



**Student
Handbook
2006-2007**

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A MESSAGE FROM OUR FOUNDER

With the Church having entered the 21st century, there is a distinct need for an educational center of theological and ministerial training that is entirely committed to the biblical message, spiritual values, and passionate character of the Full-Gospel, Spirit-filled tradition of the global Pentecostal/Charismatic Movement. A center focused on the formation of spiritual servants who are as disciplined in the workings of the Holy Spirit as they are in the Word of God, so they may serve to cultivate a people of God who are balanced in their worship, witness, work, and warfare. The King's College and Seminary exist for all who seek a ministry that is:

- Uncompromisingly biblical in theology and practice;
- Ceaselessly passionate in pursuit of the Holy Spirit's graces, gifts, and governing; and
- Devotedly committed to the priorities of Spirit-filled worship, Spirit-inspired witness, and spiritual warfare.

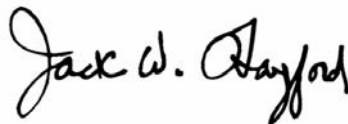
With this mission and purpose in mind for The King's College and Seminary, I am pleased to invite you to consider training here whether for professional ministry or for personal enrichment. I am thrilled that you have decided to obey God and to either step out in faith to begin the pilgrimage of preparing for the ministry and servanthood to which the Father is calling you, or having begun ministry, you have decided to better equip yourself to be a more effective servant in the Kingdom.

The Bible is clear that great leaders are first servants and that servanthood is the foundation to their greatness. This truth and mindset for ministry is so profound and significant that the Gospels proclaim it several times. We are repeatedly instructed to become servants if we desire to be leaders in the Kingdom of God. Thus, we must know that the Father is calling us to be His servants, and has given us the unsurpassed model of His Son as an example to follow.

The Apostle Paul reminds us that in the incarnation Jesus emptied himself, taking the form of a servant (Phil. 2:7). John declares that "the Word (Jesus) became flesh and dwelt among us" (1:14), thus denoting the Son's servanthood. Matthew proclaims that "...the Son of man also came not to be served, but to serve...." Jesus' life and actions demonstrated servanthood. He wrapped himself with a towel, took a basin of water, and washed the disciples' feet.

I join my voice of praise and gratitude with the rejoicing echoes of the Father that you are willing to lay down all, pick up the towel and basin, and obey His divine call to become a servant leader.

Your servant,

A handwritten signature in black ink that reads "Jack W. Hayford". The signature is written in a cursive, flowing style.

Jack W. Hayford, D.Litt

GENERAL INFORMATION

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GENERAL INFORMATION

Statement of Purpose

Mission Statement

As a Spirit-filled evangelical community of higher education, The King's is dedicated to the preparation of men and women for effective Spirit-filled leadership and Christ-like servanthood.

Institutional Purposes

To fulfill its mission, The King's is committed to:

- Provide instruction, nurture, and enrichment for personal and professional development within a Spirit-filled, ecumenical ethos;
- Instill in students recognition of the authority of Scripture in all areas of life and provide a solid knowledge of the Bible;
- Encourage development of a biblical and balanced Christian theology;
- Increase awareness and appreciation of the heritage of the Christian community and the Spirit-filled community of faith in particular;
- Equip students with the basic skills for ministry and evangelism;
- Cultivate within students a spirit of thoughtful inquiry and reflective discernment in the quest for knowledge and truth;
- Enhance spiritual development by encouraging students in personal prayer and the spiritual disciplines;
- Increase students' biblical knowledge of moral and ethical standards and encourage a lifestyle based on Scripture;
- Prepare students for servanthood with sensitivity to the rich ethnic and cultural diversity and varied needs of the world;
- Make personal and professional development possible for adult learners through quality educational delivery systems;
- Stimulate awareness for the need of continuous lifelong personal and professional development and provide such opportunities; and
- Operate in an efficient and effective manner so as to be a good steward of the resources God has entrusted to it.

Institutional Objectives

In harmony with the mission and institutional purposes of the school, The King's expects certain outcomes to be demonstrated by its graduates. These foundational outcomes are enlarged upon by the specific measurable objectives articulated in each academic program offered by the institution. The combination of these institutional objectives for each student and the specific objectives for each academic program provides a basis for assessing a student's progress and the institution's effectiveness in fulfilling its mission.

Graduating students will:

- evidence a commitment to the Lordship of Jesus Christ;
- evidence the fruit of a Spirit-filled lifestyle and mindset;
- evidence the recognition of the authority of Scripture in their lives;
- demonstrate a foundational knowledge of Scripture and the ability to apply its principles to life;

- evidence a commitment to the biblical mandate of evangelism and the ability to share their faith;
- evidence a commitment to the Church and to serve in it;
- demonstrate the ability to effectively communicate in both written and oral form;
- evidence analytical reasoning skills with the ability to interpret and integrate knowledge;
- demonstrate the ability for research on a post-secondary level; and
- manifest a commitment to lifelong learning and growth.

Philosophy

The King’s College and Seminary recognizes the primacy of the spiritual truth revealed in the Bible and incarnate in Jesus Christ, and acknowledges that all truth, wherever it is found, is of God. All truth finds its unity in God. The King’s also recognizes the role of the Holy Spirit in interpreting God’s truth in accordance with the words of the Lord Jesus Christ who instructed His disciples that “when He, the Spirit of Truth comes, He will guide you into all truth” (John 16:13).

The King’s recognizes that the Father has shown mankind truth through Christ in nature, history, and above all, in Scripture. Thus the Bible, as the authoritative Word of God, is central in the quest for knowledge. Its principles and precepts are integrated throughout The King’s curriculum and are foundational in the school’s basic philosophy of education.

Statement of Faith

WE BELIEVE:

Jesus of Nazareth is the Messiah, the Son of God; He was eternally preexistent with the Father and the Holy Spirit, the Holy Trinity. He became incarnate as the virgin born Savior of the World; that by His sinless life, atoning death on the Cross and through His bodily resurrection He completed God’s sole plan for the redemption of fallen humanity; Jesus is the King of Glory, who is now ascended to the right hand of God as His Majesty on high, where He ever lives to make intercession for us, and from whence He will yet return to earth again to reign in righteousness.

(Luke 1:34-35; John 1:1-2; 10:36-38; Acts 1:9-11, 2:33-36; I Cor. 15:3-5; II Cor. 5:21; Heb. 7:24-26, 9:26.)

These truths are revealed in the Holy Bible, which is the Holy Spirit-inspired and infallible Word of God contained in the books of the Old and New Testament, inerrant as given in their original form; that the Word is the conclusive and final authority provided to humankind, revealing Jesus Christ, the ultimate Way, the Truth, and the Life – Who alone can satisfy our need and hunger.

(Matt. 5:8; John 5:39, 14:6; II Tim. 3:16-17; II Pet. 3:16-18.)

The Scriptures join with the Father’s revelation of Himself in His Messiah and in His Creation to show us the goodness and glory of the Eternal Godhead — Father, Son and Holy Spirit; with the revelation of Himself as Creator and Sustainer of all things visible and invisible; the everywhere present, almighty, all-knowing, all-loving One, whose benevolent laws have framed humankind’s promise and potential, and whose redeeming grace alone provides for humankind’s salvation and restoration.

(John 1:3; 14:16-21, 26; 16:12-15; 20:30-31; Rom. 1:20; Col. 1:16-17; I Tim. 1:17, 2:3-6; Titus 2:11; Heb. 1:1-3; I John 4:15-16; Rev. 1:8.)

The Gospel is the full message of His salvation and restoration; announcing that forgiveness of sin, restoration unto the Father’s will and the promise of eternal life are available through repentance and faith in Jesus the Savior; that this faith brings new birth into the Kingdom of God whereby the Creator’s loving purpose for each individual may be realized by the power of the Holy Spirit.

(John 3:3-7; Acts 16:31, 26:17-20; Rom. 1:16, 10:8-10, 13; Titus 3:4-7; Heb. 6:1-2.)

The Church is constituted of all those who have believed and received the Gospel; that the global Church's essential unity is to be rooted in our mutual acknowledgment of the Saviorhood and Lordship of Jesus the Messiah; that each community and ethnicity within the global Church should receive the respect and acceptance of the other, allowing one another the liberty of doctrinal distinctiveness, cultural uniqueness or ministry emphasis in the spirit of love and brotherhood.

(John 13:34-35; 15:12-13; Acts 2:36; Rom. 15:7; I Cor. 12:3; Gal. 3:26-29; Eph. 2:19-23, 4:1-6; I Thess. 4:9-12; I John 4:7-21.)

The whole Church is commissioned by her Lord to take the whole Gospel to the whole world, declaring the message that all may be reconciled to God in Jesus' Name; that even as Jesus, the Son, was sent as our Redeemer from heaven, the Holy Spirit has been sent to enable the living Church to spread this good news, to minister the love of God in every way consistent with His will and truth.

(Matt. 5:13-16, 24:14, 28:18-20; Mark 16:15; John 16:7-15; Acts 1:8; II Cor. 5:18-21.)

The fullness of the Holy Spirit is the fountainhead of the Church's capacity for witness and ministry; that as the Baptizer with the Holy Spirit, Jesus Himself directs each of His own to receive His power from on high, that each being filled today in the same way as the earliest believers may work the same works today, in Jesus' Name; that the gifts, fruit and power of the Spirit are essential for the Gospel of the Kingdom to be preached to all the world for a witness, and then the end shall come.

(Matt. 3:11, 24:14; Luke 3:16, 24:48-49; John 14:12, 20:21-23; Acts 1:4-8, 2:1-4; Rom. 12:5-8; I Cor. 12:4-11; Gal. 5:22-23; Heb. 13:8.)

According to the Scriptures, the end of all things is at hand; that vital believers will always balance their care and service of life's most practical daily issues with their warm expectation of the imminent return of their Savior from heaven; that at His return, He will judge the living and the dead according to the righteousness of God, each one receiving their just reward of either eternal gain or eternal loss.

(John 5:28-29; Rom. 14:10-12; II Tim. 4:1-2; I Pet. 4:7; II Pet. 3:11-14; I John 3:2-3; Rev. 20:11-15.)

The above affirmations of faith are founded on the revelation of God's Word and are reaffirmed in the following statements:

- **We believe in the Trinity of the Eternal Godhead** — Father, Son and Holy Spirit, perfect in unity as Creator, Redeemer and Restorer of Humankind.
- **We believe in the plenary verbal inspiration of the Bible** — the completed canon of the Old and New Testaments, inerrant in the original manuscripts and infallible in its truth for faith and life.
- **We believe in the creation of the universe**, the fashioning of earth for human habitation, and the historicity of primeval history as presented in the Scriptures.
- **We believe in the literal existence of the devil** and in the reality of the invisible war against demonic hosts who seek to tempt and separate humankind from the Father.
- **We believe in the gospel of salvation through the Cross** — that humankind is lost without Jesus the Savior, whose atoning blood and substitutionary death alone provide forgiveness for and justification from sin and provide eternal life.
- **We believe in the literal reality of each** — the virgin birth, reconciling death, bodily resurrection, personal ascension, and promised Second Coming of Jesus the Messiah.

- **We believe in the essential unity of the Church under the Saviorhood and Lordship of Christ**, with a commitment to respond to His prayer “that they may be one” in the Spirit of humility and love.
- **We believe in the Savior’s great commission** to go into all the world preaching the Gospel, baptizing, and making disciples.
- **We believe in the present ministry of the Holy Spirit’s gifts and works of power in and through the Church**, beginning with the believer’s receiving the Baptism with the Holy Spirit as at the beginning.
- **We believe in showing love and good works toward all humanity** in serving human need, that the Gospel not be reproached, and that God’s love be seen in practice as well as proclamation.
- **We believe in the final judgment of all humankind** into eternal union or eternal separation from God, ministering in this light with the passion of those who believe that

“God so loved the world that He gave His only begotten Son, that whoever believes in Him should not perish but have everlasting life” (John 3:16)

The King’s College and Seminary subscribes to the historic creeds of the Church, including the Apostle’s Creed and Nicene Creed, and to the Statement of Faith of the National Association of Evangelicals (USA), and to the Declaration of Faith of the Pentecostal Charismatic Churches of North America.

Standards of Conduct

Recognizing The King’s College as a community of believers, the institution expects its students, faculty, and staff to exemplify biblical standards of conduct in all areas of their lives, both on and off campus, and in interpersonal and community relationships. The institution expects its members to demonstrate integrity in their personal lives and in their academic / professional work, and to show respect, concern, and proper behavior towards their colleagues and those in authority.

The King’s Code of Conduct is a central criterion of behavior for all that are a part of The King’s community. It represents a standard for Christ-like maturity based upon a biblical philosophy, reverence for God, esteem for humankind, and personal integrity.

Recognizing that preparation for and involvement in the service of Christ requires personal commitment to the Lord Jesus Christ, The King’s expects the members of its community to seek spiritual growth and maturity in their Christ-like life. The following are expected if community members:

1. ***Study the Word of God.*** *Regular and consistent personal study of the Word is essential for spiritual growth. I Peter 2:2 encourages us to “long for the pure milk of the Word.” The Word has the power to reach the innermost parts of our being (Hebrews 4:12) and the enable us to stand firm for Christ (Ephesians 6:17).*
2. ***Communion with the Father.*** *Christ-like living is essentially a love relationship with the living God (James 4:8), birthed by and substantiated through the power of the Holy Spirit. To personally know the Father we must have communion with Him. Jesus Christ gave us the*

example to pray regularly and consistently, and the Scriptures encourage us to “pray continually” (I Thessalonians 5:17) including prayer in the Spirit (I Corinthians 14).

