

PENSACOLA CHRISTIAN COLLEGE

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STUDENT  
HANDBOOK

2025-2026



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# *Code of Conduct*

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## **Code of Conduct**

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This handbook defines the Code of Conduct for each student at Pensacola Christian College and is in fulfillment of our mission, purpose, and biblical distinctives as a Christian institution of higher learning. The goal of this Code is to assist in providing the best environment for spiritual growth, academic development, health and safety, and campus life. The Code of Conduct is published in the form of policies, standards, rules, and expectations and may be updated at any time. By virtue of enrolling at PCC, each student agrees to understand and abide by the Code of Conduct throughout their enrollment.

## **Biblical Principles**

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Pensacola Christian College has adopted standards to promote an environment that is conducive to academic, social, and spiritual growth. Where the Bible directly addresses a matter, standards are set accordingly. However, since God's Word does not mention every aspect of college life, biblical principles are followed and conservative expectations have been established to encourage right Christian living and to protect against doing wrong. By enrolling in Pensacola Christian College, each student personally accepts and agrees to follow the guidelines set forth in the [Code of Conduct](#).

### **Titus 2:11–14**

*For the grace of God that bringeth salvation hath appeared to all men, teaching us that, denying ungodliness and worldly lusts, we should live soberly, righteously, and godly, in this present world; looking for that blessed hope, and the glorious appearing of the great God and our Saviour Jesus Christ; who gave himself for us, that he might redeem us from all iniquity, and purify unto himself a peculiar people, zealous of good works.*

## Romans 12:1–2

*I beseech you therefore, brethren, by the mercies of God, that ye present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service. And be not conformed to this world: but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God.*

## Philippians 4:8

*Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.*

The Bible is the final authority for all things and the means by which God provides principles for living in a way that protects from harmful thinking and behavior.

Scripture clearly teaches how Christians are to live. In light of the wonderful gift of salvation, Christians are to live their lives in active pursuit of a lifestyle that keeps them pure and clean before God with careful attention to avoiding anything that detracts from their relationship with Christ.

# *Academics*

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## **Academic Integrity**

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God calls His people to lives of integrity (*Prov. 11:3, Eph. 4:24, Phil. 2:15*). The essence of collegiate learning is based upon the fundamental principles of honesty and independent study in the fulfillment of all coursework. Students at PCC must honor these principles without exception.

Cheating, gaining an unfair advantage in coursework, submitting work which is not one's own, plagiarizing, falsifying academic records or grades, or committing other acts of academic dishonesty will incur academic penalty appropriate to the level and type of dishonesty and may result in suspension or dismissal. Using ChatGPT or other forms of artificial intelligence to complete coursework without the instructor's express permission is considered academic dishonesty. Definitions of terms related to academic integrity and details regarding the process for handling academic dishonesty are provided on [Eagle's Nest](#).

## **In the Classroom**

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Classes at PCC are designed to encourage engagement and foster college-level learning. In order to gain the most benefit from studies, active participation in the classroom experience is expected, which includes:

- Regular classroom attendance
- Attention to learning activities
- Engagement (questions, observations, thoughtful interaction, and note-taking)

Classroom policies must be followed as directed by each instructor in the course syllabus. Laptops and tablets may be used for note-taking if they are charged on battery power; however, other than taking notes, cell phones and other technology should not be in use without faculty permission.

To maintain an optimal learning environment, we ask that students refrain from personal conversations, studying for other classes, misusing personal technology, or leaving the room (unless it is a legitimate emergency or sudden illness).

Students with vision or hearing problems can notify faculty to arrange suitable seating or other accommodations.

## Attendance

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### Attendance Policy

Academic goals are best achieved by attending each class and any required academic forums and seminars. Specific classroom attendance policies will be provided by the instructor in each course syllabus. [Eagle's Nest](#) and the [myPCC app](#) will be helpful as you keep track of individual class attendance.

*If you must miss class, notify your instructor by submitting a [Class Absence Notification Form](#) as soon as reasonably possible.* Students who are too sick to attend class should [check in](#) before the class starts.

The following will be recorded as absences:

- Missing 25 or more minutes of a class period
- Leaving class and not returning (regardless of how much time was missed)
- Accumulating 3 tardies in the same class

The following will be recorded as tardies:

- Arriving after the class hour begins
- Missing less than 25 minutes of any part of the class period

Skipping class, arriving late, or leaving early will result in a zero for any missed quiz, presentation, or performance and a 10 percent grade deduction for any late assignment or missed test. For other absences, the instructor may require makeup work before waiving the penalty.

### Accumulated Absences

Accumulation of absences may affect grades or ability to remain enrolled in the course. A course withdrawal may affect [residency status](#) based on the number of credits taken, and the final grade may be recorded as Withdrawn Passing or Withdrawn Failing based on grades earned at the time of the withdrawal.

Absences Recorded	Possible Penalty
More absences* than the number of days the course meets per week	Instructor may lower final course grade by one full letter grade
More absences* than the number of days the course meets in two weeks	May be required to withdraw from the course or course grade may be lowered to an <i>F</i>
More combined absences (for any reason) than the number of days the course meets in three weeks	May be required to withdraw from the course

\*Excludes absences for approved leave described below.

## Attendance Corrections

*If you are incorrectly marked as absent or tardy, speak to your instructor to correct the record. If the issue cannot be resolved or if you believe a penalty has not been properly applied, you may appeal the matter to your department chair.* Discrepancies must be reported within two weeks after attendance has been recorded.

## Approved Leave

Absences due to extenuating circumstances, class cuts, and senior cuts are considered approved leave and are excluded from penalties related to accumulated absences unless a student accumulates more than three weeks of combined absences of any type.

## Extenuating Circumstances

The following circumstances are considered extenuating:

- Surgery/hospital stay
- Military duty
- Funeral leave (up to three weekdays)
- Court subpoena/jury duty
- College-required activity

Faculty will work with students in these situations to make up any missed assignments, projects, and tests when they return.

Students who will be absent for an extended period due to extenuating circumstances may be permitted to view recorded lectures if course content supports offering this option. Requests for recorded lectures must be approved through the [Registrar](#) and may be granted for a maximum of two weeks.

## Class Cuts

Class cuts are designed for students who would like to be away for special occasions, such as family events. For students in good academic standing (2.0 cumulative GPA or higher), two days of class cuts are permitted per semester. Cuts must be indicated when submitting day or overnight [pass requests](#).

On-campus work students must receive approval from their work supervisor before submitting a request for class cuts. Nursing majors enrolled in preceptorship and Education majors enrolled in a teaching internship must receive prior approval from the preceptorship instructor or internship director and advisory teacher. These students may not use class cuts to miss block classes.

Because students must be present for significant academic requirements and campus events, class cuts may not be taken during [required activities](#), major-specific events, or during finals. *Contact your instructors before making a class cuts pass to determine if any quizzes, tests, or assignments must be submitted before leaving.*

## Senior Cuts

Students completing a two- or four-year degree may take two class days of senior cuts during their final year to meet with potential employers, to interview for master's programs, or to complete pre-employment screening/testing.

*To apply for senior cuts, send a confirmation letter or email from the organization, confirming your meeting to [SeniorCuts@pcci.edu](mailto:SeniorCuts@pcci.edu). Senior cuts passes are processed during normal business hours. Nursing majors enrolled in preceptorship and Education majors enrolled in a teaching internship must communicate with their preceptorship instructor or internship director to have approval sent to SeniorCuts@pcci.edu. These students may not use senior cuts to miss block classes. *If additional senior cuts days are needed, contact the Student Life Office before making any arrangements.**

On-campus work students must receive approval from their work supervisor before submitting a request for senior cuts. Because students must be present for significant academic requirements and campus events, senior cuts may not be taken during [required activities](#), major-specific events, or during finals.

Contact your instructors before making a senior cuts pass to determine if any quizzes, tests, or assignments must be submitted before leaving.

## Missed Tests/Exams

Missed tests must be taken one of the following two Saturdays in the [Testing Center](#). The Testing Center is closed during final exams. Contact your instructor immediately if you miss a final exam.

## Testing Center Fee

Tests carry a \$12.50 Testing Center Fee, added to the student's college account. This fee is intended to cover the cost of offering this service. A fee will not be charged for tests missed due to extenuating circumstances.

## Grading

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### Grading System

The following [grading scale](#) is used in every class.

A+ = 98 – 100

C+ = 77 – 79

A = 93 – 97

C = 73 – 76

A- = 90 – 92

C- = 70 – 72

B+ = 87 – 89

D+ = 67 – 69

B = 83 – 86

D = 60 – 66

B- = 80 – 82

F = 0 – 59

### Grade Reports

Running grades are shown on [Eagle's Nest](#), and an official grade report is issued after semester final exams. *If there appears to be a discrepancy on your final grade report, write a letter to the [Registrar](#) within 60 days after the end of the semester.*

## Coursework & Assistance

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### Copyright

Students are responsible for adhering to local, state, federal, copyright, and international laws. Under United States copyright laws, no person may duplicate or distribute a work without the express permission of the author(s). Downloading copyrighted material such as music, software, or textbooks without paying for it is a violation of copyright laws.

## Intellectual Property

Pensacola Christian College retains ownership of all intellectual property created by students using college facilities, equipment, or funds. Intellectual property includes, but is not limited to, articles, photographs, videos, software programs, artwork, music, schematics, inventions, etc., and may not be transferred or distributed without the written consent of the College.

## Faculty

*Your faculty are committed to your success and are available outside class hours to answer any questions regarding the classes they teach. You may meet with faculty during their [office hours](#) or by [appointment](#), except during final exam week.*

## Student Success Advisors

*An [Advisor](#) is a faculty member assigned to help you plan semester schedules, monitor academic progress throughout the semester, provide career advice, answer questions about any area that affects your ability to be successful at college, and connect you with college departments that can meet your specific needs.*

## Academic Success

The Academic Success Office (AC 124) is available to help students develop effective study habits, test-taking strategies, time-management skills, and other skills that contribute to general academic success.

## Academic Coaches

[Academic coaches](#) are available to meet one-on-one and discuss specific classes or develop effective study strategies. Students who register for CL 100 Academic Success Coaching meet weekly with an academic coach; however, students can also schedule individual coaching sessions as needed.

## Tutors

Tutors are available by [appointment](#) in the Academic Success Office to help students with freshman-level courses such as Bible, English grammar, history, or math. [Eagle's Nest](#) lists available student tutors if extra academic help is needed in major-specific courses.

## Writing Support Services

Free writing assistance is provided by [appointment](#) through Writing Support Services.

## Chairs and Deans

*If you need help beyond what a faculty member can provide, your academic chair and dean are also available to assist.* Students can make an [appointment](#) through the chair's or dean's office.

## Dropping or Adding a Course

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Students must be registered for a course to be eligible to earn credit for it. All residence hall students must register for at least 12 credit hours. Requests for exceptions will be considered on an individual basis. For most programs of study, students will need to average at least 30 credits per year (including Interterm and summer courses).

After finalizing registration each semester, scheduling adjustments can be made through online Drop/Add or in person at the Records Office (A-1) until the end of the first week of classes.

Due to missing vital course content, students may not add a course after the first week of classes. To withdraw from a course after Drop/Add, students must receive academic approval. *Contact your [Student Success Advisor](#) to start this process.*

- Courses dropped by the end of week 9 will show a grade of "W" (Withdrawn).
- Courses dropped during weeks 10–15 will show a grade of "WP" (Withdrawn Passing) or "WF" (Withdrawn Failing) based on the work completed prior to withdrawing from the course.
- Courses may not be dropped after week 15.

Grades of "W" and "WP" do not affect GPA; a grade of "WF" counts as an "F" in GPA calculation.

A Drop/Add/Change of Course Fee will be charged for any change after registration.

## Academic Status

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Students must maintain a 2.00 GPA to remain in good academic standing. Falling below this standard may result in academic penalties such as watch, warning, or probation, possibly leading to suspension or dismissal. Check the [Catalog](#) for details on academic statuses. Academic coaches are available for additional support.

## Academic Leave

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Students facing extenuating circumstances may request up to two consecutive semesters of Academic Leave by submitting a [form](#) to the Registrar's Office. If approved, they will retain access to Eagle's Nest and do not need to reenroll. To resume classes, they should contact the [Registrar](#). While on leave, students may not take classes elsewhere. Those not returning after two semesters will be withdrawn and must follow standard reenrollment procedures if they choose to return later.

## Withdrawing

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Students who must withdraw from the College should go to the Student Life Office at least 24 hours prior to leaving campus to formally initiate the withdrawal process. Those withdrawing over the weekend should go to the office the Friday before.

Students are required to continue following all policies of dress and conduct while on campus. A withdrawal checklist is available on [Eagle's Nest](#) to assist in the process.

Course grades recorded for withdrawals, whether voluntary or involuntary, will follow the same policy as [dropping a course](#). See the [PCC Catalog](#) for *financial information*.

## Accreditation

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Pensacola Christian College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest,

Virginia 24551; telephone: 434-525-9539; email: [info@tracs.org](mailto:info@tracs.org)] having been awarded Reaffirmation I of its Accredited Status as a Category IV Institution by the TRACS Accreditation Commission on April 24, 2018. This status is effective for a period of ten years. TRACS is recognized by the United States Department of Education (USDOE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE). Inquiries regarding compliance with accreditation policies and standards may be directed to TRACS.

The baccalaureate and master's degrees in nursing at Pensacola Christian College are accredited by the Commission on Collegiate Nursing Education ([ccneaccreditation.org](http://ccneaccreditation.org))

The baccalaureate degree in engineering at Pensacola Christian College is accredited by the Engineering Accreditation Commission of ABET ([abet.org](http://abet.org)) under the Commission's General Criteria and Program Criteria for engineering programs.

# *Responsibilities & Rights*

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## **Personal Character**

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Each student is expected to act in a manner that reflects biblical values and to develop personal character traits that show maturity. Further, as a community of Christians, students should encourage and support others to live in a manner that pleases God. The following characteristics are representative of scriptural standards that should be part of a Christian life.

