td>Pastor Richie Asuega 719-761-1405</td>
</tr>
<tr>
<td>Living Faith COTN</td>
<td>2120 King Street</td>
<td>Colorado Springs, CO 80904</td>
<td>Rev. Ted Dittmer 719-645-3585</td>
</tr>
<tr>
<td>Primera Iglesia del Nazareno</td>
<td>4120 E. Fountain Blvd.</td>
<td>Colorado Springs, CO 80916</td>
<td>Rev. Timothy McKeithen 719-596-5119</td>
</tr>
<tr>
<td>Reach Community COTN</td>
<td>3815 N Academy Blvd</td>
<td>Colorado Springs, CO 80917</td>
<td>Rev. Scott Simons 719-332-9647</td>
</tr>
<tr>
<td>Security COTN</td>
<td>800 Hackberry Dr.</td>
<td>Security, CO 80911</td>
<td>Rev. Kim Richmond 719-232-7344</td>
</tr>
<tr>
<td>Springs First COTN</td>
<td>4120 E. Fountain Blvd.</td>
<td>Colorado Springs, CO 80916</td>
<td>Rev. Darwin Speicher 719-596-5119</td>
</tr>
<tr>
<td>Trinity COTN</td>
<td>5055 El Camino Dr.</td>
<td>Colorado Springs, CO 80918</td>
<td>Rev. Alan Scott 719-599-7990</td>
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COLORADO SPRINGS NAZARENE CHURCHES

Trinity Iglesia del Nazareno  
5055 El Camino Dr.  
Colorado Springs, CO 80918  
Rev. Marvin Suyen  
719-599-7990

True Life Community COTN  
6120 Stadia Ct. B  
Colorado Springs, CO 80915  
Rev. Keith Morgan  
719-271-6882

Woodland Park COTN  
750 State Hwy 67  
Woodland Park, CO 80863  
Rev. Brian Troxell  
719-687-6607

Colorado District COTN  
12021 Pennsylvania Ave. Ste. 206  
Thornton, CO 80241  
Rev. David Ralph  
720-977-9066

Golden Bell Camp  
P.O.Box 1869  
Woodland Park, CO 80866  
719-687-9561
GENERAL ORDINATION INFORMATION

Non-Nazarene students are welcomed to Nazarene Bible College. It is important to note that Nazarene Bible College is not an ordaining body for the Church of the Nazarene or any other denomination. Students who wish to be ordained in a denomination other than the Church of the Nazarene are advised to contact their pastor or denominational office for guidance. Nazarene Bible College graduates with Pastoral Ministries majors meet all educational ordination requirements for Nazarene ordination however; this may not be the case for other denominations. Nazarene students completing their degrees at NBC are not guaranteed ordination.
If you are preparing for ministry in the Church of the Nazarene, you should obtain a copy of the Sourcebook on Ordination, United States of America Edition, which may be found at nazarenepastor.org/clergy education. You should also acquaint yourself with paragraphs 400-401.6 of the Manual Church of the Nazarene, 2009-2013. Students from other churches should carefully pursue their own denominational requirements.

Nazarene students who hold church membership in Colorado may obtain a statement of procedures for the Colorado District from the vice president for marketing and recruitment. Any student whose district and local church membership is not on the Colorado District should correspond with the chairman or secretary of the ministerial credentials board of their home district. Other districts may request that the vice president for marketing and recruitment arrange for a credentials board type interview with faculty and/or staff if the student cannot attend the meeting of the credentials board of their home district. When so requested, the vice president for marketing and recruitment will send a report of such meeting to the chairman or secretary of the credentials board on the student’s home district.

Before you are eligible for a district minister’s license, you must have:

• A local preacher’s license from your local church for at least one year.
• An official recommendation to the district by your local church board.
• Completed at least one-fourth of the Bible college four-year program in Pastoral Ministries or the equivalent of the first year of the course for licensed ministers.
• Been personally interviewed by the ministerial credentials board of your district at the place and time of their choosing (or by a faculty/staff committee as outlined above).

Students must be enrolled in the Ministerial Course of Study on their district and be certified by their district ministerial credentials board. Normally, enrollment takes place when application is made through the local church.

The college makes student transcripts available to the District Ministerial Credentials Board when requested by the student. The student should request a transcript from the college registrar no later than 60 days prior to the meeting of the credentials board. Students who already have a district license but are transferring to Colorado must follow the same procedure. For individuals who are not already holding a district license, there is no urgency to apply for a district license in the first academic year. Because of the procedures and requirements involved, it is recommended that the student wait at least until the second year of Bible College studies. However, students are strongly encouraged to obtain a district license before their final year of study at NBC. Transcripts may be ordered through www.iwantmytranscript.com/nbc.
Students who look forward to receiving a deacon license in Christian education, or a commission as a song evangelist or minister of music, will follow the procedures similar to those for elders.

Ordination Requirements

Students who are working toward ordination as an elder or a deacon in the Church of the Nazarene must be educationally certified as a graduate from the Course of Study for licensed ministers by action of the office of Clergy Development and by their district ministerial credentials board. This must be done after graduation from the college. (Check the Manual for other requirements for ordination.)

Students are responsible to request graduation certification for the district ministerial credentials board on the district where the minister’s license is held. A student is not automatically graduated from the Minister’s Course of Study when he/she graduates from Nazarene Bible College. Following graduation from Nazarene Bible College, students should request that the Registrar’s Office send a Certificate of Graduation from the Minister’s Course of Study to the district on which their license is held.

Qualifying Divorced Students for Prospective Ministry

Nazarene Bible College is a post-secondary educational institution of the Church of the Nazarene whose major assignment is to academically prepare its students for full or part-time ministries in the church. However, neither Nazarene Bible College, its administrators, faculty, nor staff make any warranties, promises, or inferences that the student will be credentialed for ministry in the Church of the Nazarene or other denomination or religious body, particularly as related to divorce/remarriage. The college advises students to confer with the district superintendent of the district on which their membership is held to determine eligibility for licensure and/or ordination.
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Nazarene Bible College located at 17001 Prairie Star Parkway Suite 300 in Lenexa, KS has obtained a "Certificate of Approval" from the Kansas Board of Regents (www.kansasregents.org), allowing it to legally operate a postsecondary educational institution in the state of Kansas. The Kansas Board of Regents phone

Nazarene Bible College received approval from the Kansas Board of Regents in 2017. This approval is in addition to those included on page 9 of this Handbook.