3. **Discipleship.** *God’s Word instructs believers to follow the example, “and observe those who walk according to the pattern you have in us” (Philippians 3:17). Discipleship is developing personal relationships for spiritual goals. Community members are encouraged to form personal friendships, structured accountability relationships, and / or small groups.*
4. **Church Attendance.** *Believers are instructed not to forsake “assembling together” as they submit themselves to the life and leadership of a local assembly (Hebrews 10:25, I Cor. 16:13-16). It is expected that all members of The King’s community will establish a church home and regularly attend worship services.*
5. **Christian Ministry.** *The Father has called every believer to do the work of ministry (Ephesians 4:16-18). The Word declares “we are His workmanship, created in Christ Jesus for good works” (Ephesians 2:10). It is anticipated that all members of the community will be involved in some expression of Christian service in Jesus’ name and that all are encouraged to exercise spiritual gifts for the edification of the body.*

Recognizing that preparation for and involvement in the service of Christ requires a lifestyle consistent with an effective Christ-like witness and one which exemplifies a life of integrity and Christian values, the following are expected of community members:

1. **Maintain a Blameless Testimony.** *Scripture declares that God has created all persons in His image (Genesis 1:26) and that we are not to be conformed to this world (Romans 12:2), but are to be “holy in all” of our conduct (I Peter 1:15, 16). To maintain a blameless testimony as Christian leaders, students and employees are expected to totally abstain from participating in either fornication, adultery, or homosexual activities or using pornography, illegal drugs or harmful substances; and profanity, obscenity, and dishonesty including plagiarism are equally unworthy and to be shunned.*
2. **Respect for Peers and Authority.** *The King’s expects every member of the community to demonstrate love, respect, and honor to all other members of the community, whether relating to one’s colleagues or to those in authority (Romans 12:10, I John 4:21, I Peter 2:17, Hebrews 13:16, 17).*
3. **Discrimination/Harassment.** *In valuing the rights of all individuals and their contributions (I Corinthians 10:24), we acknowledge all forms of racial and gender discrimination to be violations of God’s laws (Acts 10:34). The King’s is committed to providing a learning and working environment that is free of discrimination. In keeping with this commitment, unlawful harassment, including sexual harassment, is strictly prohibited.*
4. **Dating and Marriage.** *The King’s expects the highest standard of moral purity to be maintained by members of its community regarding both dating and marriage. God’s Word does not condone either pre- or extra-marital sexual activity (I Thessalonians 4).*
5. **Appearance and Dress.** *Recognizing that members of The King’s community are called to be leaders in the Church and in society, the institution requires its members to follow the standard of modesty in dress and appearance. Scripture calls believers to be examples to those around them (I Timothy 4:12) and to give no offense to others (I Corinthians 10:32). Thus members of The King’s community should never allow their appearance to be a stumbling block to another.*

Please observe that shorts are not allowed at any time in the academic buildings or classrooms. Accidental falls on stairs can result in serious injury or death. Therefore, two items are recommended: A.. it is recommended that all employees and students of The King’s consider

wearing quality footwear when on campus. Clogs, thongs, sandals or other loose fitting footwear should not be worn, particularly using the stairs. B. When carrying books or other bulky items, it is recommended that one use the elevators.

Questions regarding student conduct should be addressed to the Dean of Students.

Students, faculty, and administration are required to acknowledge their agreement with and support for the Standards of Conduct of the institution by signing their affirmation annually.

Affiliations and Accreditation

The King's College and Seminary is accredited by both the Transnational Association of Christian Colleges and Schools (PO Box 328, Forest, Virginia, 804-525-9539) at the Carnegie Category IV level (through the first professional doctorate level), and by the Commission on Accreditation of The Association for Biblical Higher Education, (5575 S. Semoran Blvd., Orlando, Florida, 407-207-0808). Both the Transnational Association of Christian Colleges and Schools and the Association of Biblical Higher Education are members of the Commission for Higher Education Accreditation (**CHEA**).

The Institution is listed in the current edition of both The American Council on Education's *Accredited Institutions of Postsecondary Education* and in the *Higher Education* directory. The Institution participates in the U.S. Department of Education Title IV Program, which offers students access to Pell Grants, Federal Supplemental Educational Opportunities Grants, Federal Work Study, and the Stafford Education loan programs. Graduates of the Seminary are recognized by all branches of the U.S. military for participation in the Military Chaplaincy. The King's is approved to participate in the Veteran's Administration educational assistance programs. The King's is a member of the Higher Education Transfer Alliance (HETA).

The King's is an outgrowth of the ministry of Pastor Jack W. Hayford and The Church On The Way in Los Angeles, California. As such, the school has a vital relationship with the 21,000 constituent church. Having been birthed through The Church On The Way, the institution walks in mutual partnership with the church's leadership in fulfilling its mission of preparing and equipping servant leaders for ministry in the local church and community. Through this relationship the school has a religious exemption status as provided within the provisions of the State of California Education Code with the Bureau for Private Post-Secondary and Vocation Education.

A Historical Reflection

How appropriate that God would call Pastor Jack Hayford to establish a Pentecostal/Charismatic college and seminary in Los Angeles, California. It was here in the "City of Angels," at the beginning of the 20th century, that God gave birth on Azusa Street to the worldwide revival that sparked the Pentecostal movement. It was also here that one of the significant female preachers in American history, Aimee Semple McPherson, gave birth to the International Church of the Foursquare Gospel, built one of the largest church structures in America, and was the first female preacher to use the media of radio.

It was here at The Rose Bowl in 1949 that Billy Graham launched a national revival that would transform the heart of America for over five decades. It was here, in 1951 that Demos Shakarian launched The Full Gospel Business Men's Fellowship International that would introduce the Spirit-filled life to millions of America's business leaders. And what a significant observation that The King's College and Seminary is located literally on the very same street and block that God used Father Dennis Bennett, Rector at St. Mark's Episcopal Church, to spark in 1960 the great Church renewal that we call the Charismatic Movement. Today the Pentecostal and Charismatic Movements are the fastest growing religious movements in history and The King's College and

Seminary exists to assist in raising up a new generation of Spirit-filled leaders for the 21st century. This great worldwide Spirit-filled movement will prosper and grow only as it provides new and vibrant leadership.

The King's College and Seminary is the only accredited Pentecostal/Charismatic postsecondary institution in the "City of Angels." The King's Seminary is the only accredited Pentecostal/Charismatic seminary on the West Coast of North America. As Los Angeles, with its 10.2 million residents countywide, is the West Coast gateway to America, so The King's has been called to be a gateway for the transition and equipping of men and women called by Father God into servant leadership and Kingdom building.

Non-Discriminatory Policy

Recognizing that all persons are God's creation, The Kings' College and Seminary is committed to providing equal opportunity and access in its educational and spiritual programs and activities. The school provides full and affirmative compliance with the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

The school does not discriminate on the basis of race, color, gender, national or ethnic origin, handicaps or disability, age, marital, or veteran status in any of its policies, procedures, or practices. This includes its admissions policy, educational programs, treatment, employment, and all other activities that it provides.

In addition, recognizing that women and men are equal partners in the ministry of building the Kingdom of God, the school strongly discourages the use of discriminatory language. The school also prohibits any form of sexual harassment on the part of its employees and students.

The King's Facilities

The King's College and Seminary is housed on the 24-acre campus of The Church On The Way in Los Angeles. The King's Tower, with its five stories, provides the main academic hub of the school. Most administrative and faculty offices, library, facilities, computer lab and classrooms are located here. Also, located in adjacent courtyards are The King's Way Bookroom that services the course resource needs for both residential and distance students, The King's Café, the Student Lounge, and The King's Chapel. The campus is equipped with a full gymnasium to provide exercise and recreational opportunities. The King's Place, the 1300-seat West Campus sanctuary provides a 135-seat choir room, a 250-seat general assembly room and additional office space for faculty and administration.

Philosophy of Student Development

As a Spirit-filled, evangelical community, The King's purposes are to prepare men and women for effective, Spirit-filled leadership and Christ-like servanthood in the Church and community. The King's is composed of a community of believers committed to Christian ministry regardless of their vocational calling. Recognizing that the Father is vitally concerned with every individual in our community, we seek the development of Christlikeness in each student and seek to assist each in accomplishing the purpose of God in his or her life. The King's is committed to developing its students into people who obey God because they are personally accountable to Him and His Word. It desires to promote a lifestyle and mindset that will contribute to the development of God's Kingdom through our students. Thus, we seek:

- To build Christian leaders who work from a strong foundation in Christ and in the Word of God;
- To cultivate the roots of personal spiritual experience in an atmosphere of prayer and humility;
- To develop lives disciplined in the habit of Bible study and shaped by the precepts of Scripture;
- To lead men and women into a deeper experience and understanding of the Person and work of the Holy Spirit;
- To challenge both the social awareness and character growth of the student;
- To provide an ethos which allows the students to express the presence of God and to find nurture for one's spiritual life within a community of faith; and
- To endorse activities which promote relationship building and interpersonal social development.

The philosophy of student development at The King's is based on three core beliefs.

1. The King's is a Christian Community

The King's seeks to be a collegium centered upon Christ and His Church. It is committed to the ideals of God's Kingdom and to the perspective of integrating faith, learning and action. With others in the Christian tradition, the institution acknowledges the sovereignty of God, the triumph of God's Kingdom, the presence of God's Spirit in the life of the Church, and of the Lordship of Christ in all areas of life.

The King's affirms the authority of the Bible over all matters of faith and life; the church as a community of redeemed people; a life of discipleship leading to holiness, witness and service; the call to serve Jesus by ministering to human need and alleviating suffering; the practice of reconciliation and love in settings of violence, oppression and injustice; and the development of spiritual maturity through disciplines such as prayer, study, and meditation.

All authentic knowledge and experience are unified under God. All aspects of reality are understood to be parts of a larger whole. There is no contradiction between the truth of revelation, of scholarly investigation, and of action. The college encourages members of The King's community toward a reflective perspective on the nature of humanity and its relation to the world. The institution affirms that wisdom grows out of commitment to Christian faith and that Godly wisdom is essential to developing a holistic view of God, self, and the world.

2. The King's is a Community of Leaders

The King's recognizes the importance of the interpersonal dimension of the learning process. The institution believes that community grows out of common commitments and that learning is the result of interaction between persons, ideas, and experiences both inside and outside the

classroom. The King's believes that as individuals become more responsible with and accountable to one another, they are better able to understand themselves and to make thoughtful commitments to God, the Church and the world. Thus, the institution seeks to provide settings in which individuals can achieve such interaction within a community committed to learning and service.

The institution seeks to accept each member of the community as unique, with purpose and value. Ethnic and religious identity is affirmed as a basis for respectful pluralism. While acknowledging individual differences, the institution also holds to the expression of community as a body that transcends individualism—those cultural, national, and ethnic boundaries that separate and alienate.

The King's welcomes those of different cultural, national, ethnic, and religious backgrounds to participate in its educational experience. It believes that the Gospel transcends the limitations of all cultures and ideologies and that inclusiveness enriches the community.

The institution invites those from a variety of denominational traditions, both a faculty and students, to enter into dialogue and faithful practice in following Christ and sharing the institution's mission. The institution encourages persons to serve across cultures and throughout the world as compassionate disciples of Christ and as constructive members of society.

The institution believes that knowledge and understanding are formed in the community; that learning takes place through dialogue, discourse, relationships between people who have different experiences and perspectives, and that such wisdom begins with humility. These understandings join teachers and students as partners in a mutual search for truth and wholeness.

The King's belief in community expresses itself in patterns of leadership and governance that are servant oriented and participatory and which lead toward consensual decision making.

The institution seeks to carry out its educational mission through faculty, students, staff, and board members who participate in church and society, share a mutual respect for educational goals and community standards and are committed to enhancing the quality of the educational experience for all its members.

3. The King's is a Prophetic Community

The King's believes that to be prophetic is to serve the Church and society by engaging in dialogue with and critique of contemporary culture and practice. The institution encourages informed reflection on personal, institutional, and societal values, which contribute to developing a vision for wholeness, justice, and reconciliation. It offers leadership to the Church and the world by enabling persons to extend perceptive, creative and skillful responses to current issues; to illuminate darkness with light and dispel ignorance with wisdom and understanding. It seeks to bring an integrative, Christian ethic and perspective to present-day thought and experience and to a common search for the better way.

The King's understands learning to be a journey—a journey of exploration, reflection, and transformation—a journey toward deepened meaning and faith growing out of creative encounter with Christ and the world. The institution believes that such learning may be nurtured through many different modalities and in many different settings and that it should be encouraged to continue throughout life. Thus, the institution values imaginative, experimental, and innovative ways of engaging students and faculty in the process of learning even as it seeks to remain faithful to its core values and identity.

The King's is a deliberate and continuing attempt to realize the vision expressed in The King's idea. The idea gives the institution reason for existence, courage for growth, and stimulus for adventure.