**Love for God’s Word**—There is no greater source for wisdom and direction than the Bible. PCC places God’s Word in the highest regard, and every student is encouraged to spend personal time in it regularly. (*Josh. 1:8, Ps. 19:10, Ps. 119:97, Ps. 119:127, Ps. 119:165, Col. 3:16*)

**Respect for God, other people, and property**—God deserves reverence and respect, and our lifestyle and worship should reflect the honor we owe Him. We are also commanded to show respect to those God has placed in authority. Further, we are expected to encourage and uplift as well as regard each other with dignity, demonstrating mindful consideration of people and their property. (*1 Pet. 2:17, Prov. 9:10, Eccl. 12:13, Rom. 13:7, Phil. 2:3, Rom. 12:16–18, Eph. 6:5–9*)

**Kindness and consideration for others**—Christians are to actively seek opportunities to show kindness to others. Common courtesy and politeness are qualities to be developed. PCC has historically been known as a friendly campus because its students promote these traits. Good sportsmanship is also expected in all athletic endeavors. (*Eph. 4:32, Matt. 7:12, Luke 6:31, Phil. 2:4, 1 Thess. 5:15*)

**Compassion and Christian love**—God’s great love for us is reflected when we act with genuine care and concern for others. The Bible teaches that this is the hallmark of a true disciple. (*Eph. 5:2, Luke 10:25–37, Jude 22, 1 John 4:7–8, John 13:34–35*)

**Honesty and integrity**—It is necessary that each student deal truthfully with others and maintain a reputation for choosing to do what is right. Without these traits, it is not possible to properly interact with other people or with God. (*Ps. 25:21, Ps. 15:1–2, Prov. 12:22, 2 Cor. 8:21, Phil. 4:8, Prov. 11:3, Rom. 12:17–21, 2 Cor. 4:2, Matt. 5:37*)

**Discipline and self-control**—Christians are to exercise control over their emotions and desires so that behavior is appropriate. This is accomplished as the Holy Spirit is allowed to guide every decision and direct each action. (*Gal 5:16–26, Rom. 6:12–13, 1 Cor. 9:24–27*)

**Modesty and purity**—Christian men and women are expected to maintain the highest moral standards as a reflection of God’s holiness and as a protection against the effects of sin. While much of today’s culture has abandoned these precepts, the biblical principles for behavior and dress are essential. (*Ps. 51:9–10, 1 Tim. 2:9, 1 Cor. 6:19–20, 1 Pet. 3:3–4, Ps. 24:3–5, 1 Tim. 4:12*)

**Diligence**—The ability to work hard is important for professional life and is a characteristic that the Bible encourages. A willingness to work with dedicated effort is necessary to further gospel endeavors and contribute as a student of PCC. (*Prov. 13:4, Deut. 6:17, Prov. 22:29, Col. 3:23*)

**Responsibility**—The Bible teaches that we must give account for our actions; taking personal responsibility for our lives is the beginning of real stewardship. Making it our duty to be reliable so that others can depend on us is a mark of true maturity. (*2 Cor. 5:10, 1 Cor. 4:2–4, Gal. 6:4–5*)

**Thankfulness**—Beyond a polite gesture of gratitude, thankfulness displays a spirit of contentment along with the realization that God is the ultimate source of all good things and that He often uses people as the instruments of His blessing. (*1 Thess. 5:18, Eph. 5:20, Col. 2:7, Ps. 92:1, Ps. 118:29*)

**Etiquette and manners**—As Christians, we should know how to speak and act according to what is appropriate for the setting. College life provides opportunities to learn and practice these skills. (*1 Cor. 15:33, Col. 4:5–6, 1 Cor. 14:40*)

## Prohibited Activities

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Each student accepts the responsibility to actively uphold the Code of Conduct and to refrain from any action that would be detrimental to spiritual growth, the safety or well-being of others, or that would impair the ability of others to follow the Code of Conduct. (*1 Pet. 2:11, Rom. 14:13*)

The prohibited activities listed below are clearly contrary to the Word of God and are, therefore, unacceptable for any student at Pensacola Christian College, whether on or off campus and whether during a semester or between semesters. Students who participate in illegal or prohibited activities or who build a reputation for involvement in these activities will be subject to discipline including but not limited to demerits, restitution, suspension, or dismissal.

**Drugs, alcohol, and tobacco**—As a protection against their harmful effects and controlling nature, the use of, possession of, or association with alcohol, illicit drugs and/or narcotics, marijuana, tobacco and related products such as e-cigarettes and vaporizers and the misuse or abuse of a legal drug, substance, or chemical is unacceptable. The unlawful sale, use, or possession of drugs or alcohol will be reported to state or federal authorities. (*Prov. 23:31, Rom. 12:1, Prov. 20:1, 1 Cor. 6:19–20*)

**Pornography or sexual immorality**—The Bible indicates that all sexual activity is only intended to be within a monogamous, heterosexual marriage. Sexual activity outside marriage, possession of sexually related products, or involvement in pornography or sexual communication (including jokes) whether verbal, written, or electronic is prohibited. (*1 Cor. 6:9–10, 1 Cor. 6:18–20, Matt. 5:28, Heb. 13:4, Rom. 1:26–27, Ps. 119:37, 1 John 2:16, Prov. 14:9*)

**Transgender identification**—God created each individual in His image with distinct attributes. For this reason, rejecting or changing biological gender/identity through alternate means such as medication, surgery, appearance, dress, personal pronouns, etc., is not permissible. (*Ps. 139:13–14, Gen. 1:26–27, Matt. 19:4*)

**Profanity or obscenity**—The Bible instructs believers to edify one another. To avoid offense, inappropriate behavior or communication whether verbal, written, or electronic is forbidden. (*Eph. 4:29, Col. 3:8, James 5:12*)

**Lying**—God instructs us to speak truth in all things. Repeated or egregious dishonesty or deception will not be tolerated. (*Prov. 19:9, Prov. 12:22, Eph. 4:25*)

**Harassment, abuse, and discrimination**—Any behavior (even in jest) that places the health, safety, or reputation of another person in jeopardy, including hazing, bullying, or doxing, will not be tolerated. (*Col. 3:8, Col. 4:6, Eph. 4:29–32*)

**Gambling**—Christians are called to be good stewards of that which God has given; therefore, risking the loss of money or items through betting or by chance (including playing the lottery) is not allowed. (*Prov. 13:11, Prov. 28:22*)

**Stealing**—The Bible clearly teaches that stealing is wrong as well as harmful to yourself and others; therefore, taking, possessing, or using someone else's things without the owner's consent is unacceptable. (*Eph. 4:28, Rom. 13:8–10, Ex. 20:15*)

**Occult**—Christians enjoy a personal relationship with God and are exhorted to meditate on Him and His Word. For this reason, witchcraft, seances, astrology, mysticism, transcendental meditation, or any satanic beliefs and practices (including possession of related items) must be avoided. (*Gal. 5:19–21, Ps. 1:2, Josh. 1:8, Ex. 28:4–5*)

## **General Responsibilities**

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### **Testimony**

PCC represents Christ as a Christian ministry, and the conduct of its students should always glorify the Lord. To help maintain this testimony within the community, college standards should always be upheld, even when students are off campus with guests. Students may not go to bars, clubs, casinos, movie theaters, or other locations that may harm one's personal testimony.

Social media use may not conflict with the standards and spirit of the College. Students are expected to protect their testimonies and avoid any wrong or questionable associations regarding their social media use/posts.

### **Respectful Interaction**

Faculty, staff, and students who are serving in an official capacity (Campus Safety and Security, Residence Assistants, desk attendants, chaperones, etc.) are authorized to give direction and enforce policies. Students are to treat those in positions of authority with proper respect and follow reasonable directions willingly. Students must present proper identification if asked; refusal to show identification or providing false information is considered a serious offense.

Prompt response to communication and attendance at scheduled appointments is expected. Correspondence with staff and faculty should be professional and respectful.

Students should address faculty and staff by their titles (Dr., Dean, Mr., Mrs., or Miss); the use of first names is not appropriate.

## Behavior & Decorum

Classroom proceedings, meetings, sporting events, official college activities, and church services must be free from distraction and disruption. Students are expected to join in respectful participation at required events. Engaging in other activities that may draw attention from the event is not appropriate. Disruption of any campus event will result in a serious disciplinary response. The following deportment should be observed:

- During special performances or events on campus, specific guidelines will be given regarding applause and audience participation.
- *Be seated at least five minutes prior to church services, performances, and other events.*
- *Stay until the class, service, or event has been dismissed. Do not leave except for a legitimate emergency or sudden illness. If you have a work conflict, you should speak to your immediate supervisor.*
- Missing 25 or more minutes of a required activity (or leaving early and not returning) will be recorded as an absence.
- Booing or other public forms of negative, derogatory, or demeaning response is not acceptable in any setting.
- Beverages may be brought into buildings in a sealable container; however, food may not be brought into academic buildings or auditoriums.
- During formal events, flowers may be brought into auditoriums, but gifts and other belongings should be left in the coat rooms.
- Cell phones must be kept on silent and out of use during all church services and official college activities (class, chapel, Bible Conference services, etc.).
- Gum should not be chewed in academic buildings or auditoriums.
- College programs and classroom lectures may not be recorded.
- Students are not permitted to participate in petitions, demonstrations, protests, or riots of any kind.

## **Solicitation**

Students may not participate in selling products or solicitation on campus, including chain letters, petitions, or pyramid schemes. This does not include selling personal items or PCA boarding students selling candy for the PCA candy sale. Students who choose to sell items on sites such as Facebook Marketplace may not meet buyers or sellers on campus, unless both the buyer and seller are related to the PCC ministry. Students may not sell licensed, commercial, or bulk products on PCC campus.

Room sale signs must be taken to the Residence Manager for stamped approval, and then may be posted on residence hall bulletin boards only. Room sales should remain in the room and not extend to the hallways or dayroom.

## **Intellectual Property**

Students are required to follow all copyright laws and licensing agreements related to intellectual property. Copyrighted works—including text, images, music, videos, software, brands, or logos—may not be used, copied, shared, modified, or distributed without proper licensing or written permission. Use of registered trademarks, including those owned by PCC or other entities (e.g., names, logos, symbols), is prohibited without written permission from the owner.

To seek approval, contact the copyright or trademark owner directly or work through corresponding college departments (e.g., Student Activities or Academics) for guidance on securing appropriate licenses or permissions. Violations may result in disciplinary action and legal consequences.

## **Required Activities**

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### **Church and Chapel Attendance**

Church and chapel services are required for all students. These uplifting services reflect the heart of PCC and show respect for God and His Word. Coming together as a group also builds camaraderie among the student body as each one shares in the collective spirit of worship.

## Campus Church

Students attend Campus Church meetings including Sun. morning, Sun. evening, and Wed. evening services. Students also attend the Bible Study Group of their academic classification; attendance is recorded at each location via PCC Card tap, Mobile ID tap, or attendance form. Seniors and 23 and older students may attend the Campus Church Bible Study Group of their choice.

Students whose parents have already been established in a local church may request an exception through the Student Life Office.

## College Chapel

Students attend chapel Mon., Tues., Thurs., and Fri. at 10:05 a.m. *Seating for chapel is assigned, but you are welcome to sit with visiting family or current pastor/youth pastor by signing in with your guest at the main atrium desk. Ushers will direct you to guest seating.*

Students who are assigned to work or have an academic requirement during chapel must attend video chapel the same day at 2:05 p.m. in the Multimedia Room or at 4:05 p.m. or 5:05 p.m. in the Lyceum.

## Fine Arts Series

In keeping with PCC's mission as a distinctively Christian-traditional, liberal arts institution, the Fine Arts Series is curated to educate, entertain, and encourage an appreciation for the arts. Students and faculty participate in concerts, productions, and theatrical events; guest artists are selected for their proficiency and ability to communicate effectively through the arts.

The College offers excellent presentations that are engaging and reflect creativity and mastery while cultivating aesthetic awareness. Some performances are school-wide events and required for all students. Fine Arts Series provides opportunities to refine essential social skills in a wholesome environment, which builds confidence and contributes to personal success.

Since some productions may originate from secular sources, each student is encouraged to discern the presence of evil, sin's distortion of beauty, or differences from the biblical worldview. Recognizing these factors promotes a learning environment that integrates faith and knowledge, helps students develop personal maturity, and prepares them to engage thoughtfully with secular perspectives when appropriate. The inclusion of secular content in productions does not constitute an endorsement by the College.

# Clothing & Appearance

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The following positions have been formulated to give direction in matters that require discernment. The College has applied these guidelines in an effort to align with the spirit and intention of biblical principles, reflect conservative values, and to express the principles of modesty, distinction, and appropriateness. Fads and extreme styles in hair and clothing are not permitted.

These standards are expected upon arrival and until departure from campus at the end of each semester.

## General Guidelines

Clothing may not have writing or pictures that are offensive, divisive, inappropriate, suggestive, or contrary to [Biblical Principles](#) and the [Code of Conduct](#). Clothing should be well-kept without tears or holes and must be loose-fitting enough to allow for gathering an inch of fabric on either side of the garment without stretching the material so as not to cling or conform to the body.

Hair may not be dyed an unnatural color (pink, green, blue, etc.). Students are not permitted to get a tattoo (permanent or temporary) or body brand while working or taking classes at PCC and may be asked to keep existing tattoos or brands covered. Body piercings are not permitted.

## Men's Guidelines

### Hair

- Hair must be neatly combed and tapered (blended/faded) or styled without obvious lines.
- Regardless of style, hair may not be longer than 1½ inches above the scalp and must be kept above the ears, eyebrows, and collar at all times.
- Avoid beads, ponytails, mullets, shelf cuts, buns, braids, and lines and artwork shaven into hair.

## Facial Hair

- Must be fully grown in and groomed to remain defined and of uniform length, between  $\frac{1}{4}$  and  $\frac{1}{2}$  inch, and may not be scruffy, unkempt, patchy, or thin.
- Sideburns may not extend past the bottom of the ear.
- Cuts such as thin lines along the cheekbones and around the chin or lip are not permitted. Mustaches may not extend below the upper lip or the corners of the mouth.
- Goatees and beards must be symmetrical, connected to an appropriately grown mustache, and trimmed an inch above the Adam's apple.

*Plan to start growing facial hair during Christmas or summer vacations as it must meet the guidelines listed below when checking in. Those who cannot meet the standard will be asked to remain clean shaven.*

The following are examples of mustaches, goatees, and beards as permitted in the policy.



## Clothing

- Pants must be at least ankle length.
- Shoes must be worn outside the residence hall.
- Hats may be worn outside, in the residence halls, or at sporting/recreational events.
- Chains or leather cords may be worn inside the shirt.

## Formal Dress

Required for formal events and Fine Arts performances.

### *Guidelines*

- Traditional formalwear or best suit
- Tucked-in dress shirt
- Tie
- Belt or suspenders
- Dress shoes and dress socks

### *Notes*

- No cartoon, themed, or bolo ties
- No turtlenecks
- No athletic shoes, tennis shoes, sandals, slides, flip-flops, Crocs, and slippers

## Professional/Church

Required for Sunday services, Bible Conference services, and Sunday and Monday evening Opening Convocation services.