Students choose The King's for many different reasons. Their primary purpose is to obtain an education. In the Student Life area, we believe education extends beyond the classroom, so we offer programs and services that foster growth and development personally, socially, spiritually, intellectually, and practically. Our role is helping student transition into The King's to be successful while here that helps them move into the world of work, service, or additional education. Student Life provides information opportunities, and services in the areas of counseling, career development, emergency health services, and leadership and spiritual development, as well as campus and outreach ministries to enhance student's potential as vital members of society and the Kingdom of God.

OFFICES AND SERVICES

Orientation

Academic Advisement

Admissions Office

Bookstore

Counseling Support

Housing

Library

Office of the Registrar

Student Accounts

Financial Aid Policies and Procedures

Financial Aid Assistance

Online Courses

Security

Spiritual Life

Supervised Field Ministry

Job Assistance

Placement Assistance

The King's Cafe

Student Lounge

Students with Special Needs

Learning Assistance

Alumni Relations

Motor Vehicles/Parking

Orientation

To assist new students in their acclimation to The King's an orientation program is provided each quarter. The objective is to enable students to make a smooth transition into the life and opportunities of the institution. The orientation provides both group and individual assistance.

The sessions introduce the student to the spiritual, social, and academic life of the institution. They are introduced to campus facilities, the faculty, administration, programs, and policies of the institution. Academic advisement and assistance is provided to each student in their academic registration. The sessions also allow new students to meet current students and to become familiar with student activities such as student government.

Academic Advisement

Academic advisement is a vital service provided by the faculty of The King's. The Registrar assigns students to a faculty/advisor during the student's first quarter of classes. Each quarter professors advise students in the selection of classes that satisfy the requirements for graduation in their selected program. Professors also provide current information on transfer of courses and on The King's academic policies. In addition, they discuss the long-range goals of the students to insure that the classes they take will help the students achieve their goals.

Admissions Office

The Admissions Office communicates with prospective students and provides them with information on the academic and spiritual experience available at The King's. Questions concerning the various programs offered at The King's are answered, as are those which concern admissions requirements and the admissions process. Students with questions concerning admissions to The King's or who know of others who would be interested in attending The King's may call the Admissions Office at 818-779-8047 and request an application packet. Office hours are 8:30 a.m. – 5:00 p.m., Monday through Friday.

Bookstore

The King's Way Bookroom serves The King's students, faculty, and staff by stocking more than 6,000 biblical and ministerial resources. Course booklists are provided to students in the bookstore and textbooks may be purchased there. The bookstore is open from 10:00 a.m. to 5:00 p.m. Tuesday, Thursday, and Friday and from 10:00 a.m. to 7:00 p.m. on Wednesdays. On Saturdays, the bookstore is open from 6:30 p.m. to 7:00 p.m. and a ½ hour after the Saturday evening service; on Sundays the bookstore is open from 10:30 a.m. to 2:00 p.m. For convenience of students, additional hours are posted at the beginning of each quarter.

The bookstore accepts personal checks with identification as well as major credit cards for book and resource purchases.

Purchases may be returned for full credit up to 14 days after the purchase date if the merchandise is returned in mint condition with a receipt. Books for intensives and modulars have a three-day return policy.

The bookstore ships textbooks and other resources via UPS throughout the U.S. In addition, the bookstore will place special orders for material not in stock. Some books require a nonrefundable deposit with the order. The books or materials are held for 10 days after notification is made; if not picked up, the books or materials are placed in the general stock of the bookstore.

Counseling Support

Just as time at The King’s is filled with learning, spiritual growth, and excitement, it is also time which presents students with new challenges and unique opportunities. Students who need personal or spiritual support during this time may find encouragement and wisdom from their professors and advisors. For students who need extended support and care, two additional resources are available. Students may make appointments for counseling and prayer with The King’s Chaplain. The institution’s Chaplain, Professor Dale Buffington is available for on-campus, online, and telephone counseling. Appointments can be made by calling 818-779-8053.

Additionally, the Pastoral Care department of The Church On The Way is available. Under the direction of Reverend Jim Nelson, the Pastoral Care department provides The King’s students with a place where people will listen to their questions, pray for the ministry of the Holy Spirit, and offer help in overcoming personal challenges. Appointments may be made by calling 818-779-8460. The Dean of Students is also available for counseling and concerns. Students wishing to see the Dean of Students may make an appointment by calling 818-779-8040.

Counseling Services

Counseling Need	Counselors
Vocational/Academic Counseling	Faculty Advisor
Placement Counseling	Prof. Jody Smith or Prof. Dale Buffington
Personal Counseling	Faculty Advisor, Chaplain Buffington, Dean Daniel Gilbert
Severe Personal/Family Counseling	Rev. Jim Nelson, TCOTW Counseling Department
Financial Counseling	Norm Stoppenbrink, Student Accounts, Crown Ministries

Housing

At the current time no on-campus student housing is available. However, the Admissions Office will assist new students, upon request, with finding housing within the area by providing references through church members or friends of The King's College and Seminary and by providing current, local apartment information.

Library

The Library is open Monday through Saturday; Monday, Tuesday, and Thursday hours are from 9:00 a.m., to 10:00 p.m.; Wednesday from 9:00 a.m., to 7:00 p.m.; Friday from 9:00 a.m., to 5:00 p.m.; Saturday from 9:00 a.m., to 1:00 p.m.

Students at The King's have access to more than 170,000 books and other resource items in The King's Library, which is housed in The King's Tower. The Library contains a large theological collection as well as a general liberal arts collection of books. The theology books are shelved primarily on the 4th floor, with the general collection shelved on the 2nd and 3rd floors of The King's Tower.

In addition, the Library offers a growing collection of journals and periodicals. The Library maintains current journals and periodicals for student use on the 4th floor of The King's Tower, with back issues of these journals and periodicals on the 2nd floor.

Students who desire to obtain books not found in The King's Library collection may secure them through several means. The King's interLibrary loan program is available to all students and is facilitated through the circulation librarian. Students must fill out the interLibrary request form and pay required fees. It usually takes two weeks to find and make books available to students. The King's Library is a member of the Southern California Theological Library Association, which allows The King's students borrowing privileges from 16 academic institutions such as Fuller Theological Seminary, Azusa Pacific University, Biola University, Claremont, Loyola Marymount University, and the University of Judaism. Through the association, The King's students have access to approximately 1 million theological volumes. A third source includes access to the Los Angeles Public Library and its 71 branches offering more than 2.5 million volumes. LAPL also offers a 24/7-reference librarian service over the Internet or by telephone by calling 213-228-7000.

The King's Library offers numerous additional services. On the 4th floor, the Library offers Internet access at 11 workstations. From these computers, The King's students have access to Proquest enabling them to search over 1300 periodicals for abstracts or complete articles. First Search is also available allowing students to access bibliographic information on over 1400 journals. Students may also access the Religious and Theological Abstracts database, which provides abstracts for over 400 journals.

Students may use the Library's electronic resources, which include Greek Tutor, Hebrew Tutor, BibleWorks, Logos Bible Software, Britannica 2006, The Theological Journal Library, and Barrington's Atlas of the Greek and Roman World.

The King's Library maintains an Internet presence at www.kingscollege.edu and www.kingsseminary.edu that allows online and on-campus students access to the Library catalog, Proquest, First Search, and Theological and Religious Abstracts.

All Library patrons must have a valid student identification card. Books may be checked out for two weeks at a time from the circulation desk on the 4th floor of The King's Tower or through email. Online students may check out books from the Library and have them sent by United States Postal Service for a nominal fee. Students not returning their books by their due dates are fined \$.50 per day per book until the books are returned. The fine must be paid before the student can check out additional books. Failure to return borrowed materials and to pay fines will prevent students from taking final exams and may delay future enrollment or obtaining a transcript.

The Computer Lab is housed within The King's Library on the 4th floor of The King's Tower. The Computer Lab is available during the hours of the Library is open except the hours it is used for classes. The lab includes 32 workstations and a state-of-the-art projection system. Students have access to the industries leading productivity software such as MS Word, MS Excel, MS PowerPoint, and MS Access. This allows students the ability for word processing, statistical analysis, data gathering, and presentation creation. The Logos Library System, recognized leading Bible software, allows students to learn and use electronic texts. Additionally, students have access to the Internet. Students wishing to print documents may print them on the laser printer for a minimal fee. A valid Student ID is necessary to use the equipment.

All new students may tour the Library during new student orientation. Students may also take a teaching tour of The King's Library on Mondays and Wednesdays. For further information on The King's Library policies and procedures, students may refer to The King's Library Handbook. The Library may be contacted by calling 818-779-8240.

Office of the Registrar

The Office of the Registrar serves students, alumni, faculty, and administration of The King's in several ways. In addition to registering students for classes, the registration processes course changes, issues grade reports, and clears students for graduation. The Registrar also releases transcripts upon students' request, verifies enrollment, and provides information to students on academic policies.

The Office of the Registrar is located on the 2nd floor of The King's Tower in the Student Services area. The office is open Monday through Friday from 8:30 a.m., to 5:00 p.m. The office maintains extended hours closing at 7:00 p.m., Monday through Thursday for the first two weeks of each quarter. During the summer quarter, the office maintains extended hours for the first week only. Evening hours are available by appointment during the rest of the year.

Student Accounts

The Student Accounts Office is located on the 2nd floor of The King's Tower and is open Monday through Friday, 8:30 a.m. – 5:00 p.m.

Students may make payments in person or by mail. With the use of a credit card, payment may be accepted by phone, fax, or online.

Students are expected to make full payment of their accounts at the time of enrollment. For those choosing not to do so, payment plans are available. Delinquent accounts are charged an interest fee of 18% annually.

Financial Aid Policies and Procedures

Eligibility

To be eligible to receive financial aid, a student must:

1. Be a United States citizen or permanent resident.
2. Be enrolled as a full-time student for maximum financial aid.
3. Have a financial need.
4. Be seeking a degree or certificate and making satisfactory academic progress towards graduation.
5. Be registered with the Selective Service if a male, and at least 18 years of age, and born after December 31, 1959.
6. Not be in default of any Title IV loans or owe a repayment of Title IV grants.
7. File a (FAFSA), the Free Application for Financial Student Aid.
8. Submit a Financial Aid Transcript from each previously attended college.

Financial Aid Assistance

There are several types of Financial Aid available to students.

Federal Pell Grant: The federally funded Pell Grant is based upon financial need. Awards range up to \$4,050 per year for full-time students and are available to college students who have not previously earned a bachelors degree.

Federal Supplemental Educational Opportunities Grants (SEOG): It is awarded to college students with exceptional demonstrated financial need. The award may range up to \$600 per year. Priority is given to full-time students.

Federal Work-Study Program: It provides employment opportunities for students to assist them in earning the funds necessary to meet college expenses. The student normally works 10 – 15 hours a week, not to exceed 28 hours per week.

Federal Student Loan Program (Subsidized and Unsubsidized): The Stafford Loan is a low interest loan made by a participating lender. The loan limit is determined by federal guidelines. Loans are available to both college and seminary students. Repayment begins six months after a borrower ceases to be enrolled at least half-time.

Return of Title IV Federal Funds

If a recipient of federal financial aid withdraws from The King’s during the first 60% of the quarter in which a grant or loan was received the unearned amount must be returned to the Title IV federal programs.

Deferment of Title IV Federal Loans

Students receiving Federal education loans may be eligible to obtain deferments while serving in the Peace Corps., under the Domestic Volunteer Service Act, and as a volunteer for a tax exempt organization of demonstrated effectiveness in the field of community service. For more information about these and other deferment policies, please see, “The Student Guide” available free in the Financial Aid Office.

Satisfactory Academic Progress

Federal regulations require The King's to establish and apply reasonable standards of satisfactory progress for the purpose of the receipt of financial assistance under the programs authorized by Title IV of the Higher Education Act. The regulations require institutions to develop policies regarding satisfactory academic progress (SAP). Each institution must design criteria, which outline the definition of student progress towards a degree and the consequences to the student if progress is not achieved. The King's students who wish to be considered for financial aid must maintain satisfactory progress in their selected course of study as set forth in this policy.

Institutional Policy

The Financial Aid Office evaluates student academic progress at the beginning of each award year. Students are evaluated on the basis of grade point average (G.P.A.), and incremental progress (credit hour completion).

Grade Point Average (Qualitative Progress)

To receive financial aid, a student must maintain a minimum qualitative measure of progress defined as cumulative G.P.A. as listed below:

1. Freshman	1.50	5. Graduate	2.00
2. Sophomore	1.75	6. Doctorate	3.00
3. Junior	2.00		
4. Senior	2.00		

Credit Hour Completion (Incremental Progress)

Students are also required to meet a measure of incremental progress.

Students must:

Complete with a passing grade 75% of the classes attempted. Withdrawal from a class either, withdrawal passing (WP), or withdrawal failing (WF) counts as "attempted". Incompletes will not be tallied until the class requirements are fulfilled and a grade is entered, or the deadline passes and the incomplete becomes an "F"

Institutional Procedures

Students are notified of the SAP policy in The King's College Catalog, The King's Seminary Catalog and the Student Handbook. VA students are notified of the additional restrictions of the VA SAP policy in the VA Addendum (See Veterans Addendum in The King's College and Seminary Catalog).