### *Guidelines*

- Suit or sport coat
- Tucked-in dress shirt
- Tie
- Dress pants
- Belt or suspenders
- Corresponding dress shoes and socks

### *Notes*

- The top button of the shirt must be fastened, and the tie pulled tight.
- No cartoon, themed, or bolo ties
- No turtlenecks
- No athletic shoes, tennis shoes, sandals, slides, flip-flops, Crocs, and slippers

## Smart Casual

This dress category aims to encourage an elevated and coordinated style, balancing professionalism and comfort. Required on and off campus weekdays until 4:45 p.m. and for all classes (unless an exception is granted for specific class activities), video chapel, concerts, recitals, forums, seminars, and Wednesday evening services.

### *Guidelines*

- Casual pants with belt or suspenders
- Collared shirt (tucked in)
- Turtleneck
- Semiprofessional shoes (lifestyle shoes, dress sneakers, or boots) and socks

### *Notes*

- Pants may not be cargo-style, denim, drawstring, or athletic material.
- Other than pocket-sized logos, clothing may not have pictures or writing.
- On those Wednesdays that collegian meetings are held, collegian tops are permitted for class, but may not be worn for church services.
- On Home Game days, students may wear officially designed and distributed PCC and Eagles tops to class.
- On Fridays, students may wear officially designed and distributed PCC-affiliated tops (Eagles, collegian, Blood Drive, etc.).
- [Dress sneakers defined](#)
- No athletic-looking shoes/ sneakers, sandals, slides, flip-flops, Crocs, or slippers

## Casual

Appropriate both on and off campus on weekdays after 4:45 p.m., all day Saturday, and all day Sunday outside of services.

### **Guidelines**

- Jeans
- Athletic pants
- Knee-length shorts
- T-shirts (may be untucked)
- Hoodies/pullover sweatshirts
- Ball caps
- Athletic shoes/flip-flops

### **Appropriate attire for specific athletic events and locations is listed below:**

- Swim trunks for beach, water park, and Swim Center (shorts/shirt worn to and from these locations)
- Casual attire is required for West Campus, including watercraft activities.
- Tank tops, muscle shirts, and runner-style shorts are to be worn only in the Field House, on East Field, and in residence halls. (Casual dress policies must be met when walking to and from these locations.)
- Shirts must be worn in residence hall lobbies.

## **Women's Guidelines**

### **Clothing and Appearance**

- Tops must cover the shoulder, back, midriff, and cleavage.\*
- Sleeveless tops must cover to the edge of the shoulder where a normal sleeve begins.
- Dresses/skirts and shorts should extend to the top of the kneecap at all times.
- Dresses and skirts are acceptable for all categories unless otherwise stated.\*
- Undergarments must be worn but not seen.
- Tights or leggings may be worn under skirts or shorts.
- Ears may have three piercings, but no ear cuffs, wraps, plugs/ gauges, or industrial bars.
- Extreme styles in makeup (stickers, goth, etc.) are not permitted.
- Shoes must be worn outside the residence halls.

\*Sheer material alone is not adequate for coverage.

## Formal Dress

Required for formal events and Fine Arts performances.

### *Guidelines*

- Traditional formalwear or best dress
- Dress shoes

### *Notes*

- General guidelines for length, fit, and coverage apply.

## Professional/Church

Required for Sunday services, Bible Conference services, and Sunday and Monday evening Opening Convocation services.

### *Guidelines*

- Dress or skirt/coordinating top
- Dress shoes/sandals

### *Notes*

- No denim skirts or dresses

## Smart Casual

This dress category aims to encourage an elevated and coordinated style, balancing professionalism and comfort. Required on and off campus weekdays until 4:45 p.m. and for all classes (unless an exception is granted for specific class activities), video chapel, concerts, recitals, forums, seminars, and Wednesday evening services.

### *Guidelines*

- Relaxed, semiprofessional dress or skirt/coordinating top
- Semiprofessional shoes (sandals, flats, or lifestyle shoes and boots)

### *Notes*

- Denim jackets or tops are appropriate.
- No denim skirts or dresses
- Other than pocket-sized logos, clothing may not have pictures or writing.
- On those Wednesdays that collegian meetings are held, collegian tops are permitted for class, but may not be worn for church services.
- On Home Game days, students may wear officially designed and distributed PCC and Eagles tops to class.
- On Fridays, students may wear officially designed and distributed PCC-affiliated tops (Eagles, collegian, Blood Drive, etc.).
- No athletic-looking shoes/sneakers, slides, flip-flops, Crocs, or slippers

## Casual

Appropriate both on and off campus on weekdays after 4:45 p.m., all day Saturday, and all day Sunday outside of services.

### Guidelines

- Knee-length shorts
- Athletic pants (wind pants, sweats), loose-fitting slacks, jeans, or capris
- T-shirts, hoodies, pullover sweatshirts
- Ball caps
- Athletic shoes/flip-flops

### Appropriate attire for specific athletic events and locations is listed below:

- Short shorts and revealing tops may not be worn outside your residence hall room.
- A conservative swimsuit that covers the midriff may be worn at the beach, pool, sun deck, and water park. (T-shirt must be worn in the water park; casual attire must be worn to and from these locations.)
- Shorts are not permitted when using the rock climbing wall.
- Casual attire is required for all activities at West Campus, including watercraft activities.
- Prior to 4:45 p.m. on weekdays, casual attire may be worn to bike/motorcycle off campus; however, attire appropriate for the destination must be changed into upon arrival. *Go directly to/from your residence hall when leaving or returning.*

## Entertainment

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### Music

Music has the potential to influence thoughts and emotions, and it reflects values and philosophies. While there is a wide range of musical styles and artists, finding appropriate music requires discernment. In accordance with Philippians 4:8, acceptable music focuses on what is true, honest, just, pure, lovely, of good report, virtuous, and praiseworthy. Certain types of music that are typically not associated with sensual or inappropriate themes and are generally acceptable include classical and semi-classical, traditional and patriotic, concert and marching band, and hymns and choruses. Such

music builds an appreciation for beauty, does not desensitize to worldly living, and can be capable of turning hearts toward the things of Christ.

Any music that promotes worldly values or associations in its lyrics or style should be avoided. Whether or not the lyrics are Christian, music in the style of contemporary Christian, country, jazz, rock, rap, R & B, or pop is prohibited and may not be listened to on or off campus.

## Consideration for Others

Students are encouraged to use discernment when listening to or playing music so that it is not a distraction to others. *Plan to play music/instruments in designated practice areas—practice studios, residence hall rooms where others aren't studying or working on assignments, or outside with the exception of in front of academic buildings and the Crowne Centre. Remember to control volume as appropriate to the setting when indoors, outdoors, or in vehicles. You may also consider using headphones/earbuds as permitted.*

To maintain a friendly community, headphones/earbuds must be kept out of the ears/off the head and may be used only in the following locations—not when walking across campus.

- Residence Halls
- Library
- Workout Rooms in the Sports Center and Field House
- Athletic Fields/Field House (except for games open to all students)
- Computer Labs
- Practice Studios/Rehearsal Spaces
- VPA Labs/Education Labs (when class is not in session, except at the teacher's discretion)
- Off Campus

## Dancing

The seductive nature and worldly music of most modern forms of dancing are contrary to biblical principles. Avoid any form of dance that may be interpreted as sexually provocative, makes use of worldly behavior or music, or is contrary to PCC's [Code of Conduct](#).

## Movies, TV, & Video Games

To provide an atmosphere free from distraction of prevalent worldly influences and to encourage academic focus, the College has established the following entertainment standards.

Any media or form of entertainment (regardless of rating) which contains violence, sensual or demonic themes, suggestive dress, profanity, or rock music is not permitted on or off campus.

*When choosing entertainment, remember that apps and computer/video games rated T or PEGI 12 and below may be used; however, first-person shooter games are not permitted. Students may watch movies rated G or PG; but ratings of PG-13, R, or X are unacceptable. Discretion also needs to be used in watching television, as programs labeled TV-14 or TV-MA are not acceptable. Movies and television shows may only be viewed in residence halls or off campus; however, students may not go to movie theaters.*

## Social Life

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PCC provides a great atmosphere for meeting new people and developing long-lasting, healthy relationships. The College encourages students to foster these relationships with Christ at the center. These guidelines are designed to guard purity and maintain a Christian testimony on and off campus.

- Physical contact between unmarried men and women, including non-students, is not allowed on or off campus (side hugs are permitted for photographs).
- Students may not be off campus in a mixed group without a pass, without an authorized chaperone (if required), or in a residence or hotel room of a single person of the opposite gender. This policy includes being off campus with someone of the opposite gender who is a non-student or a commuter student.
- Male and female students may not be together behind the residence halls, in parking lots, or any other secluded areas.
- Students may not be in the opposite gender's parking areas. To exchange vehicles, park in an unnumbered space in the MacKenzie West (MK-West) lot.

## Social Areas

### **The Loop** (Purple)

- Students may walk the Loop sidewalk from 7 a.m. to 10:25 p.m. Sunday through Thursday and from 7 a.m. to 11:25 p.m. Friday and Saturday; however, the students should always keep moving except on the designated social terraces. Running and jogging is not permitted on the Loop.

### **Terraces** (Red)

- The terraces in front of the Commons, Varsity, the VPA, the Administration Building, and around the Campanile are considered social areas and may be used from 7 a.m. to 10:25 p.m. Sunday through Thursday and from 7 a.m. to 11:25 p.m. Friday and Saturday.

### **Residence Halls** (Orange)

- Men and women may not enter the residence halls of the opposite gender. *When walking a friend to their residence hall, please do not block entrances to buildings.*

### **Campus Tennis Courts/Pickleball Courts** (Blue)

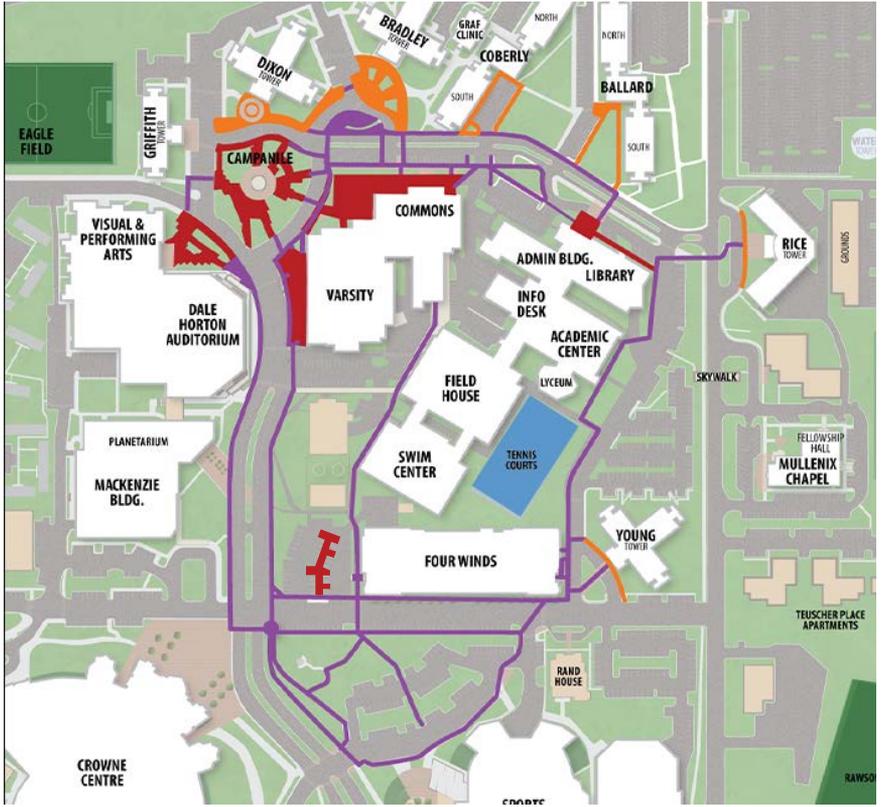
- Pickleball courts are available on the southeast corner of the tennis courts. Mixed groups may use the tennis courts Monday–Thursday from 8 a.m. to 10:15 p.m. and Friday–Saturday from 8 a.m. to 11:15 p.m. PE classes and collegian games have priority for usage.

### **Eagle Field** (Green)

- Eagle Field is reserved for use by women only Monday–Thursday. Mixed groups may use the field (not the track) beginning Friday at 4:45 p.m.–Sunday evening. When using Eagle Field, mixed groups are asked not to loiter on the bleachers or lounge on the ground. Eagles and collegian games and PE classes have priority for usage.

### **Picnic Tables** (Red)

- Picnic tables in front of Four Winds may be used daily from 7 a.m. to 10:25 p.m., Sunday through Thursday, and from 7 a.m. to 11:25 p.m., Friday and Saturday.



## **Accountability**

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By virtue of enrollment at Pensacola Christian College, each student commits to honor the Code of Conduct. In addition to personally upholding these guidelines, students should support and encourage each other to act according to biblical principles. Any student who becomes aware of a serious offense should report it to a representative of the Student Life Office.

It is common among colleges and universities to impose sanctions in response to violations of policy/procedure and misconduct. If needed, the goal of corrective measures is to encourage the student to make necessary changes in behavior, limit future misconduct, and/or to protect other students. In an effort to promote cooperative accountability for a student, the College reserves the ability to communicate with a student's parents or refer the student to his pastor for counsel.

### **Due Process**

Before addressing a serious violation of policy, due diligence will be made to investigate and verify facts regarding the alleged violation. As part of due process, a student's vehicle or room may be searched (with an occupant present) if there is a reason to believe that College standards have been violated. All searches must be approved by the Associate Dean of Men or Associate Dean of Women.

### **Corrective Measures**

Any behavior that does not align with the Code of Conduct will be addressed with the appropriate corrective measure.

The Student Life Office will attempt to address minor infractions with minimal disciplinary actions; however, repeated misconduct and serious offenses will require an increased level of response that may ultimately impact the student's enrollment status. Consideration will be given to the seriousness of the misconduct, any previous discipline problems, the level of responsibility and cooperation shown, and potential effects on the safety and well-being of others.

The Office of Student Life is authorized to employ one or more of the following responses to support and enforce expectations:

**Warnings**—verbal or written communication to the student related to specific actions that are inappropriate and must be corrected.

- Failure to meet a standard (dress, improper jewelry, etc.)
- Procedural infraction (disregarding a scheduled appointment, not tapping PCC Card or Mobile ID for event attendance)
- Failure to tap in/out properly
- Residence hall infraction (quiet hours disturbance, room job, etc.)
- Failure to follow a guideline (chewing gum, cellphone violation)
- Late or absent to college event

**Charges**—fines given for failure to fulfill responsibilities or for violation of regulations or restitution for damage, loss, theft, or vandalism of personal or college property.

- Traffic/vehicle violation
- Residence hall infractions (excessive room job infractions, appliances left on)
- Late in/out of the residence halls
- White Glove/White Glove re-check
- Damage, theft, vandalism
- Miscellaneous fees

**Demerits**—points recorded on a student’s record to limit continued misconduct, given for neglect of responsibilities, or for more serious offenses. Students who hold leadership positions must keep demerits below 75. Accumulation of demerits will not carry over to subsequent semesters.

### **Level 1: 10–25 Demerits**

Level one infractions are normally processed through Attendance and Conduct review; however, repeated or more serious offenses will result in a meeting with a dean in the Student Life Office.

- Irresponsibility (failure to tap in/out on pass, lack of attention, causing distraction, etc.)
- Horseplay
- Disrespect
- Lack of cooperation
- Failure to follow directive
- Dress code
- Violation of policy (quiet hours, misuse of cell phone, etc.)
- Possession of [unapproved items](#)
- Unapproved music
- Physical contact
- Late or absent to a college event

## **Level 2: 25–75 Demerits**

Level two infractions are more serious issues that will automatically result in a meeting with a dean in the Student Life Office.

- Attending a movie or concert
- Vulgarity
- Reckless behavior
- Aggressive anger/fighting
- Failure to cooperate
- Flagrant disrespect
- Disruption of a college event
- Willful disregard for directive
- Social misconduct (kissing, etc.)
- Dishonesty
- Vandalism
- Breach of security/privacy
- Violation of off-campus mixed group policy

## **Level 3: 75–100 demerits**

Level three infractions are major violations of policy. These infractions require an increased level of response that may ultimately impact the student's enrollment status.

- Involvement in prohibited activities
- Possession of harmful devices
- Major disruption of a college event
- Fighting or malicious behavior/vandalism
- Major violation of off-campus mixed group policy
- Going to a prohibited venue (bars, clubs, casinos)

Other interventions to assist the student in making wise choices may be employed, including loss of privilege or referral for counsel.

**Loss of Privilege**—limitations from certain activities due to an accumulation of demerits.

- Accumulating 75 or more demerits in a single semester may result in loss of privilege such as leadership positions or interscholastic athletic competitions until the beginning of the next semester.
- Accumulating 75 or more demerits in two consecutive semesters may result in a cancellation of the next semester's reservation.
- Following a suspension, students are ineligible for leadership positions during their first semester back on campus. Fewer than 75 demerits are required to maintain a reservation for the following semester.

**Separation**—accumulation of 100 demerits in a single semester may result in suspension or dismissal from all college functions and college-owned property.

A Judicial Review Committee may be convened for any single prohibited offense or accumulation of 100 or more demerits. Decisions by the Committee may result in either being suspended for the current semester or the following semester's reservation being canceled.

- Suspension—a mandatory separation from the College to allow time for personal and spiritual growth before reenrollment. Conditions for reenrollment or continued academic work may be indicated.
- Dismissal—a permanent separation from the College.

## Review and Appeal Process

### Attendance and Conduct

In general, when an alleged infraction, misconduct, or absence from a required activity is reported, a notification will be sent to the student through the Attendance and Conduct page. Major offenses or repeated violations will be discussed with the Student Life Office. Students will be notified via email of their appointment time.

Each week, beginning Friday at 5 p.m. through Monday at 12 midnight, students are required to accept or request a review of reported offenses on their Attendance and Conduct screen. Submitting an online form will generate a response from Student Life via email. *After receiving a response, you may make an appointment to further review the reported offense.* Appointments must be made within two weeks. Failure to process notices each week may result in demerits.

### Disciplinary Appeal Committee

Students may request that a decision affecting their disciplinary record be reconsidered by completing a Disciplinary Appeal form in the Student Life Office. The written request must be submitted within two weeks of the disciplinary decision.

A Disciplinary Appeal Committee consisting of a student representative, a faculty member, and a representative from Student Life will meet, hear the appeal, and determine if the penalties are warranted. The decision of the Appeal Committee is final.

## Judicial Review Committee

Involvement in prohibited activities, accumulation of 100 demerits, and extreme violations of the Code of Conduct can affect a student's enrollment status. To make a determination in such cases, a Judicial Review Committee, consisting of staff and administrative members from various departments, will review the student's behavior. The student may choose to meet with the committee and give an explanation for his conduct. The decision of the Judicial Review Committee is final.

If the student is suspended or dismissed from the College, arrangements will be made with the student to leave campus within 24 hours. Future enrollment consideration requires a letter from the student, the student's parents, and the student's pastor.

## Student Rights

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The following rights are those privileges afforded to all actively enrolled PCC students. Students are expected to show an appropriate level of responsibility in being aware of their rights and addressing issues personally without asking parents, family members, or other individuals to intervene on their behalf.

### Non-Discrimination

Students have the right to access PCC educational programs and activities without discrimination, based upon the College discrimination policy as follows:

Pensacola Christian College offers access to its educational programs and activities based upon biblical standards and applicable laws that permit its right to act in furtherance of its religious objective. The College does not discriminate on the basis of race, color, sex, or national origin in administration of its educational policies, admission policies, and scholarship or loan programs.

Should a student feel that discrimination has taken place in violation of this policy, it is the student's responsibility to report the matter immediately to the PCC Care Office.

## **Anti-Harassment**

Students have the right to be treated with dignity, free from harassment in any form. Students are responsible to demonstrate Christian kindness and charity in all their relationships. It is the responsibility of any student who believes that he has been the subject of legitimate harassment (not frivolous or groundless allegations) to report the incident immediately to a representative of the Student Life Office who will follow the College's due process in the investigation of the alleged harassment. Any student who is responsible for harassment will be subject to disciplinary action.

## **Health and Safety**

Students have the right to expect the College to take reasonable care to provide services that contribute to their health and safety. It is the responsibility of students to make themselves familiar with those services and to use them as needed, including the Graf Clinic and Safety and Security services; to make nutrition choices based on health as well as preferences; to contribute to a residence hall environment that is conducive to relaxed enjoyment, study, and rest; and to actively protect the College community through awareness and communication regarding safety matters.

## **Access to Support and Services**

Each student is afforded the personal assistance, guidance, and support needed for success at college. The PCC Care Office is dedicated to helping students with academics, financing college, career placement, and personal concerns. Through the PCC Care Office, each student can expect to be handled in a helpful, confidential manner by staff who are trained to assist students' specific needs.

## **Accreditation**

Students may inquire regarding college compliance with accreditation policies and standards by contacting TRACS [15935 Forest Road, Forest, VA 24551; telephone 434-525-9539; email [info@tracs.org](mailto:info@tracs.org)].

## **Privacy**

Although Pensacola Christian College does not accept state or federal financial aid, the institution voluntarily abides by the general guidelines of the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) as they apply to educational records. This privacy policy is extended to all enrolled students, whether taking courses on-site or through online learning.

Other than limited exceptions described on the [PCC Website](#), requests for personally identifiable information contained in educational records will only be granted with a signed release from the student. *You also have the option to grant or limit access to specific [Eagle's Nest](#) pages containing personal information.*

## Co-Curricular Opportunities

Opportunities for growth and development in social, athletic, and fine arts settings are offered through participation in or attendance at theatrical/musical performances, Collegian and Eagles athletics, art and writing competitions, student outings, etc.

## Resolving Student Concerns

Students may request help in resolving academic, work, or personal concerns.

### Initial Action

Most concerns can be resolved informally and do not require a formal process like an appeal or grievance.

- Areas of concern should be resolved at the level closest to the issue—typically the student's teacher, direct supervisor, or Residence Assistant.
- If additional help is needed, students should contact their department chair or division dean for academic matters, the department manager or director for work, and the Assistant Residence Manager or Residence Manager for campus life concerns.
- The PCC Care Office is also available for additional support.

### Secondary Action

If a student would like to contest a personal, academic, or disciplinary decision, he or she may file an appeal or grievance without fear of retaliation or recrimination. Students have the right to expect the College to uphold its policies and to administer them accurately and equitably.

### Academic Appeal

Students may request that a decision affecting their academic standing be reconsidered by submitting a written appeal of the decision to their division dean, department chair, or the Registrar. Decisions that may be appealed include issues affecting program status, application of academic policy, the determination of a grade, and allegations of cheating or plagiarism.

An Appeal Committee that may include a student representative, faculty, and/or academic administrators will review the facts related to the case and determine whether the decision in question should stand. The decision of the Appeal Committee is final.

## **Disciplinary Appeal**

Students may request that a decision affecting their disciplinary record be reconsidered by submitting a Disciplinary Appeal form in the Student Life Office. The written request must be submitted within two weeks of the disciplinary decision.

An Appeal Committee consisting of student, faculty, and Student Life representatives will meet, hear the appeal, and determine if the penalties are warranted. The decision of the Appeal Committee is final.

## **Grievance Report**

A formal grievance may be filed after attempts to resolve the matter personally have failed. Formal grievances may regard any situation or action personally affecting the student that was caused by the violation, mishandling, or misapplication of a specific provision of a policy, rule, statute, or regulation of the College. Requests for reconsideration of decisions that affect a student's status in keeping with standing policies are not grievances and should be handled through the appeals process.

The PCC Care Office can provide a grievance form. The student will return the form explaining the problem to the PCC Care Office within two weeks of the occurrence in question. Failure by the student to comply with this time limit will constitute a waiver of the grievance. The committee will meet with the student and a response will be given within two weeks of the grievance being submitted, with the exception of winter and summer breaks. The PCC Care Office maintains all records regarding grievances. Work grievances may be filed with the Student Employment Office.

# *Safety & Security*

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## **Safety Responsibilities**

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It is incumbent upon every person to maintain awareness and make the security of our campus the highest priority. At all times, you should be alert to the safety and well-being of other students both on and off campus. Illegal or unethical conduct should be reported to the appropriate Security or student services office.

### **See Something, Say Something**

Should you have concern about another person's health, well-being, or whereabouts, notify Campus Security. Reports can be made on Eagle's Nest and are monitored during business hours. For imminent or life-threatening concerns, call Campus Security for an immediate response. Residence hall staff, Student Life personnel, or the PCC Care Office can also help in different ways when made aware of a concern.

## **Resources & Procedures**

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### **Contact Campus Security**

Should you ever be concerned about your safety on or off campus, contact Security immediately. Campus Security is available 24/7.

- To reach Campus Security, call 850-479-6595. A contact link is available on the myPCC app.
- Telephones are available in each dayroom and residence hall lobby. Red emergency phones are located in the Field House, on East Field, and in the parking garage.
  - *For emergencies, call ext. 555.*
  - *For non-emergencies, call HELP (ext. 4357).*
- In a life-threatening situation off campus, call 911.

## Crisis Resources

PCC has a variety of resources available to help victims of harassment, abuse, and assault or for students navigating a mental health crisis. All matters will be handled confidentially within the boundaries of the law. Advisors are available free of charge to provide guidance, individual support, and referral for other care off campus. For claims of harassment, abuse, or assault, Campus Security will assist in making a report and can connect students with local law enforcement.

## Campus Visitors

PCC welcomes guests to campus and asks that visitors follow college guidelines. Upon arrival, guests should check in at the Information Desk to receive a guest badge, which must be worn at all times. Guests are not permitted to use a PCC Card or Mobile ID to access campus facilities or services. Those driving onto campus must sign in at the main gates. Visitors to the residence halls must also follow specific guidelines outlined for residential areas.

Out of respect for the campus community, your guest should follow college dress standards. Guests may be asked to change if not appropriately dressed.

## Delivery and Ride Services

Food delivery services and shopping couriers are not permitted on campus and will be turned away at the gate. However, flower deliveries are permitted and should be directed to the Information Desk. Personal ride services (e.g. Uber, Lyft, taxis) are allowed for transportation purposes and must follow campus entry and exit procedures.

## Emergency Responses

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In the event of an emergency requiring evacuation, lockdown, or shelter-in-place, PCC uses a campus-wide emergency notification system to deliver messages to students through multiple communication channels. *To ensure that you will receive critical alert messages, keep your contact information updated on Eagle's Nest.* The critical alert system keeps students informed during an emergency. Students should be familiar with appropriate responses to possible emergencies, make personal plans, and avail themselves of training and reporting procedures. Further information is available on Eagle's Nest and the PCC Emergency Management page.

Evacuation routes are posted near the door of each classroom, each residence hall room, and in rooms that do not have a direct exit. Be aware that fire evacuation instructions may be rehearsed verbally, and drills may be conducted periodically. For your safety, follow directions from emergency management personnel and Student Life in a timely manner.

## **Building Security**

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### **PCC Cards/Mobile IDs**

Your PCC Card provides access to residence halls, rooms, dining facilities, the Sports Center, and more—carry it at all times. Only the cardholder may use it, except when picking up meals for a student who is checked in sick. To replace a lost or damaged card, visit the PCC Card Office (AC 112) during office hours or the Information Desk on weekends or evenings. The cost of the replacement card will be charged to your account, and funds will be transferred to the new card; however, funds are not secured until the old card has been reported as lost. Do not use expired or disabled PCC Cards.

### **Access Control**

Each campus facility is designated for a specific purpose, and only individuals with legitimate need or authorized access (card or key) are permitted entry. Doors should not be propped open under any circumstance or held open for unauthorized people. Exterior and fire doors must remain closed. Unauthorized individuals may not enter closed off areas such as roofs, mechanical rooms, or construction areas. Misuse of authorized access or keys, including duplication, is prohibited. Lost keys may incur a replacement charge. Report any suspected unauthorized access to Campus Security immediately.

## **Traffic & Vehicles**

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### **Pedestrians**

- When walking west toward PCA, the Print Shop, or the Gathering Place, use Brent Lane or St. John Street. Abide by all railroad signals and cross the tracks only at the designated crossing. *Do not walk, run, or bike under the Brent Lane overpass or on the dirt road by the railroad tracks.*

- When going to and from the above locations for college events (including academic responsibilities and work), it is recommended that students walk in groups of two or more; however, mixed groups may not loiter along the way.
- *If there is a train on the tracks, do not climb over or under train cars or go between them—even if the train is stopped. Do not stand close to the tracks or try to pass behind or in front of a train. If a train is stopped for a significant length of time, prohibiting your getting to work, call Campus Security.*
- It is recommended that students do not walk or run off campus after dark.
- When walking on/off campus, do so via the pedestrian tap gates accessible by PCC Card.
- *Use sidewalks and crosswalks on campus and do not walk in the street. Yield to all vehicles on campus.*
- Skateboards, hoverboards, longboards, onewheels, recreational scooters, roller shoes, inline skates, etc., may not be used on campus.
- Pedestrians must use stairways to access the upper levels of the parking garage.
- *Do not climb fences on campus.*

## Vehicle Regulations

- Students must abide by campus vehicle regulations, register their vehicles with Campus Security, and display current parking permits at all times. State vehicle registration and proof of insurance must be current.
- Bicycles must be registered. Use designated racks to park and store bicycles, and bicycles should be secured with a lock.
- Vehicles and bicycles must be registered on Eagle's Nest prior to the start of the semester. Commuter students must register any vehicles that are used for their transportation to campus.
- Parking permits must be affixed according to the instructions given in the sticker packet.
- Follow all parking guidelines listed on Eagle's Nest.
- Trailers and recreational vehicles including ATVs, dirt bikes, and personal golf carts should be kept/stored off campus and are not permitted on campus.