The Consequences of Denial

A student will be denied financial aid assistance if any of the following occurs:

1. The student does not demonstrate the ability to bring the G.P.A. into compliance with the minimum requirements as defined in Section 20.1 at the end of the probationary period. The VA student does not demonstrate the ability to bring the G.P.A. into compliance with the minimum requirements as defined by the VA Addendum by the end of the probationary period defined in the VA Addendum.
2. The student does not show the ability to regain satisfactory incremental progress as described under Section 20.1 at the end of the probationary period. The VA student does not demonstrate the ability to regain satisfactory incremental progress as described under Section 20.1 at the end of the probationary period defined in the VA Addendum.

Probation

A student will be placed on probation if the following occurs:

1. The student's G.P.A. is below the minimum requirements as defined above.
2. The student does not make the incremental progress as described above.

The Length of Probation

1. The length of the probationary period during which the student may still receive financial aid is one year (three consecutive quarters). During this probationary period the student must demonstrate progress toward the goal of meeting SAP each quarter or

the student will be removed from probation and denied financial aid until the quarter after they have reestablished SAP. VA students please consult the VA Addendum for the length of your probationary period.

2. Students who fail to show the ability to reestablish SAP during the probationary period must reestablish eligibility for financial aid before any further financial aid will be awarded.
3. Students who are denied financial aid for not reestablishing SAP during the probationary period, who reestablish SAP during a later quarter, will not be awarded financial aid retroactively for the quarter in which they reestablished SAP.

A student seeking to re-establish eligibility for financial aid may do so by:

1. Achieving the minimum G.P.A. as outlined in Section 20.1.
2. Re-establishing incremental progress as described under Section 20.1
3. Appealing the financial aid decision.

VA students seeking to re-establish eligibility for VA benefits must prove to their Academic Advisor and the Financial Aid Director that the conditions that caused the student to fail to achieve SAP by the end of the probationary period have been rectified.

Appeal Process

Any student denied financial aid who can prove special circumstances pertaining to his/her case, may appeal the decision denying aid, to the Financial Aid Officer. A student whose appeal is denied by the Financial Aid Officer may appeal to a committee made up of the Dean of The King's, the Dean of Students, and the Financial Aid Officer. Decisions by the committee are final. Decisions for or against the appeal must be documented by the FAO and retained in the student's file

Online Courses

Students have the opportunity of taking courses online. Students working toward a bachelors degree may take most of their classes online. Seminary students are limited by the required one-year of residency classes.

In order to provide students with the best online learning experience, The King's has teamed up with an e-learning provider, WebCT.

Online courses are six weeks in length. Generally, two sessions of online classes are offered each academic quarter. Students are limited to participating in no more than two classes per session. (The first time a student takes an online class, he/she is limited to one class that session.) All new online students are required to successfully complete an online training

course before enrolling in online classes. Questions concerning online classes may be directed to Joeleanor Hall-Hildebrand at 818-779-8298.

Security

Security is an important issue to The King's given its location in an urban area of Los Angeles. A private security company is under contract to The King's to provide a protective presence to students, faculty, and staff.

Security personnel patrol the parking lot to the south of The King's Place during the evening when students are in class and make a thorough check of the campus at specific intervals. The security office is located to the east of The King's Place in the education building facing the courtyard. Escort service is available upon request from the classroom to the parking lots. Students should contact security officers if they see or hear anything unusual or suspicious by calling 818-897-5965.

The Annual Campus Crime Report is compiled and published in October. Students, faculty and staff may review the Annual Campus Crime Report at www.kingsseminary.edu and www.kingscollege.edu.

Spiritual Life

The King's desires to enhance the spiritual life and experience of students by providing them with opportunities for prayer, praise and worship and ministry experience outside the classroom.

Several components make up the spiritual life program at The King's. One unique and exciting component is Dr. Hayford's Student Seminars. During the course of the academic year, Chancellor Jack W. Hayford schedules special times to meet with the student body. These one-day worship/teaching seminars greatly enhance the student's spiritual experience. Dates and times are announced throughout the year.

Additionally, The King's sponsors the national Autumn Leadership Conference in November and The Church On The Way sponsors The Spirit-filled Life Conference annually each Spring. Both conferences bring pastors and leaders from across the body of Christ together to discuss and address issues in Christian ministry. These conferences expose students to nationally recognized Christian leaders and ministers as well as vital topics relevant to ministry today.

The students' spiritual life is also the concern of The King's weekly Worship Services. The King's weekly Worship Services are held throughout the academic year, providing the students a chance to pray, worship, and be encouraged. Special services are held at various times throughout the year to commemorate important events (i.e., Martin Luther King Day, etc.). All services are supervised and coordinated through the Dean of Students office with cooperation and participation of the Chaplain. Students, faculty, and staff are welcomed to participate in the services. Those interested in helping to lead worship should contact the Student Government, Chaplain or Dean of Students office.

The King's encourages all students to be active in their local church. Students may participate in the Wednesday evening services held at The King's Place. Extended times of worship and prayer accompany the teaching at these midweek services.

Students are invited to attend weekend services conducted on Saturday and Sunday, which are held at The King's Place. These more formal times offer enrichment through varied worship styles, prayer groups, and preaching.

The King's promotes and encourages students to participate in activities and events on campus. Concerts, dramas, and special guest speakers help to enhance the spiritual life of the students. Students also have the opportunity to participate in events sponsored by student groups. Weekly prayer meetings are held on campus by the Encounters group. Sojourners offers students the opportunity to participate in small spiritual growth groups throughout the year. The Street Evangelism group offers students the ability to share their faith and the love of God to the homeless in the greater Los Angeles area.

Additionally, The King's has partnered with Strang Communications to bring all new students a one-year subscription to *Ministries Today* magazine. *Ministries Today* magazine highlights leading ministries throughout the nation and world inspiring, informing, and encouraging students in whatever ministry the Lord is preparing them.

Also, students who have special spiritual needs may visit with The King's Chaplain by appointment, phone, or online. Additionally, the Pastoral Care department of The Church On The Way, directed by Reverend Jim Nelson, is available to address spiritual, personal, or family concerns.

Supervised Field Ministry

All students at The King's are required to participate in practical, "hands-on" ministry, which is supervised by the faculty. The field education component of the college curriculum provides students with the opportunity to serve in formal ministry and gives them a forum in which they may reflect on their experience. Likewise, seminary students are required to complete two years of ministry involvement. Ministry involvement is supervised by members of the seminary faculty and offers an opportunity for the students to gain experience in ministry and to have the chance to learn from their experience.

Both college and seminary students are responsible for identifying and securing a place of ministry service once they have enrolled in the field education (college) or supervised ministry (seminary) courses of their programs. College students who need assistance in finding a place of ministry may contact Prof. Jody Smith, Director of Student Ministries, at 818-779-8043; Seminary students may contact Dr. Kevin Belsby, Director of Supervised Ministry, at 818-779-8416.

Job Assistance

The institution maintains an employment posting service that provides members of the community the opportunity to list jobs for which they need workers. As one of the largest cities in America, the greater Los Angeles area offers a wide variety of job opportunities, both full and part-time. Courses are conveniently scheduled to enable students to obtain either full or part-time employment. The majority of students at the institution are employed. Students may view current job opportunities at www.kingsplacement.com.

Placement Assistance

In an effort to assist students in the obtainment of professional positions upon graduation, the Director of Student Ministries coordinates assistance for securing positions in ministry. The office maintains a list of ministry positions reported to the institution, provides guidelines for writing resumes, and coordinates campus visits by church leaders. Students are encouraged to file their resumes with the office during their last year of enrollment. Placement forms and information is available at www.kingsplacement.com.

The King's Cafe

The King's Cafe, which is located across the courtyard from The King's Tower, provides students with food services. Beverages, snacks, sandwiches, and salads are some of the items available for students to purchase. Microwaves are available to heat food, and vending machines are also provided. The King's Cafe provides 34 indoor seats and 60 outdoor seats for students, faculty, and administration to congregate. Computers are available with high-speed Internet access for students to surf the Web or check email.

Student Lounge

Located next to The King's Cafe and across the courtyard from The King's Tower, the Student Lounge provides students with a vital meeting place. Students are encouraged to enjoy a game of billiards, air hockey, foosball, or bumper pool. A TV viewing room allows students to relax and enjoy programs with movies being periodically reviewed. The viewing room also provides an intimate atmosphere for student and faculty led prayer groups to meet.

Students with Special Needs Policy

The King's is committed to meeting the special needs of individuals with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), The King's does not discriminate against students or employees with disabilities. The institution makes every effort (through the Dean of Students Office) to arrange services and accommodations to any student or employee who, through a recent (three years or less) assessment or diagnosis, can document the disability.

The student or employee is responsible for all assessment costs.

Definition: According to ADA, a person with a disability is one who: (1) has a physical or mental impairment which substantially limits a *major life activity, (2) has a record or history of such an impairment, or (3) is regarded as having such an impairment.

(*Major life activities include, but are not limited to walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself and performing manual tasks. These impairments may exist in those with chronic health impairments, learning disabilities, emotional disturbances, physical disabilities, etc.)

The King's Tower has handicap accessible restrooms on the first floor. Elevators are available to all students.

Learning Assistance

To assist all students, but especially those accepted under the Ability to Benefit provision, each student admitted is assigned a faculty advisor. All students should consult their advisor at least once a quarter, but immediately if he/she is in need of learning assistance. Such students should also consult the Dean of Students. Remedial assistance will be provided on an individual basis as needed. Learning assistance may be provided through non-credit courses, auditing existing courses, computerized instruction, peer tutoring, or individualized guided study. The Library staff is ready to provide special assistance; the computer instructor is available for individual instruction; and each faculty member is ready to assist learners individually where needed. Also to assist students, referral for assessment testing is available.

Alumni Relations

Alumni relations are fostered by The King's Fellowship, which works to develop positive relationships between The King's and its alumni and seeks to serve graduating students by providing them with an association to maintain on-going relationships with their peers. The ministry of The King's is strengthened by The King's Fellowship, which encourages alumni to pray for the institution, helps in the recruitment of future students, and gives support to college and seminary programs.

For information on The King's Fellowship or to provide the office with address changes or ministerial opportunities for other alumni, call Bob Caron, President of The King's Fellowship, at 818-779-8040.

Motor Vehicles/Parking

Currently, motor vehicles are not required to be registered with the institution. Students may park without fee in the lot immediately adjacent to the campus. Overflow parking is available across Kester Avenue, just west of the campus.

STUDENT GOVERNMENT ASSOCIATION

Student Government Association

Constitution and Bylaws

Use of College Name

Intramural Activities

Student Events

Student Government Association

The Student Government Association (SGA) of The King's is made up of students who desire to serve their fellow students by developing and organizing programs that will enrich their spiritual and social life in the college and seminary. The association serves as a voice between students and the administration to allow for a free exchange of ideas about college and seminary life at The King's. Students are encouraged to contact any of the members of the SGA to pass along ideas or to offer suggestions about programs or events they would like to see offered at The King's. Students may also contact members to share concerns that they want communicated to the administration.

Constitution and Bylaws

The King's College and Seminary Student Government Association has established the following constitution to promote the interest and welfare of the students, to provide for an orderly administration of student affairs, and to promote the Christian attitudes and ethics represented by The King's. We pledge to uphold the high standards of conduct established by the administration of this institution in order to bring honor and glory to our Lord Jesus Christ, whom we represent.

Article I Name and Membership

Section A The name of this organization shall be The King's College and Seminary Student Government Association, hereafter referred to as SGA.

Section B The membership of the SGA shall consist of elected students (full-time and part-time) who are in good standing with the institution.

Article II The SGA Council

Section A General Responsibilities

Clause 1 The Student Government Association (SGA) shall exist to serve the individual and collective needs of the SGA in accordance to guidelines established by the Administration of The King's and what is morally correct in the eyes of God whom we seek to serve.

Clause 2 The SGA shall initiate all legislative measures necessary for creation and maintenance of policies, procedures and programs in the areas which the council has jurisdiction.

Clause 3 The SGA shall be the official representation of the students to the administration.

Clause 4 The SGA shall assist the Dean of Students to approve the SGA budget and be the administrator of the funds.

Clause 5 The SGA shall have the power to appoint any staff or establish any committees that prove necessary to the efficient working of the SGA.

Clause 6 The SGA shall appoint all SGA Representatives to serve on the council.

Section B The Composition of The SGA

The offices of the SGA shall consist of but not be limited to the following: President, Vice President, Administrator, Alumni Representative, Student Representative, SGA Representatives and Commissioner of Publicity.

Section C Job Descriptions of the SGA Officers

The duties and responsibilities of each office are as follows:

Clause 1 The President shall:

- a. preside at all meetings of the SGA;
- b. be a non-voting member of the SGA (except in the case of a tie);
- c. serve as the official spokesperson for The King's College and Seminary SGA;
- d. ensure that all decisions of the SGA, students and anyone bringing business before the SGA is enforced;
- e. administer the development and implementation of goals and objectives for the SGA and any committees the council establishes;
- f. attend and assist with all new student registration and orientation days;
- g. oversee the transition of any new SGA members and/or the new SGA when elected;
- h. ensure that a SGA representative is present at all Student Government events.