- You are individually responsible for your vehicle, even when the vehicle is used by others.
- Notify Campus Security if your vehicle will be off campus for repairs or used by guests.
- Campus speed limit is 15 mph. Adhere to traffic laws while on campus.
- Music may not be played to a volume heard outside your vehicle.

## **Prohibited Items**

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To protect public safety, certain items are restricted or excluded from use or possession on or off campus property.

### **Weapons and Hazardous Items**

Questions regarding possession or storage of the following items should be directed to Campus Security.

Items prohibited on campus:

- Fireworks
- Explosives
- Combustible liquids

Items allowed only when secured in your vehicle:

- Firearms (including Airsoft and paintball)
- Taser, stun guns, or other weapons
- Ammunition
- Swords and knives with blades longer than 3.5”

### **Alcohol and Controlled Substances**

The PCC code of conduct prohibits association, possession, or use of alcohol and illicit drugs, including marijuana and related products. Illegal activities relating to these substances will be reported to state or federal authorities.

### **Unmanned Aircraft Systems**

To mitigate risks to others, and to provide a reasonable expectation of privacy, the use of drones and other Unmanned Aircraft Systems (UAS) for recreational purposes is prohibited on campus.

## **Responsible Conduct**

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To maintain a safe, respectful campus community, the following actions are strictly prohibited.

### **Harassment/Bullying**

Any behavior, regardless of intent, that demeans, threatens, intimidates, or targets another individual—whether verbal, physical, or written—is unacceptable. Harassment and bullying may include, but is not limited to:

- Name-calling, slurs, or derogatory jokes
- Threatening behavior or intimidation
- Sexual comments or advances
- Inappropriate or unwanted physical contact
- Offensive or demeaning remarks related to race, sex, ethnicity, or other characteristics
- Repeated unwanted attention or communication
- Interference with a person's ability to participate in campus life

### **Disorderly or Reckless Behavior**

Reckless conduct that endangers people or property—such as horseplay—is not permitted. Students may not participate in demonstrations, petitions, protests, or riots, whether on or off campus. These actions disrupt the peace and safety of the college environment.

### **Tampering with Alarm Systems**

Alarmed doors and fire alarms are clearly labeled and may not be used except in emergencies. Tampering with alarmed doors or safety equipment is considered a serious offense. Altering or interfering with fire alarms is a criminal offense punishable by law; students who do so will be held fully responsible for potential repair costs.

## **Legal Protections & Responsibilities**

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All state and local laws apply both on and off campus. Violations of laws mentioned below may result in disciplinary action or legal consequences.

## Safety in Private Spaces Act

Florida Statute 553.865, “Safety in Private Spaces Act,” prohibits individuals from using restrooms or changing facilities designated for the opposite sex unless authorized to do so as defined in the statute. Willfully entering or refusing to leave when asked to do so by school personnel or law enforcement may result in disciplinary action.

## Recording Personal Conversations

Students must not record audio or video of private conversations without the clear knowledge and expressed consent of all parties involved. Unauthorized recording and distribution are serious privacy violations and prohibited by Florida law.

## Protection of Personal Property

Students are responsible for protecting their personal items and should take appropriate precautions to prevent loss or damage.

- Secure laptops with a password and/or a small locking device.
- Use locks for personal items stored in campus lockers.
- *Do not leave personal belongings in hallways or stairwells.*
- Do not handle another student’s possessions without permission.

## Notice of Liability

Pensacola Christian College is not liable for theft, damage, or loss to any personal property of students under any circumstances including the event of a catastrophe such as but not limited to windstorm, flood, hail, riot, civil commotion, explosion, fire, smoke, and vehicle or aircraft accident.

## Administrative Withdrawal for Health and Safety

Any student who poses a threat to themselves or others will undergo mandatory assessment to consider appropriate measures to support and protect health and safety. Those who refuse mental/physical health assistance or who need other professional care may be subject to involuntary withdrawal.

## Beach Hazards

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To spend time at the beach safely, keep these things in mind:

- The sun's rays reflecting off the white sand can cause extreme burning—use plenty of sunscreen and drink lots of water.
- Be familiar with the beach flag warning system. Swimming on the sound side is recommended rather than in the Gulf of America. The Gulf is famous for riptides that can prove fatal.
- For current surf conditions, check [myescambia.com](http://myescambia.com) or call 850-932-SURF.

Riptide and undertow are caused when strong surf washes a narrow trench through a sandbar. Water caught in this trench creates a turbulent, fast-flowing current that pulls a swimmer into deep water and away from the beach.

Swimmers caught in a riptide or undertow should not panic, fight the current, or attempt to swim straight to shore. Riptides and undertows are narrow, usually only a few feet wide, and the outward pull diminishes the farther one gets from shore. If you are caught, remain calm. When the current's pull weakens a little, swim parallel to the beach until you break free from the current, then swim to shore.

If you see someone struggling in the water, call 911 immediately. For the best safeguard against beach drownings, watch for posted flag warnings for surf conditions.

# *Residence Hall Students*

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## **Residence Hall Life**

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### **Housing**

Rooms may have two to four occupants. Each room has twin-size beds, closet and dresser space, a desk, chairs, shelving, and a mini fridge with freezer. The room may have an adjoining suite with a shared connecting bathroom.

Students who have already completed a bachelor's degree from PCC may request to be placed in [23-and-older housing](#) even if they are under 23.

### **Building Amenities**

Each residence has laundry and storage rooms, a convenience store (Pelican for women; Gearbox for men), and prayer rooms. Fitness rooms are available for women in Dixon and Griffith towers. Music practice studios are available for women in the VPA and for men in Rice and Young Towers. Vending areas, ice machines, microwaves, vacuums, and print stations are also available. *For specific information regarding amenity location, usage guidelines, and times, see [Eagle's Nest](#).*

### **Residency Status**

Administrative approval must be granted for students taking fewer than 12 credits to live in the residence hall. *See the [Registrar](#) for exceptions.*

Students whose circumstances necessitate withdrawing from the College are to go to the Student Life Office during regular office hours to formally withdraw.

## Roommate Collaboration

As part of living in a Christ-centered community, students are expected to respect the boundaries of others and practice kind communication. Room space must be equally divided based upon the number of occupants, and beds may not be reserved for others.

When experiencing a roommate conflict, it is important to advocate for yourself. Rather than rely on parents or friends to resolve concerns, [work out a solution](#) with those directly involved. If you are unable to resolve a conflict with your roommates, your Residence Assistants (RAs) or Residence Manager (RM) will be able to assist in finding an appropriate solution.

## Roommate Requests & Changes

Roommate requests for the school year may be made from May to July through the [eRez system](#). New students may meet with Student Life (AC-3) during Opening Weekend if there is a question regarding room assignments.

[Room change requests](#) for returning students are considered after the first week of classes. It is invaluable for students to [put forth effort](#) to adjust to a new room environment before considering a change. For an extreme situation (such as health concerns), students should talk to their [Residence Manager](#).

A \$50 room change fee will be applied for any room change after check-in. Students who change rooms without approval from Student Life are subject to a \$100 fine.

## Assistance

A number of individuals are in place to help make your experience on campus a positive one. Residence Managers (RMs), Assistant Residence Managers (ARMs), Residence Manager's Assistants (RMAs), and Residence Assistants (RAs) serve as a positive example and provide accountability to the College Code of Conduct. They are readily available in each residence location and are also responsible for maintaining an appropriate, healthy atmosphere on each hall. To support these efforts, the Student Life Department is responsible for the development of comfortable living and learning communities that foster personal success.

You are welcome to see your [Residence Manager](#), Assistant Residence Manager, or the [Student Life Office](#) regarding any problems or questions related to campus life.

## Daily Activities

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### Room Cleanliness

To maintain healthy and clean living conditions, students are given responsibilities to make sure their rooms stay clean and comfortable. Inspections will be performed by the RA and the RM, and photos of room infractions may be taken for review and accountability. Expectations for completing each room job can be found on [Eagle's Nest](#).

Specific duties and inspection times are as follows:

Monday and Thursday at 10 a.m.

- Trash emptied\*
- Beds made (unoccupied beds must be kept clear of clutter at all times)
- Clutter removed
- Bathroom/room sink cleaned
- Toilet cleaned

\*A trash chute for all disposable items is on each floor at the end of the hall. Larger cardboard boxes should be broken down and placed in designated locations in each building. Since Styrofoam pellets will blow away when the dumpster is emptied, students should place them in a container before disposing of them.

Friday at 11:30 p.m.

- Shower/curtain cleaned\*
- Mirrors cleaned
- Room and bathroom floors cleaned
- Refrigerator wiped out (inside and out)

\*The student assigned to the shower/curtain is responsible to clean it until it passes room inspection. Showers that do not pass inspection will have infractions/demerits assessed each day.

### Fines

Students who have chronic difficulty with room cleanliness/clutter or safety [violations](#) will be subject to a \$10 fine for each infraction after the 5th total infraction is incurred.

## Daily Residence Hall Schedule

To decrease congestion on campus and allow for prompt arrival at required events, students must be out of the residence halls by the following times:

- Chapel/meetings **Mon.–Fri., 9:55 a.m.**
- Morning services **Sun., 8:55 a.m.**
- Evening service **Sun., 5:40 p.m.**
- Mid-week service **Wed., 6:40 p.m.**
- 20 minutes prior to other campus-wide activities

Residence halls open at 5:30 a.m. Only students with scheduled work or an approved pass should leave their buildings before 5:30 a.m. *Return to your own residence hall by 10:25 p.m. Sunday through Thursday, and 11:25 p.m. on Friday and Saturday.*

## Fines

Those who have chronic difficulty leaving/returning to their residence halls on time will be subject to a \$5 fine for each infraction after the 5th. Students returning to their residence halls after 11 p.m. Sunday through Thursday, and midnight on Friday and Saturday, without authorization will incur a \$15 fine each time.

## Prayer Group/Hall Meeting

Prayer Group is led by a student Prayer Leader (PL) on Thursdays at 10:30 p.m. for the purpose of prayer and spiritual encouragement. Occasionally, RAs will give announcements and a short devotional during Hall Meeting in place of Prayer Group. Students should be respectful and attentive throughout.

On other days, students are encouraged to meet voluntarily. Prayer Leaders and other students will encourage all students to join at a time that best fits their schedule. Each student is urged to make purposeful effort to strengthen their own spiritual walk in this community of heartfelt worship and purposeful conversation.

## Quiet Hours

Beginning at 11 p.m. Sun.–Thurs. and midnight Fri.–Sat., students must remain in their room with the main room lights off. Activities should be carried out quietly so that others may sleep. Only those with early morning work responsibilities should leave their room prior to 5:30 a.m.

## Late-Night Study Hall

This is optional for students wanting to study outside their rooms Sun.–Thurs. Students should plan to arrive to their own dayrooms (or the lobby of Ballard and Coberly) by 11 p.m. and should remain there until 11:45 p.m.

## Building Access & Safety

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Pensacola Christian College encourages all members of the campus community to maintain awareness and to report safety concerns or illegal/unethical conduct. The following guidelines will help ensure the security of students and their belongings.

### Access

- *To enter the residence hall, tap your PCC Card or mobile ID at the exterior door reader. Students are required to present a PCC ID upon request by Safety and Security, Student Life, or a lobby attendant. Your PCC Card also provides residence hall room access. Roommates, RAs, and authorized college personnel also have access to the room.*
- *For safety purposes, do not assist anyone in entering the residence hall when it is closed. Those who need access to the residence hall may do so through Safety and Security (850-479-6595) when there is no lobby attendant.*
- *If you are locked out of your room, contact your roommates, suitemates, or RAs. You may also contact Safety and Security to unlock your room (this service will incur a \$5 charge to your account).*

### Fire Safety

Visible smoke or fire:

- *Remain calm.*
- *Pull the closest alarm and call Safety and Security or 911.*
- *Evacuate the building immediately; do not stop to collect your belongings.*
- *Never attempt to fight a fire yourself.*

## Emergency evacuations or drills:

- *Be aware that fire evacuation instructions may be rehearsed verbally and drills may be conducted in residence halls periodically.*
- Evacuation routes are posted on the back of each residence hall room door.
- *If the fire alarm sounds, exit the building immediately using the nearest stairway. Do not use elevators.*
- *Once outside, follow directions to a designated waiting area. Always move across the street from the building to allow room for emergency responders. Do not re-enter the building until officially notified that it is safe.*

## Safety and Privacy in Residence Halls

- To reduce risk of fire and conserve electricity, lights, fans, hair-care items, and irons must be turned off when no one is in the room. Safety checks are performed each time the residence hall is cleared. Safety violations are reported as residence hall infractions, and a fine is entered for each infraction after the 5th.
- Students whose actions or inattentiveness cause a false fire alarm may be subject to a fine and/or demerits.
- Reckless behavior, running, or excessive noise is not permitted in the residence hall.
- Do not enter another residence hall room unless an occupant of that room is present.
- Close room blinds before sunset.
- Do not unlock windows, prop open room doors or exterior doors, or alter lock mechanisms.
- Beds may not be stacked three high, separated, or elevated on top of any kind of riser.

## Visitors

- Students may not be in the residence halls of the opposite gender.
- Guests must sign in at the residence hall lobby desk and be escorted by the student they are visiting. They must sign out and leave when the building closes.
- Other than the opening and closing of the semester, male guests are not permitted in women's residence halls, and female guests are not permitted in men's residence halls.
- Babysitting in residence halls is not allowed. Children 6 years of age or older should not be taken into residence halls of the opposite gender.
- All non-residents of the building must leave when the building closes.

## Maintenance & Damages

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Students are expected to care for the room entrusted to them during the school year and are responsible to protect against potentially harmful conditions and any activity that might result in damage or injury.

Because students are held responsible for damages that occur during their stay, each occupant will assess the physical condition of the room and sign a [Room Condition Report](#) at the beginning of each semester. As part of checkout in December/May, RAs will review Room Condition Reports and compare damages that have occurred during the semester. Charges for repair will be assessed to the responsible party and if not determined, each roommate will share in the cost of repair.

The information below will be helpful to avoid incurring repair charges.