Clause 2 The Vice President shall:

- a. attend all SGA meetings;
- b. be a voting member of the SGA;
- c. coordinate all student government events;
- d. assume the duties of the President in the event the President is absent or unable to fulfill his/her duties;
- e. attend and assist with all new student registration and orientation days.

Clause 3 The Administrator shall:

- a. attend all SGA meetings;
- b. be a voting member of the SGA;
- c. set the agenda (with the help of the council) and record the minutes for all SGA meetings;
- d. ensure that all elections are conducted properly and fairly in accordance with the election procedures;
- e. formulate an annual budget to be approved by the SGA and the executive administration;
- f. manage disbursement of funds in accordance with the budget formulated by the SGA;
- g. maintain financial status reports to be submitted to the SGA on a monthly basis;
- h. submit a written report to the SGA and the Dean of Students of the financial status of the SGA at the end of each academic quarter;
- i. assume the duties of the Vice President in the case of his/her inability to perform his/her duties;
- j. attend and assist with all new student registration and orientation days.

- Clause 4 The Representative shall:
- a. attend all SGA meetings;
 - b. be a voting member of the SGA;
 - c. serve as the liaison between the administration (through the Dean of Students) and student body;
 - d. check and maintain SGA's voicemail and email address;
 - e. assist the President with carrying out student activities;
 - f. work with the Commissioner of Publicity to develop continual communication with his or her respective constituency or area of responsibility;
 - g. attend and assist with all new student registration and orientation days.
- Clause 5 The Commissioner of Publicity shall:
- a. attend all SGA meetings;
 - b. be a voting member of SGA;
 - c. maintain the Information Center;
 - d. publicize all events using flyers, posters, newsletters, or various other forms of media (as approved by the Dean of Students);
 - e. keep records of all event dates and pictures;
 - f. attend and assist with all new student registration and orientation days.
- Clause 6 The Alumni Representative shall:
- a. attend all SGA meetings;
 - b. be a non-voting member of the SGA;
 - c. be a member of The King's Fellowship (TKF);
 - d. act as a liaison between TKF and the SGA;
 - e. inform the SGA of TK calendar of events;
 - f. attend and assist with all new student registration and orientation days.
- Clause 7 The SGA Representatives (SGA Reps.) shall:
- a. attend all SGA meetings;
 - b. be non-voting members;
 - c. represent the student body to the SGA;
 - d. volunteer and serve at SGA events;
 - e. participate in the creative growth process and enrichment of student life;
 - f. attend and assist with all new student registration and orientation days.

Section D Advisor

- Clause 1 *The Advisor of the SGA is the Dean of Students.* The Dean of Students is the overseer, covering, and accountability for all of the procedures, events, and actions of the SGA.
- Clause 2 The Advisor of the SGA is expected to attend all the meetings of the SGA.
- Clause 3 The Advisor meets on a regular basis with the President to evaluate the projects and events developed by the SGA and to address the needs and concerns voiced by the President on behalf of the council.
- Clause 4 The Advisor will inspect the qualifications of the SGA members to ensure that the criteria for service are satisfied. This includes each member's student status and G.P.A.. It is the Advisor's duty to inform the President of any unmet

qualifications of any member and to discuss any action the President should take in order to comply with the bylaws of the SGA.

- Clause 5 The Advisor ensures that SGA members have the opportunity to reflect on their own personal growth and evaluate their own goals for service and ministry by offering words of encouragement and devotionals throughout the academic year.

Article III Election Procedures and Guidelines

The Election Procedures and Guidelines set forth below have been established in order to provide a system of accountability, organization, and fairness within the SGA Council.

Section A Elections will be held for the following SGA members

President, Vice President, Administrator, Representative, Alumni Representative and Commissioner of Publicity.

Section B Candidate Eligibility

All SGA members are eligible to submit an application for candidacy, if all of the following criteria are met:

- Clause 1 They must demonstrate a lifestyle led by the Holy Spirit and be in agreement with the mission statement established in this constitution. They must be born-again.
- Clause 2 They must be continuously enrolled with a minimum of 6 credit hours per quarter while in office. They must be continuously enrolled in 6 credit hours per quarter for at least two consecutive quarters prior to the submission of their application for candidacy (excluding Student Representative, Alumni Representative, and SGA Reps).
- Clause 3 They must be in good academic standing with a G.P.A. of 3.0 at the time of their application for candidacy.
- Clause 4 They must be in good financial standing with the business office of the college and seminary.

Section C Applications for Candidacy

Applications for candidacy may be obtained from the Dean of Students office.

- Clause 1 Applications should be submitted to the Administrator no later than 30 days prior to Election Day. No application turned in after this time will be accepted.
- Clause 2 Applications must be submitted with two signatures of students currently enrolled in the college or seminary endorsing their candidacy as well as the signatures of the Dean of Students and the Registrar, providing proof of good academic and financial standing.

Section D Term of Service

- Clause 1 The term of service for each council member shall be one full academic year. The term will begin the summer quarter and will continue until the completion of the spring quarter of the following calendar year.
- Clause 2 A council member may only serve two consecutive terms. Should an incumbent council member desire to serve an additional term, he or she must obtain written approval from the Dean of Students.

- Clause 3 A council member will be removed from office for any of the following reasons:
- a. violation of any part of the Standards of Conduct;
 - b. failure to maintain a G.P.A. of 3.0;
 - c. failure to be enrolled for credit in at least 6 credit hours of course work;
 - d. failing to perform the duties described in the constitution or bylaws or failing to complete assignments given by the SGA.
- Clause 4 Before a SGA member is removed from office the matter must be submitted to the Dean of Students.
- Clause 5 Vacated Offices.
- a. Vacated offices, with the exception of that of President, will be filled by a student who is appointed by the SGA;
 - b. Should the President vacate the office, the order of succession described in Article II, Section C, shall apply and the Vice President's position will be filled using the procedure stated in Section D, Clause 4, Paragraph "a" of Article III;
 - c. All vacated office replacements are subject to the approval of the Dean of Students.

Section E Campaigning Guidelines

Upon approval of candidacy, the candidate will be permitted to campaign only two weeks prior to the close of polls on the day of elections. Campaigning will be allowed in the following manner:

- a. word-of-mouth,
- b. e-mail (limited to one e-mail per student voter);
- c. telephone calls (limited to one phone call per student voter);
- d. handouts and flyers which are 8 1/2 x 11 inches or smaller in size;
- e. the application will be available to all student voters for review.

Section F Campaigning Restrictions

- Clause 1 No campaign materials are to be left in classrooms, on tables, posted on walls or on any campus property without the Dean of Students' permission;
- Clause 2 No campaigning or discussions will be permitted in the classrooms;
- Clause 3 All candidate supporters are expected to follow and respect the guidelines outlined above in Section E of Article III;
- Clause 4 Any violation of the guidelines outlined above will be reviewed by the Administrator and will subject the candidate to possible ineligibility.

Section G Election Procedures

- Clause 1 All SGA members currently enrolled in The King's College and Seminary are eligible to vote;
- Clause 2 Each qualified voting student must register at the polls at the time of election prior to receiving a ballot. Each student will receive only one ballot. No ballots will be distributed after polling hours;
- Clause 3 Elections will be held the first week of May at the end of the spring uarter;
- Clause 4 The polls will be open from 11:00 a.m. to 9:00 p.m. Monday through Thursday and on Saturday from 8:00 a.m. to 12:00 p.m.;

Clause 5 Each polling place will be monitored by two SGA and will have a list of current students, ballots, and a list of the candidates.

Section H The Counting of the Ballots

The ballots will be counted by the Vice President and two other SGA members. The Dean of Students will supervise the counting of the ballots.

Section I The Results of an Election

The results of the election may be protested if there is evidence of election misconduct or improper vote tabulation.

Clause 1 Allegations of violations to these election procedures prior to the election must be submitted in writing to the Vice President by 5:00 p.m. on the day preceding the election.

Clause 2 Allegations of violations to these election procedures during the election must be submitted in writing to the Vice President within 48 hours of the close of the election polls.

Clause 3 The Dean of Students will evaluate all complaints received by the Vice President of Administration and determine the course of action to be taken.

Article IV Policies and Procedures in The King's Finance Office for the Management of Financial Resources

Section A The SGA recognizes that it does not possess the authority to create any financial accounts not approved by The King's. Moreover, The King's bears no liability for events or programs that are planned by the SGA but cannot be funded by existing resources.

Section B Approved committees or approved student groups will submit a written proposal itemizing expenses for which funding is desired. Such written proposals shall be submitted in a timely fashion to be considered for funding. Written proposals must follow the guidelines given below.

Clause 1 All proposals must be submitted on a full-sized page written in memorandum form and must clearly document the following:

- a. the expected total cost of the program or event;
- b. the revenues expected to be received;
- c. the expected specific use of funds;
- d. the reasonable justification for funding;
- e. committee or group approval.

Clause 2 For multi-programs or events, documents must be submitted on separate forms in accordance with the guidelines specified above and include a summary page noting the totals.

Clause 3 Funding will be eligible only for those programs or events that fall within the guidelines of the mission, goals, and rules of the SGA.

Clause 4 Once a budget and the subsequent funding is approved, each committee submitting a correct and timely written proposal will receive from the Administrator a status report in writing with regard to the approval of their written proposals.

Section C

- Clause 1 It is understood that even with due diligence in planning, changes can still occur. The following procedure is a guideline established to accommodate unforeseen but necessary adjustments to the budget and funding.
- Clause 2 Any changes to a program or event affecting the initial amount of funding requested and/or approved must be reported immediately to the Administrator in writing. This notice should be written on a full page, in memorandum form, documenting the following information:
- a. the nature of the change;
 - b. the amount of funding being adjusted;
 - c. a reasonable justification for the change;
 - d. committee or group approval.
- Clause 3 Following any SGA funded program or event, a status report must be submitted which indicates the amount of money spent with the receipts attached.
- Clause 4 Any funds granted for programs or events and found to be in excess of the amount actually needed for the program or event must be returned to the Dean of Student's Office.

Section D

- Clause 1 The Administrator is responsible to provide proper documentation for the request of funds to the Dean of Students office.
- Clause 2 Pending approval from the Dean of Students, funds will be made available to the appropriate group or committee.

Article V Policies and Procedures for the Formation and Function of Committees

The SGA shall have the authority to appoint committees for college and seminary projects as it determines to be necessary. All committees are subject to the approval of the Dean of Students.

Section A Examples of committees include an Election Committee, a Graduation Committee, and a Spring Banquet Committee.

Section B The following guidelines shall be followed for the appointment of committees and its members.

- Clause 1 The President shall appoint the chairperson of all committees in consultation with the Dean of Students, and the membership of such committees in consultation with the chairperson.
- Clause 2 All committee members must be in good academic standing with the college or seminary while serving on a committee.
- Clause 3 All objectives and responsibilities of all committees shall be written before a committee is placed in service.

Article VI Amending the SGA Constitution or Bylaws

All amendments to the SGA Constitution or Bylaws shall require a two-thirds vote of the SGA. Amendments passing the vote of the SGA must meet with approval from the Dean of Students before they can be instituted. The following rules shall guide this process.

Section A. Amendments proposed by SGA

- Clause 1 The SGA may propose an amendment by a three-fourths vote of the Council.
- Clause 2 The amendment is then sent to the Dean of Students for administrative approval.
- Clause 3 If approved, the Vice President is required to make the appropriate changes in the Constitution and Bylaws.

Use of College and Seminary Name. The King's College and Seminary reserves the right to limit the use of "The King's College and Seminary," "The King's," or "King's" in relation to the institution to authorized student and alumni organizations. This will preserve the integrity of the institution's legal identity and to provide an endorsement for those organizations that are approved by The King's.

Intramural Activities. The intramural program at The King's is designed to enhance fellowship among students in the college and the seminary and to provide an opportunity for maintaining physical well-being. The program is coordinated by a Student Government officer and supervised by the Dean of Students.

Students may sign-up for intramural activities during the week of registration. Teams are formed and a schedule of games are listed the second week of the quarter.

Student Events. Various student activities are planned by the SGA throughout the academic year to give students the opportunities to get together for fun and fellowship. These include a "Welcome Back Barbecue," at the first of the year in conjunction with orientation and registration, an end of the quarter social, a Fall and Spring Banquet, concerts, retreats, etc.

Students who would like to serve other students by helping with these events and others during the academic year should call the Dean of Student's Office at 818-779-8040 or the Vice President of SGA at 818-779-8544.

Last amended August 2006

STUDENT RESOURCES

Academics

Emergency Services

Health Insurance

ID Cards

Student Publications

Recreation and Relaxation

Academics

For specific information on course-load, student classification, attendance policy, course requirements, grading system, academic progress and probation, and other academic matters see The King's College & Seminary Catalog.

Emergency Services

In case of a fire emergency, students are to evacuate The King's Tower through either the north or south stairwells and proceed to the parking lot south of The King's Place. Evacuation maps are posted at exit doors. See the Crisis Management Handbook for additional information.

In case of medical emergencies, students can receive medical care at the Valley Presbyterian Hospital, one block west and one block south of the institution at the intersection of Sepulveda and Vanowen Blvd. The Hospital is open 24 hours a day and can be reached at 818-782-6600.

Health Insurance

Students who do not have a personal or family health insurance plan may purchase health coverage underwritten by The Mega Life and Health Insurance Company and offered through Student Insurance of Los Angeles. Enrollment and payment for this insurance is made directly to the company for maintaining coverage. Applications and information is available in the office of the Registrar or online at www.studentinsuranceagency.com.

ID Cards

Students are issued Identification Cards during registration when they first enroll in classes at The King's. These ID cards are validated each quarter that the student enrolls in classes in the college. A new ID card is issued to a student if it is lost or if the student fails to enroll in classes on a continuous basis. A fee is charged to the student each time a new ID is issued.

ID cards are required for checking out book from the Library, for being admitted to official activities, and school events sponsored by the SGA. ID Cards are issued in the Library circulation desk on the 4th floor of The King's Tower.

Recreation and Relaxation

Just as many opportunities exist for ministry and study throughout the Los Angeles area, there are numerous opportunities for fun and recreation. From popular amusement parks such as Disneyland (714-781-4565), Universal Studios (818-622-3801), Magic Mountain (805-255-4100), and Knott's Berry Farm (714-220-5200) to the charm of Spanish Missions that date back to the 18th century. For families that are budget conscious, Adventure City (714-236-9300) is a great place to spend the day with the kids!

For students who are sports enthusiasts, the Los Angeles area is home to several professional sports teams. Baseball fans can enjoy a fantastic night out with the LA Dodgers (323-224-1-HIT), Anaheim Angels (888-796-HALO) and the Rancho Cucamonga Quakes (909-481-5252). Basketball fans can enjoy slam-dunks made by the LA Lakers, Clippers and the Sparks (213-480-3232). Hockey fans can enjoy slap shots made by the LA Kings (888-KINGS LA), Anaheim Mighty Ducks (714-740-2000), and the Long Beach Ice Dogs (562-Ice-Dogs). Football fans can enjoy LA's Avengers (888-AVENGERS).

For students who enjoy outdoor recreation, LA has it all. Nearby beaches include Santa Monica, Malibu and Venice. For the ski and snowboarder enthusiasts there is Mt. Baldy (909-981-3344), Mountain High (760-249-5808), Ski Sunrise (760-249-6150), Wrightwood Ski and Sport (760-249-4742), Frazier Ski and Pack (661-245-3438) and Snow Summit (909-866-5766).

LA is blessed with wonderful hiking and biking trails. In Chatsworth, the Rocky Peak area encompasses the ridge that separates the San Fernando Valley from Simi Valley has a fine selection of trails from the very easy trails in the Corriganville Park to long trails up the Rocky Peak Ridge. Some of the hiking trails are the same trails that the stagecoaches used dating back to the 1800's! You can find out more by logging on to www.LaTrails.com. Students may also contact the Angeles National Forest (626-574-5200).

The Arts are well represented as various artists, musicians, orchestras, and performers seasonally visit the Hollywood Bowl (213-850-2000), Burbank Starlight Bowl (818-525-3721), Los Angeles Music Center (213-972-7211), Shubert Theatre (800-447-7400), and Universal Amphitheater (818-622-4440). Families with children should consider the Falcon Theater (818-955-8101) and Glendale Center Theater (818-244-8481), which bring folktales and American classics to life!

REGISTRATION AND ACADEMICS

Registration

Registration and Course Change Deadlines

Preparation for Registration

Registration Policies

Student Records

Course Changes Drop/Add Policy

Grading

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Leave of Absence

Attendance Policy

Continuous Enrollment

Appearance and Dress

Registration

Registration for returning students takes place at the beginning of September before the beginning of classes. New students register during the New Student Orientation the week prior to the start of classes. Students who cannot register in person may register by fax, e-mail, or on the website.

Registration begins during the final two weeks of the previous quarter.

Registration and Course Change Deadlines

Course changes (adding and dropping classes, including change of status) may be made at any time between the student's initial registration and the deadline for such changes. To request any change in registration, students must complete a Request for Schedule Change form, and take the completed form to the Office of the Registrar. No registration or course change is official until recorded by the Registrar. To meet the deadlines the institution has established, all registration or course changes must be received by 5 p.m. on the day indicated on the academic calendar. If extenuating circumstances result in a student missing a deadline, he or she may petition for an exception. Ignorance of the deadline, lack of time, forgetfulness, or inability to register for financial reasons, does not provide a basis for petition.

An audit or non-credit status registration is simply permission to attend a class. Once registered, audits cannot be dropped and no refund is given.

Preparation for Registration

Students should do the following prior to registration:

1. Meet with their academic advisor as early as possible to determine which classes they should take the next quarter. After the advisement, the student should complete the enrollment form.
2. Clear financial accounts or make an arrangement for payment or tuition and fees. Students cannot register without clearing their accounts or having made a repayment schedule with Student Accounts (818-779-8424). Students should be prepared to pay all outstanding balances before registering for new classes.
3. Register during the assigned dates and times.
4. Be prepared to pay the total tuition or make payment arrangements. In all cases payments may be made in cash, money order, personal check, or by credit card (MasterCard, Visa, or Discover).

Registration Policies

1. **Returning Students.** Returning students are those who registered for classes during the previous quarter. They may enroll in classes without updating their application file. Students who are returning but did not register for classes during the previous quarter—yet have attended classes in the same academic year—must apply for admission through a shortened process. Students who are returning after an absence of more than one academic year must reapply for admission through the regular application process.
2. **New Students.** New students are those who have completed an Application for Admission and have been granted Full or Provisional status. Students must be cleared by the Admissions Office prior to registration.
3. **Audit-only Students.** Audit-only students must have completed a Non-credit Application on file prior to registration.

Registration changes are made through the Office of the Registrar. Classes may be added or dropped, or changes made to the audit status for a class at any time between the student's initial registration and the normal deadlines for such changes. A Schedule Adjustment form must be obtained, and the completed form must be delivered to the Registrar. Appropriate charges or refunds will be calculated by Student Accounts and posted to the student's account. There is a \$15 processing fee added to the student's account for the processing of each Schedule Adjustment form.

When a student registers for a class, he or she enters into a contract with The King's. The contract has certain stipulations, including a schedule of deadlines and tuition refunds. If a student wants to drop a class, he or she cannot simply stop attending the class or tell the professor that he or she is dropping the class. If that is all the student does, then he or she has not dropped the class and is still liable for full tuition and a grade for the class. (The grade will be an "F" if the student does not complete all of the work for the class.) The tuition refund is determined by how early a student drops a class once the quarter has started.

Each student is fully and finally responsible for insuring that his or her registration forms are complete and accurate, and that they are delivered to the Registrar. No registration transaction is complete until it is delivered to the Office of the Registrar within the appropriate deadlines. The registration transaction is the student's responsibility.

Final examinations are scheduled the week after a class concludes. Examinations usually occur during the regular meeting time of a class. The King's is on a ten-week quarter system this means that final examinations are given on the eleventh week after classes started. If the class meets twice a week, the examination will normally be scheduled for the second-class meeting of that final eleventh week. For intensive classes, the schedule of final examinations is listed in the course syllabus.

Student Records

All grades become a part of a student's permanent academic record. Students should give careful attention to their academic record and see that any questions about their registration or grades are raised immediately.

The transcript of a student's academic record includes all work done for credit at The King's. It covers all degree programs. Audit enrollments are not recorded on the transcript.

Courses that students have taken in a given quarter, and the grades that they have received in those courses, will not appear on the student's transcript until three weeks after the quarter ends. Student's requesting grades from the office of the Registrar may indicate that they want the request fulfilled only after the most recent classes and grades have been posted.

The transcript of a student's academic record will not be released without a signed request or release from the student. A form is available for such a request in the Office of the Registrar. Due to the provisions of the Family Educational Rights and Privacy Act, requests may also be made in the form of a letter bearing the student's written signature, specifying where the transcript is to be sent. Fax requests—along with the credit card payments—can be accepted, but telephone requests and electronic mail requests cannot be accepted. Each transcript will cost the student ten dollars. Payment is required at the time the request is made. Transcript requests are normally processed within ten working days after the request and payments are received. Official transcripts will be issued to students in envelopes that bear The King's seal. The transcripts will be regarded as unofficial if The King's seal is broken.

Transcripts will be withheld if a student's financial account with the institution is unsatisfactory. Copies of transcripts of work completed at other schools are not available from The King's.

The Office of the Registrar is responsible for processing forms of enrollment verification (e.g., insurance policy verification).

It is important that The King's maintain current information on all students. Changes in name, address, telephone number, and marital status should be reported in writing to the Office of the Registrar. A Change of Information form is available from the Registrar for this purpose.

The King's observes the Family Educational Rights and Privacy Act of 1974. With a few exceptions provided by the law, a student may review his or her educational record upon request. Access is granted upon submission of written request to the Registrar. Information, such as external references which a student may have waived his or her right to see, are the only items excluded from their review. A student may request the amendment of his or her educational record if they feel the record is not accurate.

With certain exceptions provided by law (directory information such as name, address, telephone number, e-mail address, date and place of birth, major dates of attendance, degrees and honors received, and enrolled units), the institution does not release information concerning

students to others, including prospective employers, government agencies, and credit bureaus, without the written consent of the student.

Any student alleging failure of the college to comply with the Family Education Rights and Privacy Act may file a complaint with The King’s Chief Academic Officer or the Family Education Rights and Privacy Act Office, United States Department of Education, 600 Independence Avenue, N.W., Washington, D.C. 20202.

Course Changes Drop/Add

Course changes may occur at any time during the designated periods of the academic calendar. The student must initiate such changes through the Office of the Registrar and must use the proper *Schedule Adjustment* form. Courses that are dropped are subject to the institution’s refund policy.

The academic calendar allows for a designated period in which courses may be dropped without recording. After that date, courses are recorded as “Withdraw Passing” (WP) or “Withdraw Failing” (WF). Withdrawing from a course without officially processing the drop will result in a grade of “F” on the student’s permanent record.

Grading System

Grades are recorded by letter and grade point according to the scale listed below. Only courses with an earned grade of “D” or above will count towards the completion of a degree program and with a “C-” or above for upper division courses. Courses in which a grade of “D” or “F” is earned are recorded on transcript and are included in the determination of the grade point average (G.P.A.).

Grade	Scores	G.P.A.	Grade	Scores	G.P.A.
A	93+	4.00	D+	68-69	1.33
A-	90-92	3.66	D	63-67	1.00
B+	88-89	3.33	D-	60-62	.66
B	83-87	3.00	F	59 or less	.00
B-	80-82	2.66	P	Pass	
C+	78-79	2.33	WP	Withdraw Passing	
C	73-77	2.00	WF	Withdraw Failing	
C-	70-72	1.66	I	Incomplete	
			IP	In Process	

Special Marks reported on transcripts are:

Withdraw Passing (WP) and **Withdraw Failing (WF)** After the designated time on the academic calendar for withdrawal without recording, withdrawals are noted with one of the above designations. WP does not count in the grade point average, but a WF is calculated as an “F” in determining grade point average.

Incomplete (I) The grade of “I” is issued when the work in a course has not been completed at the time grades are recorded. Incompletes are seldom issued and only when a petition has been approved by the Dean and the Academic Affairs Committee. Incompletes are only granted when a student can demonstrate extenuating circumstances such as documented illness or emergency situations. Incompletes not completed within the allocated time granted by the Academic Affairs Committee automatically change to an “F”. Extensions are normally granted for one quarter. Grades of “I” are not computed in the grade point average.

In Process (IP) The grade of IP may be issued by the Registrar for enrollments in modular or online courses where assignments are due after the normal quarterly grade recording period.

Challenges to grades received for or during a given quarter must occur by the end of the subsequent quarter. No challenges will be considered beyond that period.

Petition For Policy Exception

Students may petition to have stated policies modified in a given situation due to extenuating circumstances. The *Petition for Policy Exception* is obtained in the Office of the Registrar. The completed petition should be returned to the Office of the Registrar for submission to the Academic Affairs Committee. This petition generates a \$45 processing fee at the time of submission.

Withdrawal from the Institution

Students wishing to withdraw from the institution must complete a *Petition to Withdraw*, secure the necessary signatures, and submit it to the Office of the Registrar. Courses must be officially dropped or a grade of “F” will be entered on the permanent record. Students who stop attending their courses during the quarter without officially withdrawing from the institution will not be considered withdrawn from the institution until the end of the quarter. Failure to properly withdraw will result in the student not being allowed to re-enroll in the future.

Leave of Absence

Students who interrupt their studies should formally notify the institution of their intentions. Proper withdrawal is initiated by the student submitting a *Petition to Withdraw*. Students absent for less than a year need to re-apply for admission by completing a re-enrollment application. Those absent for more than a year must re-apply through the regular application process. In all cases, students are subject to the catalog requirements in effect at the time of re-enrollment.

Attendance Policy

It is expected that students will take advantage of the educational opportunity provided them by admission to the institution and will regularly and punctually attend classes. Regular class attendance is expected as a condition of receiving credit for courses. Absences from class may result in grade reduction.

The institution's official attendance policy is: If a class meets once a week, the missing of three class sessions (30% of the classes) will result in a grade reduction of one letter grade. Missing four class sessions will result in a reduction of two letter grades, and missing five sessions will automatically result in a grade of "F".