- Sticky tack may be used on any surface, and push pins/small nails may be used on walls and bulletin boards.
- Do not use screws or tape on any surface.
- Removeable adhesive strips may be used only on concrete walls.
- A protective layer should be placed between metal hangers and doors, hinges, or frames.
- Unfinished paintings and sculptures may not be taken into residence halls and must be kept in classrooms or lockers.
- *Do not hang items from the ceiling, smoke detector, thermostat, light fixtures, or sprinkler heads. Be sure to keep items 18" away from sprinkler heads, fire alarms, and any emergency speakers.*
- *Do not remove or cover smoke detectors and emergency speakers.*
- Tampering with thermostats may result in restitution up to \$700.
- *Leave at least 12" of space in front of A/C vents to maintain proper air flow.*
- Door locks broken due to tampering or reckless behavior may incur restitution up to \$800.
- *To avoid malfunctions, do not prop or hold elevator doors open.*
- *Do not use Drano or other commercial drain openers to clear clogged drains. Report clogged drains immediately to your RA, lobby desk worker, or Safety and Security.*
- Since the Florida tropical climate necessitates the use of preventative measures to combat insects inside buildings, white insect tablets (which resemble aspirin tablets) may be seen. It is important that these be left in place and not discarded.

- Window curtains are permissible, but no other decorations or writing should be placed on the windows.
- Only battery-operated decorative lights are permissible.

*You are welcome to submit maintenance requests on [Eagle's Nest](#). Emergency maintenance situations should be reported immediately to the RA, lobby desk worker, or Safety and Security. Students may also contact the Maintenance Help Desk at ext. 1042 (M–F, 7:30 a.m.–4:15 p.m.) or Emergency Maintenance at ext. 4357 (nights and weekends). Emergency needs include water leaks, electrical issues, and clogged drains/toilets.*

*Be aware that routine measures are taken to maintain college facilities and to respond to problems that arise. College personnel may enter any college building at any time, including residence halls, to perform routine maintenance, clean, make repairs, respond to an alarm or emergency, etc. To protect privacy and safety, men will be escorted when entering the women's residence halls unless it is an emergency that requires the responder to have immediate access.*

## **Essentials**

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Since two or more students will share a residence hall room, space is limited. *To save space as you travel and to allow you to coordinate with roommates, you may want to wait until after you arrive to purchase common room items such as trash cans and cleaning supplies.* Many of these items may be bought either locally or at the Campus Store.

### **Essentials**

- Bible (KJV)
- Clothing
- Twin long bed sheets, pillow, and blanket
- Towels
- Clothes hangers (stackable hangers recommended)
- High-efficiency (HE) liquid laundry detergent, laundry bag or basket
- Personal care items (toothbrush, soap, toilet paper, etc.)
- Outerwear and shoes for rainy and cooler weather
- Umbrella
- Photo ID
- Social Security Card (for student workers)

## Optional Ideas

- Tablet or Laptop/Laptop lock
- Chargers, extension cords, and power strips (no outlet multipliers that plug directly into the outlet)
- Storage
  - Under-bed storage (up to 7" tall)
  - Small plastic drawers
  - Shoe holders
  - Small safe for valuables
- Room Supplies (coordinate with roommates)
  - Ironing board and iron
  - Trash can
  - Cleaners
  - Toilet brush
- Personal-sized appliances
  - Coffee maker (Coffee makers should be Keurig-style with no open heating element)
  - Crock pot
  - Hot pot
  - Air Fryers
  - Rice cooker
  - Popcorn popper
  - Blender
  - Fan
- Personal Items
  - Sewing kit
  - First aid kit
  - Non-chlorinated bleach
  - Dryer sheets/fabric softener
  - Microwave-safe plates, bowls, cups, etc.

## Items to Leave at Home

- Weapons: Guns (including Airsoft)/Taser/stun guns/swords/knives longer than 3.5"
- Hazardous items: Combustible fluids/matches/lighters/candles/incense/fireworks
- Items with open/external heating elements: traditional coffee makers/grills/hot plates/electric skillet/electric burners/induction cookware/waffle makers/toasters/toaster ovens, etc.
- Pressure Cookers/Instant Pots

- Items with divisive symbols
- Wax warmers
- Pets (including fish)
- Hoverboards
- Dumbbells or weights
- Chin-up bars
- Personal network equipment (including hubs, switches, routers, repeaters, bridges, etc.)
- TVs/monitors over 32"
- Refrigerators
- Large furniture such as sofas, chairs, and tables

## Going Off Campus

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The Pensacola area has many dining, shopping, and recreation options. To keep students safe and to provide accountability as well as a record in case of emergency, the following procedures have been established. These procedures begin at semester check-in.

### General Off-Campus Guidelines

- College expectations for dress and conduct apply, even when on a pass.
- Certain locations are prohibited for reasons of safety or testimony. Discretion and common sense should be exercised when planning off-campus activities. *If you are unsure whether a location/event is appropriate, stop by the Student Life Office (AC-3) for guidance.*

### Procedures

Two methods are used to check out when going off campus: Tap N Go and Passes.

#### Tap N Go

*Tap N Go is generally used anytime you leave campus alone or in a same-gender group for a destination within 50 miles and does not require pre-approval. To initiate Tap N Go, navigate to the Going Off Campus page or use the touch screen computer at your residence hall lobby desk, and select your destination from the options available. Tap "Check Out" to indicate you are leaving. The screen will notify you of your required return time. When you return, tap in either on Eagle's Nest or at your lobby computer to indicate you are back on campus. You'll need your PCC Card or Mobile ID when using the lobby computers.*

For safety, all students are encouraged to use Tap N Go when going off campus as this information is helpful in the event of an emergency.

## Passes

Passes are used anytime you leave campus in a mixed group, when missing required activities, traveling farther than 50 miles, visiting a private residence or hotel, or staying off campus overnight. The three primary types of passes are 3+ Passes, Day Passes, and Overnight Passes.

Pass requests are submitted on Eagle's Nest and require approval prior to your departure. *Follow the prompts and provide all required information before submitting. An email will confirm that your pass has been processed. Allow 2 hours for your pass to be processed. You can check your pass status on Eagle's Nest at any time.*

*Once your pass has been approved, navigate to the Going Off Campus page or use the touch screen computer at your residence hall lobby desk to check out, indicating that you are leaving campus. The pass will be available for use at the leaving time listed, and the screen will remind you of your required return time. When you return, tap in either on Eagle's Nest or at your residence hall lobby computer to indicate you are back on campus. You'll need your PCC Card or Mobile ID when using the lobby computers.*

- *When submitting a pass, list any required activities you are requesting to miss.*
- *Requests to miss a required event should be taken to the Student Life Office (AC-3) prior to submitting the pass.*
- *A pass may be obtained to miss on-campus Sunday services one time per month if visiting your family or staying off campus overnight. Requests for exceptions should be taken to the Student Life Office.*
- *If your pass requires parental permission, it can be sent via email to [pccstudentpermissions@pcci.edu](mailto:pccstudentpermissions@pcci.edu). To prevent delayed pass approval, send parental permissions 24 hours or more in advance of pass submission.*
- *Make arrangements with a roommate to cover normal room cleanliness responsibilities prior to leaving on a pass.*

## Day Trip Guidelines

A day trip is when you are leaving and returning to campus by the residence hall closing time. Students are expected to use academic and recreational facilities on the PCC campus and should not go to other college campuses to use their facilities or equipment.

Follow the specific guidelines found in the charts below for your group and destination.

### Alone or Same-Gender Groups

Group	Destination	Guidelines
Students 18 years or older may leave campus alone or with others of the same gender.	Shopping, restaurants, and general attractions within 50 miles of PCC	<ul style="list-style-type: none"> <li>Use Tap N Go.</li> </ul>
Students under 18 years of age must be with at least one additional person of the same gender when leaving campus.	Shopping, restaurants, and general attractions within 50 miles of PCC	<ul style="list-style-type: none"> <li>Use Tap N Go if the second person is a student.</li> <li>Submit a Day Pass if the second person is a non-student.</li> </ul>
All students	Beach <ul style="list-style-type: none"> <li>Men <b>must go to</b> <a href="#">Park East Beach</a>.</li> <li>Women <b>must go to</b> <a href="#">Park West Beach</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Use Tap N Go.</li> <li>A group of at least 3 students of the same gender is required for safety reasons.</li> <li>Leave the beach no later than sunset.</li> <li>See <a href="#">Eagle's Nest</a> for additional information regarding beach hazards.</li> </ul>
	Private Residence / Hotel	<ul style="list-style-type: none"> <li>Submit a Day Pass.</li> <li>May visit a single person of the same gender or a married couple.</li> </ul>
	Master Clubs	<ul style="list-style-type: none"> <li>Tap N Go to "Christian Service"</li> </ul>
	Farther than 50 miles	<ul style="list-style-type: none"> <li>Submit a Day Pass.</li> </ul>

## Mixed Groups

Mixed group policies apply when going off campus with someone of the opposite gender, including someone who is a non-student or commuter student. A pass is always required. The following general guidelines apply to all approved mixed groups.

- Local destinations are limited to Pensacola, Milton, Pace, Gulf Breeze, and Cantonment.
- Mixed groups may not meet at the park after dark or at the beach.
- A chaperone, defined as a student's parent, grandparent, or a PCC-approved chaperone, is required when leaving the local area or visiting a married couple's private residence or hotel. Students may travel together if a chaperone is present in the vehicle.
- Students may never be in a residence or hotel room of a single person of the opposite gender, even with a chaperone.
- Groups utilizing the Shopping Shuttle for transportation must obtain the correct pass and stay in an approved group after departing the shuttle.

## Mixed Groups of 3 or more

A minimum of 3 people is required to form these approved groups. Additional members including non-students may be added to the group and must be listed on the pass. Students must stay together in approved groups of at least 3 at all times.

If your group contains 3 or more undergraduate students, submit a 3+ Pass. This pass is processed within 30 minutes. Pass options must be read and marked accurately for successful submission. Each student will receive a copy of the pass via email and is responsible to ensure the pass meets policy before tapping out.

Group	Destination	Guidelines
3 or more undergraduate students	Local shopping, restaurants, and general attractions	<ul style="list-style-type: none"> <li>• Submit a 3+ Pass.</li> <li>• May not ride in the same vehicle unless a graduate student, graduate assistant, staff, faculty, or alumnus in good standing is joining the group and is in the vehicle</li> </ul>
A group of 3 consisting of undergraduate students, graduate students, graduate assistants, staff, faculty, or alumni in good standing	Local shopping, restaurants, and general attractions	<ul style="list-style-type: none"> <li>• Submit a Day Pass.</li> <li>• Students and/or non-students may ride together if a graduate student, graduate assistant, staff, faculty, or alumnus is in the vehicle.</li> </ul>
Christian Service	Service destination	<ul style="list-style-type: none"> <li>• Use Tap N Go.</li> <li>• If permission has been granted for your Service to go in a mixed group, at least 3 people must be in the vehicle when driving together.</li> </ul>
Any Group	Outside the local area  <hr/> Married couple's private residence/hotel	<ul style="list-style-type: none"> <li>• Submit a Day Pass.</li> <li>• A chaperone is required.</li> </ul>

## Mixed Groups of 2

Group	Destination	Guidelines
With your fiancé*  <i>*Student or non-student. To qualify for this pass, engaged couples must have a set wedding date within 1 year of the request.</i>	Local shopping, restaurants, and general attractions	<ul style="list-style-type: none"> <li>Submit a Day Pass.</li> <li>To request this pass, visit the Student Life Offices.</li> <li>A one-time parental permission is required for both students.</li> <li>May ride in the same vehicle</li> </ul>
	Out of the local area or a married couple's private residence/hotel	<ul style="list-style-type: none"> <li>Submit a Day Pass.</li> <li>A chaperone is required.</li> <li>Either fiancé's parent may chaperone.</li> <li>May ride in the same vehicle</li> </ul>
With a 23 or older student	Local shopping, restaurants, and general attractions	<ul style="list-style-type: none"> <li>Submit a Day Pass.</li> <li>A one-time parental permission is required for the student under 23.</li> <li>May ride in the same vehicle</li> <li>If both students are 23, parental permission is not required; however, a pass is.</li> </ul>
With a graduate student, graduate assistant, staff, faculty, or alumnus in good standing	Local shopping, restaurants, and general attractions	<ul style="list-style-type: none"> <li>Submit a Day Pass.</li> <li>Parental permission not required</li> <li>May ride in the same vehicle</li> </ul>
With your sibling	Local shopping, restaurants, and general attraction	<ul style="list-style-type: none"> <li>Use a Sibling Day Pass.</li> <li>May ride in the same vehicle</li> </ul>
	Married couple's private residence/hotel	<ul style="list-style-type: none"> <li>Submit a Day Pass.</li> <li>A chaperone is not required.</li> </ul>
	Beach	<ul style="list-style-type: none"> <li>Use a Sibling Day Pass.</li> <li>Seek direction from the Student Life Office on beach locations.</li> <li>See Beach Procedures for additional information.</li> </ul>
With your cousin	Local shopping, restaurants, and general attractions	<ul style="list-style-type: none"> <li>Submit a Day Pass.</li> <li>May ride in the same vehicle</li> </ul>
	Married couple's private residence/hotel	<ul style="list-style-type: none"> <li>Submit a Day Pass.</li> <li>A chaperone is not required.</li> </ul>
All other groups of 2	Any location	<ul style="list-style-type: none"> <li>Submit a Day Pass.</li> <li>A chaperone is required.</li> </ul>

## Overnight Trip Guidelines

An Overnight Pass is needed if you will not return to campus by midnight. This pass may be obtained to stay with your own family (parent, grandparent, brother/sister, or aunt/uncle) or with a same-gender student and their family. This pass must be submitted at least two hours prior to departure to allow sufficient time for processing.

- When staying with another student and their family, students under 21 years of age must have permission from their parent and a parent of the student they are staying with.
- When driving in a mixed group, there must be at least 3 people in the vehicle.
- If you are driving, plan to arrive at your destination by midnight and do not travel further than 500 miles for safety.
- When returning by car, avoid traveling at night and plan to arrive on campus before residence halls close.
- You are responsible for any hall meetings announcements that apply to you. Check your floor bulletin board for announcements when you return.
- Make arrangements with a roommate to cover normal room cleanliness responsibilities prior to leaving on a pass.

Specific exceptions to overnight pass policies are only made for Thanksgiving/Easter breaks to allow for extended stays. These exceptions will be posted along with the Holiday Procedures on Eagle's Nest. Any other special situations should be taken to the Student Life Office (AC-3) prior to submitting the pass.

## Other Pass Types

### Class Cuts Pass

Review [class cuts requirements](#) before making travel arrangements. This pass must be submitted at least two hours prior to departure to allow sufficient time for processing.

### Senior Cuts Pass

Review senior cuts requirements before making travel arrangements. This pass is processed during normal business hours. To prevent delayed pass approval, send required documentation in advance of pass submission.

### Permanent Work/Church Pass

Permanent work/church passes provide blanket approval for you to tap out each time you leave for work or your approved church without submitting

a new pass. Submit a new pass each semester to reflect updated schedules. Passes submitted in the evening or on the weekends will not be processed until the next business day.