If a class meets twice a week, the missing of five class sessions will result in a grade reduction of one letter grade. Missing seven classes will result in a reduction of two letter grades, and missing nine sessions will automatically result in a grade of "F".

Absences allowed prior to a grade reduction are designed to all for emergencies and illnesses and not for indiscriminate use.

Continuous Enrollment

Student's admitted to The King's are expected to maintain continuous enrollment during the regular three quarters of the academic year until their program is completed. Failure to maintain continuous enrollment voids the student's admission status.

Appearance and Dress

Recognizing that members of The King's community are called to be leaders in the Church and in society, the institution requires its members to follow the standard of modestly in dress and appearance. Scripture calls believers to be examples to those around them (I Timothy 4:12) and to give no offense to others (I Cor. 10:32).

Please observe that shorts are not allowed at any time in the academic buildings or classrooms.

Accidental falls on stairs can result in serious injury or death. Therefore, two items are recommended:

1. It is recommended that all employees and students of The King's consider wearing quality footwear when on campus. Clogs, thongs, sandals or other loose fitting footwear should not be worn, particularly using the stairs.
2. When carrying books or other bulky items, it is recommended that one use the elevators.

STATEMENTS AND POLICIES

Non-Discrimination Policy

Academic Honesty Policy

Sexual Harassment

Drug Free Policy

Acquired Immunodeficiency Syndrome Policy

Policy on Hazing

Non-Discrimination Policy

The King's College recognize that all persons are God's creation. The King's is committed to providing equal opportunity and access in its educational and spiritual programs and activities. The institution provides full and affirmative compliance with the provision of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

The King's does not discriminate on the basis of race, color, gender, national or ethnic origin, handicaps of disability, age, marital, or veteran status in any of its policies, procedures, or practices. This includes its admissions policy, educational programs, treatment, employment, and any other activities that it provides.

Academic Honesty Policy

It is expected that students will do their own academic work. The principle of intellectual honesty, responsibility, and integrity is central to a Christian educational community. Academic dishonesty is a serious infringement of personal integrity and erodes the basis for academic creditability and Christian behavior. It is a violation of God's moral codes.

Academic dishonesty includes cheating and plagiarism. Plagiarism is literally an artistic theft and misrepresentation and is illegal. Examples of cheating are: copying the work of others including the purchase or downloading of papers from the internet, or allowing others to copy your work; the submitting of the same work for credit to more than one course; and the collaboration among students on assignments without prior approval of the professor. Students violating these principles of intellectual responsibility will receive an "F" grade in the course involved and face disciplinary action including possible suspension from the institution.

Sexual Harassment

The institution is committed to providing a learning and working environment that is free of discrimination. In keeping with this commitment, unlawful harassment, including sexual harassment, is strictly prohibited. Harassment is defined as unwelcome or unsolicited verbal, physical, or visual contact that creates an intimidating, hostile, or offensive environment. Any student or employee who feels that they have been subjected to such treatment should immediately report such to the Dean of Students.

Drug Free Policy

The King's recognizes that our bodies are the temple of the Holy Spirit. The King's requires that its campus, faculty, staff, and students be drug free. The institution, including all departments and affiliated institutions within it, expressly prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on the campus and premises. Violation of this policy will result in the immediate dismissal from the institution of any student or employee involved in any of these activities. Employees must, as a condition of employment, abide by the above stated policy and report any conviction under a criminal drug

statute within five days of its occurrence. The report must be submitted to the Personnel Office.

Any student or employee using alcohol or the unlawful possession, use, or distribution of illicit drugs while on the properties owned or used by The King's will be immediately dismissed. In addition, students or employees involved in such illegal activities are subject to legal prosecution under federal, state, and local law and may be liable for personal injuries or property damage that occur when participating in the above activities.

Students and employees should be aware that there are significant health risks associated with the use of illicit drugs and the abuse of alcohol. In the vertical files of The King's Library is a resource entitled "Approaches to drug Abuse Prevention at Colleges and Universities" which contains detailed information about known health hazards resulting from the abuse of drugs.

The institution does not sponsor drug or alcohol counseling, treatment, or rehabilitation programs. Students and employees, however, should know that the San Fernando Valley area is blessed with many fine drug and alcohol counseling treatment and rehabilitation programs. Among these centers are:

Alcoholics Anonymous	818-988-3001
Alpha Recovery Center	818-502-2300
Adventist Medical Center	818-242-3116

For additional resources, please see the "Substance Abuse and Addiction Recovery Resources" brochure, available at The King's Library.

This policy is acknowledgement of The King's compliance with Government Code Section 8355 and the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226).

Acquired Immunodeficiency Syndrome Policy

The King's policy is based upon the guidelines of the United States Public Health Service, the Centers for Disease Control and Prevention, and the American College Health Association. Nothing contained herein shall mitigate, in any manner, the applicability of the code of conduct to the student body, faculty, and staff.

- Consideration of any form of HIV infection shall not be a part of the initial admission decision for those applying to attend The King's.
- There is no medical justification for restricting the access of students or employees with any form of HIV infection to any school facilities.
- Students having any form of HIV infection shall be allowed to attend regular classes in an unrestricted manner so long as their physical and mental health allows attendance.
- In view of the fact that AIDS cannot be spread by casual contact in the work place, employees known to have any form of HIV will be treated for work-related purposes in the same manner as all employees.

- There shall be no mandatory testing of prospective or current students, employees, or persons seeking employment. The administration will refer students or employees desiring testing to sources of testing.
- The potential for discrimination and mistreatment of individuals with any form of HIV infection, whether or not they have symptoms of illness, and of individuals thought to be at risk of infection that confidential information regarding any aspect of HIV infection be handled with the utmost care.
- Guidelines concerning the handling of confidential information about students or employees with any form of HIV infection shall follow the general standards set forth in the American College Health Association's Recommended Standards and Practices for a College Health Program. In general, it is recommended that no specific or detailed information concerning complaints or diagnosis be provided to faculty, administrators, or even parents without the express written consent of the patient in each case.
- The Family Educational Rights and Privacy Act of 1974 support The King's position with respect to health records. No person, group, agency, insurer, employer, or institution shall be provided any medical information of any kind without the prior written consent of the student/employee/patient.
- The King's shall observe and comply with all public health reporting requirements regarding any form of HIV infection set forth in state or federal law.
- The institution shall implement safety guidelines as proposed by the U.S. Public Health Service for the handling of the blood and bodily fluids of all persons, not just those known to have any form of HIV infection. Surfaces contaminated by blood or other bodily fluids shall be cleaned and disinfected with commercial disinfectant solutions or with household bleach, freshly diluted in a 1:10 solution.
- As a result of the fear, anxiety, and anger that many people feel in relation to AIDS, students or employees who are either known to be, or suspected of being infected with HIV may be subjected to emotional and/or physical abuse. The King's condemns all such occurrences as intolerable, and shall respond to them quickly.

Current medical studies indicate that students or employees with any form of Human Immunodeficiency Virus (HIV, the virus causing AIDS) infection do not pose a health risk to other students or employees during their normal activities in an academic setting. The consensus of medical opinion is that household, school, or other casual contact cannot transmit HIV. Intimate sexual contact, contaminated blood or blood products, pregnant women to their children, I.V. drug use, piercing of ears, or tattooing primarily transmit the HIV virus. The Public Health Service states that there is no risk by living in the same place as an infected person, caring for an AIDS patient, eating food handled by an infection person, being coughed or sneezed upon by an infected person, casually kissing, or swimming in a pool with an infected person.

The primary response of The King's to AIDS is education. Increasing awareness and providing education to prevent the spread of AIDS are goals of the highest priority insofar as the institution is concerned.

Policy on Hazing

Any form of physical or mental abuse inflicted by a student or group of students on another person will not be tolerated and will subject those involved to immediate suspension.

DISCIPLINARY ACTION AND GRIEVANCE PROCEDURES

General Information

Spiritual Life and Expectations

Philosophy for Disciplinary Action

Disciplinary and Grievance Procedures

Disciplinary Review

Reinstatement

Student Rights Complaints and Grievance Procedures

Addressing Grievances and Accreditation Concerns

General Information

The King's exists for the purpose of providing foundational preparation for those persons desiring to serve in ministry and to provide personal, spiritual, and theological enrichment opportunities for believers.

As a Christian educational center, The King's expects students to exemplify the highest moral and ethical standards. Student behavior, both social and academic, is expected to conform to the guidelines presented in the doctrinal statement and in the catalog.

Academic honesty is expected at every level since this is a foundational necessity of any educational process. It is expected that students will do their own academic work. The principle of intellectual honesty, responsibility, and integrity is central to a Christian educational community. Academic dishonesty is a serious infringement of personal integrity and erodes the basis for academic creditability and Christian behavior. Students violating these principles of intellectual responsibility will receive an "F" grade in the course involved and face disciplinary action including possible suspension from the institution. It is a violation of God's moral codes. Simply put, students are expected to exemplify Jesus Christ in word and deed.

If a student fails to meet the behavioral expectations of the institution, he/she will face disciplinary action ranging from, verbal and/or written notification of concern, to probation or suspension. The initial action is usually a personal meeting with the Dean of Students. Students should refer to the **Disciplinary Procedures** for proper steps in handling disciplinary action or grievances. Academic violations, such as not doing one's work, plagiarizing, or cheating on tests, may lead to grade reductions, course failure, academic probation, or suspension. The initial action involving academic violation is usually a personal meeting with the Chief Academic Officer.

Complaints of inappropriate behavior—which come from the faculty, administration, students or the community—are directed to the Dean of Students either personally or in writing. The Dean of Students has the responsibility of investigating the complaint and dealing with the involved parties on a one-to-one basis. He is empowered to impose appropriate discipline or may refer the situation to the institution's Executive Vice President and Chief Academic Officer or the Student Affairs Committee or the Academic Affairs Committee for action.

Should there ever be a violation of a student rights by the administration, faculty or staff, the student or students should report the violation in writing to the Dean of Students giving a detailed description of the violation. The Dean of Students will respond in a timely manner and will follow the appropriate procedures to make sure the situation is resolved.

Students having problems or grievances may submit them to the Dean of Students in person or in writing. The Dean of Students will either respond personally or delegate the issue to the appropriate personnel. Whenever a disciplinary action is issued or a grievance not satisfactorily resolved the student should first appeal to the Dean of Students. If the issue is not settled satisfactorily resolved the student may appeal directly to the Student Affairs Committee

and then to the Executive Vice President and Chief Academic Officer and then the Academic Affairs Committee for review.

Behavioral expectations and disciplinary and grievance procedures exist at The King's to create an environment in which wholesome attitudes and proper Christian conduct and witness can flourish. The goal is to create an ethos in which believers can grow and mature in favor with God and with the community at The King's.

Spiritual Life and Expectations

Students of The King's College and Seminary, having the Bible as the basis for their lifestyle, shall be encouraged to be involved in activities that cultivate and develop their personal relationship with Christ. These activities will include, but not be limited to, regular church attendance, prayer, study time in God's Word, and involvement in ministry opportunities.

Philosophy for Disciplinary Action

It is expected that all students shall adhere to the highest standards of behavior as set forth in God's Word. Behavior shall be in keeping with the Standard of Conduct of The King's College and Seminary which is set forth to promote an atmosphere for spiritual growth and academic excellence. One may not agree with all of the expectations of The King's College and Seminary, but by enrolling as a student, one has agreed to sign a statement of conduct and live his/her life according to its behavior expectations. Violations of these expectations will result in disciplinary action and possible dismissal. All students—whether part-time or full-time—shall maintain these standards. As a student of The King's College and Seminary one must realize that he/she not only represents the college and seminary but represents his/her home church and the Lord Jesus Christ.

The standards of The King's College and Seminary have been shaped by three sources:

1. Legal Authority

Local, state, and federal laws address matters that influence the school's policy. Possession of illegal substances, alcohol, harassment, physical abuse against property or persons, possessions of firearms on campus and copyright laws are examples of these.

2. Spiritual Authority—God's Word

The Bible speaks to every area of our lives. It is the standard that helps us develop Godly character and integrity that impact the community and the relationships within that community. The Bible speaks directly to such issues as human worth, God's grace, and His power to heal. It also states that sexuality is a gift from God to all persons. We believe that this gift may only be expressed and affirmed within the context of God's design. We reject sexual expression that exploits, damages or destroys this God given gift. Homosexuality, premarital and extramarital sexual relations are not in accordance with the teachings of the Bible and are considered unacceptable behavior by The King's. We do believe that God's grace is available to all and

the college and seminary will provide students with counseling services for those who want help dealing with sexual moral issues.

3. Mission and Purpose of The King's

The mission of The King's is to glorify God and His Son, Jesus Christ, through the development and education of students in spiritual maturity, academic excellence, and physical wholeness. The King's wishes to establish a climate where education, spiritual, moral and ethical excellence can be developed in the students as future Christian leaders and professionals. Any conduct, that may be seen by the college and seminary as being in direct opposition to its mission and purpose, may be just reason for disciplinary action or dismissal.

Disciplinary and Grievance Procedures

Behavioral Complaint Procedures

Step 1 Report

Complaints of inappropriate behavior coming from faculty, administration, students, or the community are directed to the Dean of Students either personally or in written form.