- *Permanent work passes must align with off-campus employment guidelines.*
- *An exception to attend your local, home church must be requested through the Student Life Office. Once you are approved, submit a permanent church pass.*
- *Tap out each time you leave campus.*

## Required Events

Because certain on-campus activities require all students to attend, passes are not granted for the following days. To avoid conflicts, students are responsible to check the [Activities Calendar](#) prior to planning a trip.

### Fall

Opening Convocation	<b>Aug. 24–27</b>
Fine Arts	<b>Oct. 11</b>
White Glove	<b>Oct. 24</b>
Fine Arts	<b>Nov. 6–8*</b>
Final Exams	<b>Dec. 8–11</b>
End of Semester White Glove	<b>Dec. 10</b>
Semester ends at 1 p.m.	<b>Dec. 11</b>

### Spring

Opening Convocation	<b>Jan. 18–21</b>
Fine Arts	<b>Feb. 7</b>
Bible Conference	<b>Feb. 18–20</b>
White Glove	<b>Mar. 13</b>
Fine Arts	<b>Apr. 23–25*</b>
Final Exams	<b>May 4–7</b>
End of Semester White Glove	<b>May 6</b>

*\*Attendance is required for one of these performances.*

## End of Semester

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See the [Academic Calendar](#) for end-of-semester planning and residence hall departure deadlines. Final exam schedules are available on Eagle's Nest one month after classes begin. Students should confirm work and exam schedules before making plans to leave at the end of the semester.

## Fall Semester

Exams are scheduled through 1 p.m. on the Thursday of final exam week. Students may begin leaving after Wednesday's closing convocation if they have finished their final exams, officially checked out of their residence hall room, and completed all work responsibilities.

Fall room and board coverage ends after lunch on the last Thursday of the semester.

## Spring Semester

Exams are scheduled through 1 p.m. on the Thursday of final exam week. Students may begin leaving Thursday if they have finished their final exams, officially checked out of their residence hall room (by appointment), and completed all work responsibilities.

Spring room and board coverage ends after lunch on the last Friday of the semester.

## Early Checkout

Students who need to leave early due to extenuating circumstances may request to leave early through the Student Life Office. Requests must be submitted no later than two weeks before the close of the semester. A \$50 fee may be incurred for an early White-Glove check or early checkout appointment.

## Late Departure

Room and board charges (\$40 per day) will be incurred for students who stay overnight on the semester [end date](#). Those required to work on campus until 4 p.m. or later will not be charged for that night. All meals through breakfast the following morning are included. Additional meals will incur the regular price for each meal.

## 23 & Older

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### Housing

Students 23 and older who choose to reside on campus may be assigned to a designated residence hall or floor unless otherwise requested. Students 30 and older will be housed together and may not request to live with younger students in other locations.

Students on a designated floor may study in their own room, dayroom, or in the lobby of their residence hall at any time; however, they should be present in their own room or the lobby at 11:00 p.m. Sun.–Thurs. and midnight Fri.–Sat. until the Residence Assistant has checked in with them. Students requesting to live outside the designated floor must abide by the normal quiet hours schedule.

Students may live off campus in accordance with the [Commuter Student Eligibility](#).

## Attendance Responsibilities

### Collegian

Collegian meetings are optional for students 23 and older. During collegian meeting times, they may stay in their room, leave campus, or go to The Palms, Library, or computer labs.

### Campus Church Bible Study Groups

Older students may attend the Campus Church [Bible Study Group](#) of their academic classification, the 23-and-older class, or the senior Bible Study Group of their choice.

### Off-Campus Guidelines

Students 23 and older may go off campus alone with non-students, commuter students, or other 23-and-older students of the opposite gender without a chaperone provided they have an approved pass. They may also go off alone with a residence hall student under 23 of the opposite gender, provided that student has parental permission and with an approved pass. Groups may not leave the local area (i.e., Pensacola, Milton, Pace, Gulf Breeze, Cantonment). Additionally, mixed groups may not meet at parks after dark, the beach, or private residences/hotels.

Twenty-three and older students may stay overnight with non-student friends and family after receiving an approved pass; however, accommodations should be appropriate and may not include staying overnight with a single person of the opposite gender.

# *Commuter Students*

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Student services available to commuter students encourage spiritual, intellectual, moral, cultural, and social growth. College life is not just living in the residence halls; it is involvement in Christian service, participation in campus sports and performing arts, interaction with friends, and taking advantage of available student resources.

Commuter students are expected to read and abide by the entire Handbook (with the exception of residence hall policies), live according to the PCC [Code of Conduct](#), and are encouraged to be involved in the overall college experience. Additional procedures outlined below are unique to commuter students.

## **Commuter Student Eligibility**

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Single students 23 and older may live off campus alone or with others of the same gender. Students under 23 may live with parents, grandparents, or a married aunt and uncle. Approval to live with grandparents or a married aunt and uncle must be given by the student's parents and the Student Life Office.

Students wanting to request a change in residency status may do so on [Eagle's Nest](#).

## **Attendance Requirements**

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Attendance for the following activities is recorded via PCC Card/Mobile ID tap unless otherwise specified. *Tap at the designated locations as you enter.*

### **Opening Convocation**

Attendance at Opening Convocation each semester is required for commuter students including those approved to attend an off-campus church. Times and dates are found on the [Calendar](#). Students should tap

their PCC Cards/Mobile IDs prior to each service at the Crowne Centre main atrium desk.

## Campus Church

Students are expected to attend all [Campus Church services](#) and the [Bible Study Group](#) of their academic classification. Married students may also choose to attend a [Campus Church Adult Bible Study Group](#). Bible Study attendance is recorded at each location via PCC Card/Mobile ID tap or attendance form. Sunday services may be missed one time per month for special occasions pending an approved pass.

Residents of the area who have been established in a local church prior to enrollment may request an exception through the Student Life Office. Students who do not attend Campus Church are not required to attend Sunday Reflections.

Commuter students must submit a [monthly church attendance form](#) by the fifth of each month.

## Chapel

Students attend chapel Mon., Tues., Thurs., and Fri. at 10:05 a.m.; commuter students who are on campus or attending classes before 12 noon are required to attend chapel. *On those days when chapel attendance is required, tap your PCC Card/Mobile ID for attendance at the third-floor balcony main doors and sit in the commuter student section.*

Students who are assigned to work or have an academic requirement during chapel must attend video chapel the same day at 2:05 p.m. in the Multimedia Room or at 4:05 p.m. or 5:05 p.m. in the Lyceum.

## Student Body/Class Meetings/Collegian Meetings

Student Body, class meetings, and collegian meetings are required for commuter students taking 12 or more credits who have class before 12 noon on Wednesday. For Student Body, follow the direction of ushers for seating. [Class](#) and [collegian meeting](#) locations are posted on Eagle's Nest. Tap for attendance at class meeting. Collegian attendance is recorded via attendance form.

Exception: Married students and commuter students 23 and older are not required to attend.

## Fine Arts Series

Students taking twelve or more hours must reserve tickets and attend all Fine Arts Series. Although part-time students are not required to, they may reserve tickets and attend if they choose. Children under 6 will not be admitted.

## Bible Conference

Students taking twelve or more credits must attend all Bible Conference services. Students taking fewer than twelve credits must attend two services per day.

## Closing Convocation (Fall)

Students who have a final exam prior to 12 noon on Wednesday morning must attend the 10:05 a.m. Closing Convocation service and tap their PCC Cards/Mobile IDs for attendance at the third-floor balcony.

## General Guidelines

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### Illness

Sick students should [check in](#) before their first required activity (class, church, chapel, etc.), each day they are sick, and should plan to recuperate at home for the remainder of the day.

It is the student's responsibility to notify their work supervisor prior to their scheduled work time. *You should notify your faculty by submitting a [Class Absence Notification Form](#). Follow up with your instructors for missed assignments. See the [Attendance Policy](#) for information about accumulated absences.*

[Graf Clinic](#) services are available. Commuter students are charged \$25 per visit (charged to the college account). Failure to attend a scheduled Graf appointment will incur a \$20 fee. See the [catalog](#) for additional fee information.

### Submitting a Pass

A [pass](#) is needed when missing required activities or when meeting a residence hall student of the opposite gender off campus. Pass requests are submitted on Eagle's Nest. Commuter students are required to check out

on their pass, indicating that it has been used. Check out by navigating to the [Going Off Campus](#) page and following the prompts. Failure to check in/check out on a pass may result in a warning or demerits.

## Beach Procedures

Below are guidelines specific to going to the beach:

- Men should go to Park East Beach.
- Women should go to Park West Beach.
- For safety, stay together in a group of at least three and leave the beach no later than sunset. Tap out together using Tap N Go.

See [Eagle's Nest](#) for additional information regarding beach hazards.

## Visiting in the Residence Halls

Commuter students are welcome to visit in the residence halls; however, they should show their current PCC Card or Mobile ID and sign in at the residence hall desk. Additionally, they should be escorted by a resident at all times and leave prior to the building closing.

## Single Commuter Students

Since protecting one's testimony is vitally important, students may not visit in the home or hotel room of an unmarried member of the opposite gender; mixed groups may not go to the beach or be at local parks after dark. *When going off campus with a residence hall student, ensure that mixed group guidelines are met.*

## Married Students

Married students live off campus; however, they may be involved on campus in many ways, like watching sporting events, using the library, attending church services, visiting with friends, shopping at the Campus Store, or eating at The Palms. Their family is also welcome to enjoy West Campus (times and directions are found on [Eagle's Nest](#)). PCC expects spouses, as a part of the PCC family, to maintain the same standards as the students, while on campus. Additionally, spouses should support the policies of PCC and never contribute to the delinquency of a student.

Married commuter students are not required to attend Student Body, Class Meetings, or Collegian Meetings.

## End of Semester

Final exam schedules are available on Eagle's Nest one month after classes begin. Exams are scheduled through 1 p.m. on the Thursday of final exam week. Students who need to move a final exam due to extenuating circumstances may request to do so through the Student Life Office. Requests must be submitted no later than two weeks before the close of the semester. A \$50 fee per exam may be incurred.

## Meals

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Students are welcome to eat in campus dining facilities. Meals can be purchased individually at the Four Winds or Varsity, or a meal pass can be purchased from the Business Office for \$635 per semester which includes additional access to Grab N Go. This pass can be used for any meal through the week with the following guidelines:

- 5 scans per week maximum
- 3 scans per day maximum
- 1 scan per meal maximum

If students bring lunch from home, they are welcome to eat in the Commons or outside.

# *Facilities & Services*

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## **Around Campus**

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### **Buildings and Recreational Facilities**

The Lord has blessed Pensacola Christian College with a beautiful campus that incorporates all the best things in college life—a setting for spiritual growth, facilities and resources to achieve academic success, and environments for students to relax and enjoy the company of others. See the [campus map](#) and [facilities page](#) on Eagle's Nest for hours and locations.

### **Academic Buildings**

Most classes are held in the Academic Center (AC), Visual and Performing Arts building (VPA), and MacKenzie Building (MK). Building guidelines are as follows:

- Only students whose academic area requires it may be in designated labs.
- Academic buildings are not chaperoned; therefore, with the exception of the VPA lobby, the first floor AC mall, and Collegian Hall, mixed groups may not loiter or study together in the hallways, mall areas, or lobbies of academic buildings. Mixed groups using labs or classrooms must have at minimum three persons.
- Two students of the opposite gender may use the VPA practice rooms to actively rehearse/collaborate. Sign in at the VPA lobby desk upon arrival.
- Academic floors close at 5 p.m. for all students except those attending evening classes or using designated labs and practice spaces. After 4:45 p.m. and on weekends, those not in class must sign in by tapping their PCC Card/Mobile ID at the VPA/MK lobby desks and AC 2nd floor.
- *To maintain a professional atmosphere and to avoid tripping hazards, use the seating provided and do not sit on the floor.*

- Visual and Performing Arts practice rooms are reserved for music majors and minors only. Other students may use the practice rooms in the MacKenzie Building and Young/Rice Towers (men); however, preference is given to music majors/minors.
- Due to congestion in the academic buildings, men and women use indicated elevators and stair towers.

### **Academic Center**

Women use the southwest elevators, stairs, and exit.

Men use the northwest elevators, stairs, and exit.

### **MacKenzie Building**

Women use east stair tower and north elevators.

Men use west stair towers and elevators.

## **Library**

The [Rebekah Horton Library](#) provides study space and a wide variety of resources for academic research. See the [Library Handbook](#) for further instruction on library usage.

## **Auditoriums**

The Crowne Centre (CC) is where students will attend church and chapel services. Recitals, concerts, and Fine Arts productions are often held in the Dale Horton Auditorium (DHA)

- Elevators in both facilities are reserved for those with disabilities.
- Only those with production or class responsibilities are permitted backstage.
- Students with a class in the CC should walk along First Street toward the parking lot of the CC. Students should enter on the west side of the building at the First Street entrance closest to the railroad tracks.

## **Recreational Facilities**

A variety of recreational facilities are available, including the Commons, Sports Center, Field House, Swim Center, West Campus, tennis courts, pickleball courts, and athletic fields.

### **Commons**

The Commons provides the ideal setting for student relaxation with two floors of comfortable seating, Wi-Fi, and the **Common Grounds Café** offering specialty beverages and pastries. Mailboxes, vending and ATM

machines, copy/printing and UPS shipping services, conference rooms, and a multipurpose **Campus Store** provide convenient student services. **The Palms**, with relaxed indoor and outdoor seating, features a casual dining menu from The Grille, Papa Johns, and Chick-fil-A. The Grille and Papa Johns offer room service to residence halls.

- Because the Commons is a shared space, unattended items used to reserve tables and couches will be moved to the first-floor shelves.
- The monitors on the second floor are for group academic projects only.
- *Out of respect for others, play musical instruments outdoors or in designated practice areas.*
- Furniture may not be moved.

### Sports Center (SP)

The Arlin R. Horton Sports Center offers a rock wall, a water park, bowling lanes, an ice rink, an inline skating track, racquetball courts, a miniature golf course, and women's fitness rooms. The Hub provides bowling shoes, a variety of board games, and other sports gear. Food and drink choices, including ice cream and fruit smoothies, are available at The Hut.

#### Access

- *Enter through the ground-level doors and show your PCC Card/Mobile ID for admittance.*
- The Sports Center Arena is used primarily by women students and Eagles intercollegiate teams. For general use in the evening, women should enter through the ground level.
- To access the sun deck and the fitness rooms, women should use their PCC Cards/Mobile ID to enter through the atrium doors behind the Rand House when the Sports Center is not open. *Do not use your access to let others into the building.*
- Admittance to Eagles games is via PCC Card/Mobile ID. *Enter the arena using the front steps or ramps no more than one hour before the game starts.* Noisemakers should not be brought to games.

#### Sports Center Guidelines

- Food or drinks from off campus may not be brought into the Sports Center.
- Management reserves the right to limit use.
- PCC does not provide accident insurance since students participate at their own risk.

## Athletic Fields

**Eagle Field** is reserved for use by women only with the exception of sporting events and mixed group activities beginning Friday at 4:45 p.m.– Sunday evening. Mixed groups are asked not to use the track, loiter on the bleachers, or lounge on the ground. Eagles and collegian games and PE classes have priority for usage. During games on Eagle Field, students should not be running on the track.

**First Street Field** is used for PE classes and collegian games. Women may also use this field when Eagle Field is in use.

**East Fields\*** include a track, soccer field, softball field, outdoor basketball courts, and sand volleyball court. Cleats should not be worn on the asphalt tracks.

**Rawson Field\*** is used for soccer and flag football.

**Practice Field\*** is predominantly used for men's collegian practice.

**Grant Field** is used for men's collegian soccer.

**Paintball Course** is available by [sign-up](#). Equipment is provided; however, personal equipment may be stored in vehicles or off campus.

\*These fields are reserved for men's PE classes, collegians, and general recreation. Games played on these fields are not open for female student spectators.

## Tennis Courts

PE classes have priority. Mixed groups may enter at the gate near East Drive.

## Pickleball Courts

PE classes have priority. Mixed groups may enter at the gate near East Drive. Students should collect and store the pickleball nets when out of use.

## Field House (FH)

The Field House basketball courts and weight room are reserved for men (except when used for classes). For general recreation and PE classes, students should tap their PCC Card/Mobile ID by the south doors closest to the Swim Center. *Do not use your access to let others into the building.*

Collegian Hall showcases intramural awards for athletics and Christian Service. Collegian of the Year banners are displayed as a part of this vibrant space that demonstrates the unique qualities of each collegian.

## Swim Center (SC)

Times for men/women are found under the facilities schedule on [Eagle's Nest](#). Students should tap their PCC Card/Mobile ID at the lobby door to enter the Swim Center.

## West Campus

At [West Campus](#), catamarans, kayaks, and paddleboards are available free of charge. Times are found under the [facilities schedule](#) on Eagle's Nest. *Check the sign posted at the Welcome Center by the front gate to make sure it is not closed due to inclement weather or a special event before leaving campus. When you reach West Campus, scan your PCC Card/Mobile ID at the gate to enter.*

## Stewardship

The following guidelines are intended to help preserve and maintain what the Lord has given PCC. Students are individually responsible for any damage to or loss of college property, whether the damage is intentional or accidental. Report issues or damages by submitting a [Maintenance Request](#).

- Umbrellas should be left in the racks at each building entrance and should not be taken into buildings.
- Do not litter. Trash cans are available around campus.
- Stay off the grass except on the campus athletic fields.
- To protect furniture, do not put feet on couches or chairs.
- Hammocks may not be used on campus outside the residence halls.

## Dining Services

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### Dining Facilities Options

Residence hall students have three dining options for the meals included in their room and board—Four Winds, Varsity, or Grab N Go. They may choose only one dining option for each meal (e.g., tapping for lunch at Varsity or Four Winds). For a change of pace, students can choose to purchase meals, snacks, coffee, or desserts from The Palms, Common Grounds Café, the Campus Store, and The Hub/Hut (located in the Sports Center).

## Four Winds and Varsity Reminders

- Dining facilities close 20 minutes prior to campus-wide activities.
- Tables and chairs should not be moved.
- Study materials may not be brought into the dining facility except at breakfast.
- Food or drink may not be brought into or taken out of the facilities with the exception of ice cream cones.
- Students may enjoy the buffet lines but should refrain from excessive waste. (Excessive food waste is subject to a \$5.50 charge.)
- *Your guests may purchase a meal ticket in the dining room lobby.*

## PCC Care Office

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The [PCC Care Office](#) (AC 114) advocates for PCC students by providing them a safe, impartial, and confidential place to receive help with academics, financing college, and personal concerns, thus equipping them to fulfill God's will for their lives. This office provides one-on-one guidance for students and collaborates with other departments, professionals, and resources to ensure students receive the help they need.

The PCC Care Office is also available to facilitate academic and housing accommodations for students with documented disabilities.

## Student Services

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### Student Activities Office

The [Student Activities Office](#) (Academic Ctr. 1st floor) coordinates all Student Body, Collegian, and Christian Service activities and events. These organizations provide the opportunity for students to become equipped for effective, Christlike leadership as well as promote student involvement.

### Student Life Office

The [Student Life Office](#) (Academic Ctr. 3rd floor) provides guidance and assistance for residence hall life and social development. This office is also responsible for dealing with students on matters related to procedures, policies, and the Code of Conduct. Any student who becomes aware of a serious offense should report it to a representative of the Student Life Office.

## Technology

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PCC supplies technology resources that provide students with information and communications ability. Information about how to set up personal user accounts and logins will be provided after the Enrollment Deposit is paid. Reference material is available on [Eagle's Nest](#).

### Username and Passwords

*You are responsible for all activity related to your accounts and should never share your passwords.*

Students must adhere to the PCC Code of Conduct for all activities, communications, interactions, posts, and content related to their PCC-supplied user accounts, both on their personal devices and on social media platforms. PCC reserves the right to monitor all activity, whether incoming, outgoing, or stored, on the College's network, accounts, Microsoft-provided accounts, and internally linked devices.

### Student Communication

Students are accountable for staying informed of information and announcements disseminated through their student email, Teams, and Canvas platforms and are encouraged to regularly check these channels.

### Internet and Personal Electronics

PCC provides computer labs and a wireless internet system on campus. To ensure a safe and secure environment, devices connecting to PCC Wi-Fi must undergo an onboarding process. Internet access through this system is filtered for academic purposes. Should students encounter difficulties accessing a website or application using campus resources, they can request a review through Eagle's Nest. Recommended specifications for personal devices are accessible on [pcci.edu](http://pcci.edu).

### Appropriate and Ethical Use

*You are expected to protect your testimony and avoid any wrong or questionable associations.* Misuse of technology at PCC is a serious offense and may result in access revocation and disciplinary measures.

Students are expected to comply with copyright laws and licensing agreements governing computer resources. Commercial software prohibits duplication, except for public domain software and shareware, which may allow copying with author permission. Additionally, students must refrain from attempting to access inappropriate material, bypassing or altering network access controls, escalating privileges, conducting reconnaissance, or engaging in fraudulent, criminal, or malicious activities.

Unauthorized access or modification of another individual's account is strictly prohibited. Moreover, sending messages containing vulgar, harassing, obscene, pornographic, or threatening content, or distributing chain letters or group mailings for business, personal, or political purposes, is considered misuse of privileges. Students are accountable for compliance with local, state, federal, copyright, and international laws. Although PCC isn't liable for individual users' actions, the College will cooperate with authorities to ensure legal compliance and provide necessary information as required.

## **Medical Services**

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The Graf Clinic is independently operated and staffed by [Baptist Health Care of Pensacola](#) and conveniently located on campus between Coberly Hall and Bradley Tower. A doctor or nurse practitioner Advanced Practice Provider is available by [appointment](#) to provide primary outpatient medical care for all currently enrolled students.

The cost of lab draws, prescriptions, over-the-counter medications, and other medically related expenses will be applied to the student's college account.

For after-hours medical needs, students may choose to go to an off-campus medical facility. Major facilities in the area include [Baptist Hospital of Pensacola](#), [Ascension Sacred Heart Hospital](#), or [HCA Florida West Hospital](#).

Due to privacy, PCC is not notified of student medical needs. If certain accommodations become necessary, students should contact Student Life via the Information Desk to discuss their options.

Failure to attend a scheduled appointment will incur a \$20 fee. *See the [catalog](#) for additional fee information.*

## Off-Campus Appointments

The Graf Clinic can assist students in scheduling off-campus appointments and recommend area specialists who can meet their needs. Students are responsible for the cost of these appointments either through their healthcare insurance or out of pocket; the cost of off-campus appointments cannot be applied to their college account. PCC does not accept financial responsibility or provide insurance for students needing emergency medical care, hospitalization, or off-campus medical attention.

Transportation is the student's responsibility; however, the clinic can [assist](#) with transportation on weekdays with 24-hours' notice at no additional expense.

If missing a required activity is unavoidable, students should follow normal procedures and submit a [day pass](#) with an explanation.

## Non-Emergency and Elective Surgery

*Consult with Student Life before scheduling surgery for assistance with obtaining a pass and coordinating required activities.* Extended absences may be referred to the Registrar as accumulated absences may affect course completion. *Notify your faculty by submitting a [Class Absence Notification Form](#) prior to the surgery.*

## Checking into Room When Sick

Students who are too sick to go to class or work should [check in](#) on Eagle's Nest or at their residence hall lobby desk and stay in their room for the remainder of the day. Students out of their room except for the following are subject to a demerit penalty:

- Medical appointments
- Pharmacy visits
- Picking up Grab N Go\*

\*Students checked in sick may not go into any other dining facilities but may ask another student to pick up meals using their PCC Card. RAs and other Student Life personnel are not available to provide this service.

Students who check in sick must do so before the residence halls close for a required event (church, chapel, etc.). Student Life personnel will come by throughout the day for wellness checks. Room jobs will not be inspected for those checked in sick. It is recommended that students who are sick on a third consecutive day plan to visit an off-campus medical provider or the Graf Clinic for assessment.

It is the student's responsibility to notify his or her work supervisor prior to missing a scheduled work shift. *You should notify your faculty by submitting a [Class Absence Notification Form](#). Follow up with your instructors for missed assignments. See the [Attendance Policy](#) for information about accumulated absences.*

*If you are missing church due to an illness, you must attend [video church](#) the following Saturday.*

## **Campus Shuttle Services**

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Students who work at an off-campus PCC job, (i.e., Print Shop, Cabinet Shop, PCA) are welcome to take the Campus Shuttle to and from their work area. The times and locations for pickup and drop-off are available on Eagle's Nest. Those working at the Brent Lane Print Shop location must take the shuttle for safety purposes.

*To use this service, tap your PCC Card when boarding the shuttle. Your tap is used for attendance purposes, and you will not be charged for the ride.*

The shuttle cannot account for all work shifts and must run strictly by the published times. *Note that you may need to take an earlier shuttle and wait at your work location until it is time to clock in.*

## **Off-Campus Employment**

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As a help to students seeking employment, some off-campus job openings are posted on [Eagle's Nest](#). Students should remember that they are an important representative of PCC with a special opportunity and responsibility to uphold PCC's good testimony in the community. Students should strive to have their work ethic, attitude, and job performance reflect well on the College and, most importantly, on the name of Christ.

*Follow these guidelines when seeking an off-campus job:*

- *Submit a [Permanent Work Pass request](#) to be approved by Student Life.*
- *Submit documentation from your employer of your work schedule, place of employment, and supervisor name and contact information to [StudentWorkPasses@pcci.edu](mailto:StudentWorkPasses@pcci.edu).*
- *Find a job where you will not need to work on Sundays and will be able to attend chapel or video chapel.*

- Work responsibilities may not conflict with the [Code of Conduct](#) (i.e., serving alcoholic beverages or handling pornographic material).
- *If possible, confirm your work schedule before registering for classes to avoid conflicts. Do not plan to work during required college events.*
- Women whose jobs require them to wear pants should go directly to and from their vehicle when leaving or returning during smart casual hours.
- Students may leave campus for work responsibilities as early as 3:30 a.m. and must return Mon.–Sat. by midnight.

# *Opportunities*

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## **Getting Involved**

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At PCC, college life is far more than classes. The events listed below help students balance academic and social life, broaden horizons, and enrich the student experience. Students may find more information on [Eagle's Nest](#) throughout the year.

### **Collegians and Greek Rush**

Identified by a mascot and Greek letters, collegians are student organizations that provide opportunities for students to get involved. They promote unity in friendship, encourage academic excellence, provide leadership experience, stimulate spiritual growth through service opportunities, and ultimately aid in fulfilling the [mission](#) of the college.

Members elect officers to organize regular collegian meetings and coordinate members-only outings, intramural sports, and service projects.

Greek Rush provides the opportunity to connect with collegian members as students decide which collegian to join. New students will join one of PCC's forty-eight collegians at the end of the second week of classes each semester.

### **Academic Clubs**

Academic clubs are student-led organizations overseen by a faculty sponsor. These clubs meet approximately once a month and provide a forum where club members, alumni, and professionals in the field can network and discuss current topics. All clubs are related to specific majors. Students who are interested in starting an academic club and who have a PCC faculty member willing to serve as the sponsor should contact the Student Activities Office for information about the approval process and club guidelines.

## Athletics

PCC offers both intercollegiate and intramural athletic opportunities.

PCC Eagles athletics is a member of the National Christian College Athletic Association (NCCAA) and consists of four intercollegiate teams—men’s basketball and soccer and women’s basketball and volleyball. Team tryouts are open to all students and will be announced on Eagle’s Nest.

Students can also get involved in a wide variety of intramural collegian team sports and tournaments, ranging from soccer and flag football to broom hockey, kayaking, and paintball. Additional information about these events is given during collegian meetings and through each collegian’s athletic director.

## Outings

The Student Activities Office schedules several off-campus outings every semester. *Sign up on [Eagle’s Nest](#) to attend.* These outings provide a chance to connect with peers while enjoying the Pensacola area. Past outings have included attending an Ice Flyers hockey game, exploring local cuisine, and shopping at local outlet malls.

## Student Leadership

Students can develop essential leadership skills through various roles that provide an avenue for input on co-curricular and extracurricular activities. Officers are elected to lead student organizations like Student Body, Mission Prayer Band, and collegians. Collegian presidents also form the Pan-Hellenic Council, which assists the College in discussing new ideas for collegian life and making recommendations.

## Christian Service

Students may volunteer to minister through various [Christian Service](#) ministries, including Bible clubs, personal evangelism, nursing homes, and special needs outreach. The Christian Service Expo at the beginning of each semester showcases each Christian service and encourages students to be involved.

## Missions

[Mission Prayer Band](#) is a voluntary student group that meets weekly to learn about various mission fields and pray for the missionaries. Visiting missionaries and mission board representatives encourage students to consider mission work, summer missions trips, and the prayer needs of missionaries.

## Campus-Wide Prayer Groups

In addition to residence hall prayer groups, students may initiate campus-wide prayer groups that meet at a regular time and place with the support of a college sponsor. Information about times and locations for these prayer groups can be found on Eagle's Nest. *To learn more about starting a campus-wide prayer group, contact the Student Activities office (A-1).*

**PENSACOLA CHRISTIAN COLLEGE**