Step 2 Response

The Dean of Students will either respond personally or delegate the issue to the appropriate personnel. The Dean of Students has the responsibility of investigating the complaint and dealing with the involved parties on a one-to-one basis. The Dean is empowered to impose appropriate discipline or may refer the situation to the Executive Vice President and Chief Academic Officer or the institution's Student Affairs Committee or Academic Affairs Committee for action.

Behavior inconsistent with the established policies and procedures of The King's College and Seminary may result in disciplinary action. The following are the different forms of disciplinary action that may be taken.

1. Counseling

Students may meet with the instructor or administrator to discuss the nature of the infraction and receive counseling and personal ministry for edification and spiritual growth. Step one is used for consistent behavioral problems or minor infractions.

2. Warning

Students may receive written notification of the infraction or violation with a copy to be included in the student's permanent record. The warning is used for more serious infractions or instances where students are not responding to counseling.

3. Grade Reduction

Grade Reduction is used mostly in those instances of plagiarism, cheating, or other behavior related to the submission of assignments or tests. Academic dishonesty usually results in a minimum penalty of failing the course, although lesser or greater penalties may be exercised.

4. Probation

Probation is used for serious infractions or consistent or unresponsive behavioral problems. The student is placed on probation for a specific time period. During that time, the student may receive counseling and may not be involved in any other violations of college and seminary policies or the student will be suspended or dismissed. Probations will be recorded in the student's permanent record.

5. Suspension

Suspension is imposed for major infractions, consistent or unresponsive behavior problems, or behavior requiring the immediate removal of the student. Suspension may be for a definite period of time, or may be conditional upon restitution by the student or investigation of college and seminary officials. When the term of suspension is complete, the student may be automatically reinstated or may be placed on probation for a period of time and/or assigned to counseling as deemed necessary by the administration. Suspension will be recorded in the student's permanent record.

6. Dismissal

Dismissal is used for serious violations, consistent or unresponsive behavior problems, or dangerous or criminal behavior. Dismissal from the college and seminary will be recorded on the student's permanent record and reinstatement will not be granted.

Academic Complaint Procedures

Step 1 Report

Complaints of inappropriate academic behavior are directed to the Academic Dean either personally or in written form.

Step 2 Response

The Academic Dean will either respond personally or delegate the issue to the appropriate personnel. The Academic Dean has the responsibility of investigating the complaint and dealing with the involved parties on a one-to-one basis. The Dean is empowered to impose appropriate discipline or may refer the situation to the Executive Vice President and Chief Academic Officer or the institution's Academic Affairs Committee for action.

Behavior inconsistent with the established policies and procedures of The King's College and Seminary may result in disciplinary action. The same forms of disciplinary action described in Behavioral Complaint Procedures may be taken.

Disciplinary Review

Whenever a disciplinary action is issued or a grievance not satisfactorily resolved, the student may request a disciplinary review. The student should first appeal to the Dean of Students. If the issue is not settled satisfactorily, the student may appeal to the Student Affairs Committee. If the student believes the issue is not settled satisfactorily, then the student may appeal directly to the Executive Vice President and Chief Academic Officer and then to the Academic Affairs Committee.

Reinstatement

If a student has been dismissed from the college and seminary and has not had the dismissal reviewed by the review board (the Academic Affairs Committee), that student will not be granted reinstatement. In the event that the review board reverses the dismissal, the student will be reinstated by the incident will remain in the student's personal file.

Student Rights Complaints and Grievances Procedures

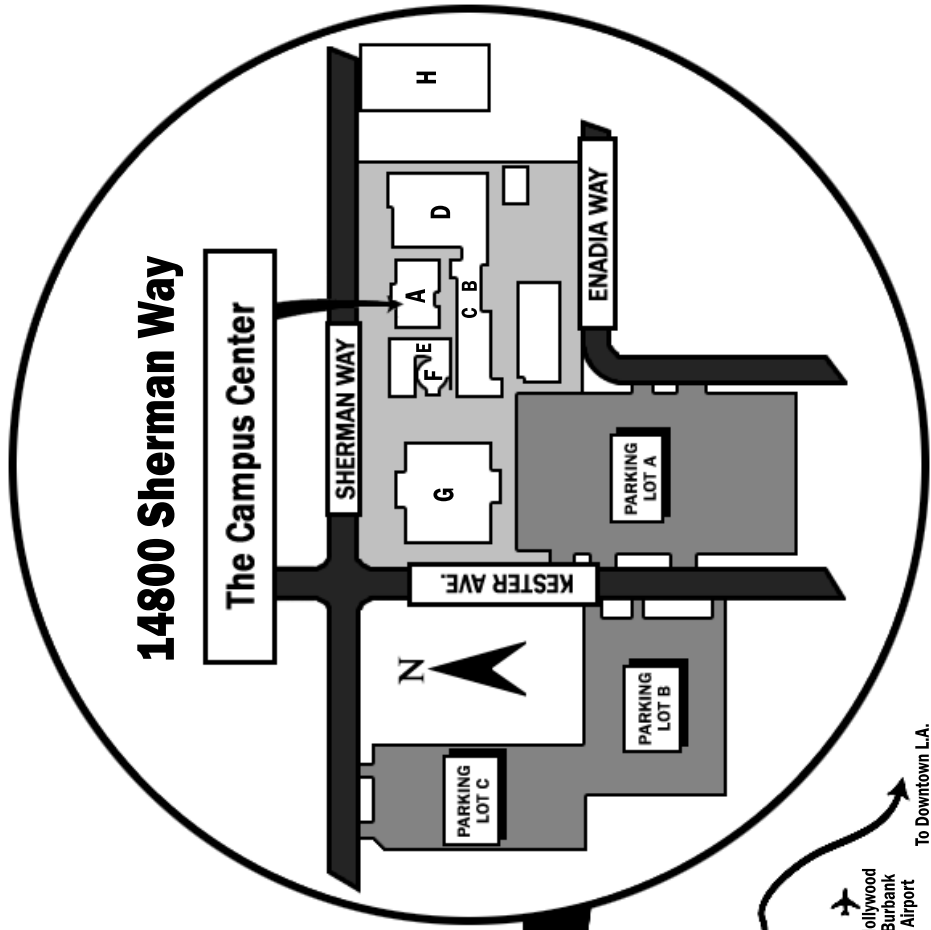
Should a student wish to file a grievance because of a violation of student rights by the institution or another student, a written copy of the grievance must be filed within five (5) working days of the suspected violation. The student should file the grievance or complaint with the Executive Vice President and Chief Academic Officer and shall receive a written reply from the Chief Academic Officer within seven (7) working days. If the grievance is not satisfactorily resolved the student may appeal to the Academic Affairs Committee.

Addressing Grievances and Accreditation Concerns

Students who have a specific grievance or accreditation concerns should address their issues to the Chief Academic Officer at The King's College & Seminary, 14800 Sherman Way, Van Nuys, CA 91405-2233; Transnational Association of Christian Colleges and Schools, PO Box 328, Forest, Virginia, 804-525-9539; or Association of Biblical Higher Education, 5575 S. Semoran Blvd., Orlando, FL 32878, 407-207-0808.

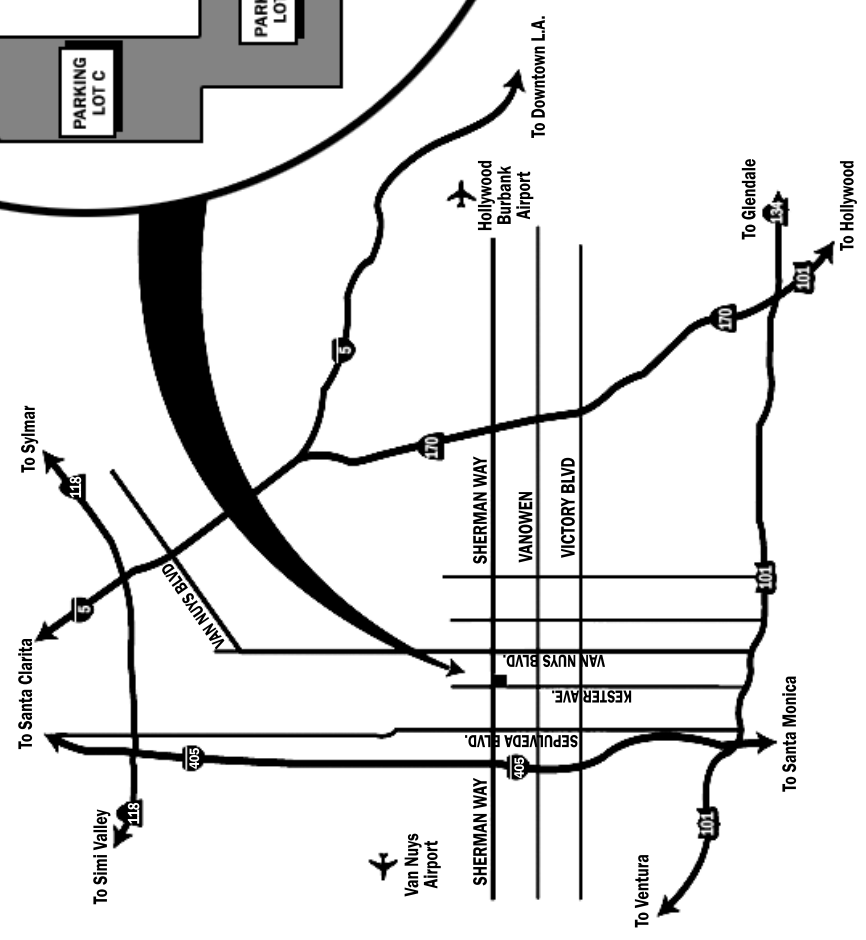
Phone Directory for The King's College & Seminary

Department	Name	Phone	Location
Chief Academic Officer	Dr. Paul Chappell	818-779-8259	4 th Floor, The King's Tower
Dean of Students	Dr. Daniel Gilbert	818-779-8040	2 nd Floor, The King's Tower
Dean of Online Education	Dean Don Brubaker	818-779-8580	2 nd Floor, The King's Tower
Office of the Registrar	Martha Brantley Shirley Goss	818-779-8059 818-779-8485	2 nd Floor, The King's Tower
Student Accounts	Aprili Hinckson	818-779-8424	2 nd Floor, The King's Tower
Online Studies	Joeleanor Hall-Hildebrand	818-779-8298	2 nd Floor, The King's Tower
Admissions	Marilyn Chappell Ann Huebner Christina Morales	818-779-8257 818-779-8049 818-779-8047	3 rd Floor, The King's Tower
Chaplain	Prof. Dale Buffington	818-779-8053	West Campus Basement, The Church On The Way
Financial Aid	Norman Stoppenbrink	818-779-8271	4 th Floor, The King's Tower
Supervised Ministry (College)	Prof. Jody Smith	818-779-8043	2 nd Floor, The King's Tower
Supervised Ministry (Seminary)	Dr. Kevin Belsby	818-779-8416	West Campus Basement, The Church On The Way
Library	Prof. Barbara Tarr	818-779-8240	4 th Floor, The King's Tower
Placement	Prof. Jody Smith	818-779-8043	2 nd Floor, The King's Tower
Faculty Advisor		818-779-8040	2 nd /4 th Floor, The King's Tower or West Campus Basement, The Church On The Way
Bookstore		818-779-8470	Courtyard, across from The King's Place



Legend

- A..... The King's Tower (Campus Center)
- B..... The King's Cafe
- C..... Student Lounge
- D..... Gymnasium
- E..... The King's Chapel
- F..... The King's Way Bookroom
- G..... The King's Place (Sanctuary)
- H..... New Campus Site



2006-2007 ACADEMIC CALENDAR

Fall Quarter

September 7, 8, 9	Orientation
September 9	Registration
September 11	Classes Begin
September 22	Last Day to Add Classes
	Last Day to Withdraw Without Recording or to Change from Credit to Audit
October 27	Last Day to Withdraw While Passing
November 6, 7, 8	Autumn Leadership Conference
November 20	Pre-Registration for Winter Begins
November 22	Last Day of Classes
November 23-26	Thanksgiving Break
November 26 – December 2	Final Examination Week
December 2	End of Fall Quarter

Winter Quarter

January 2	Orientation/Registration
January 3	Classes Begin
January 16	Last Day to Add Classes
	Last Day to Withdraw Without Recording or to Change from Credit to Audit
February 16	Last Day to Withdraw While Passing
March 5	Pre-Registration for Spring Begins
March 13	Last Day of Classes
March 14-20	Final Examination Week
March 20	End of Winter Quarter

March 21-25 Spring Break

Spring Quarter

March 24	Orientation/Registration
March 26	Classes Begin
April 6	Last Day to Add Classes
	Last Day to Withdraw Without Recording or to Change from Credit to Audit
May 11	Last Day to Withdraw While Passing
May 29	Pre-Registration for Summer Begins
June 2	Last Day of Classes
June 4-9	Final Examination Week
June 9	End of Spring Quarter
June 10	Graduation/Commencement

Summer Sessions

June 25-August 9	Language Institute <i>9 Credit Hours</i>
June 25-30	June Intensive Modules <i>All Day Classes</i>
July 16-21	July Intensive Modules <i>All Day Classes</i>
August 13-18	August Intensive Modules <i>All Day Classes</i>

