

Student Handbook

For

Northern California Bible College 2017-18

This handbook is laid out as a series of the most frequently asked questions asked by NCBC students.

Table of Contents

Purpose Statement.....	3
Institutional Objectives.....	3
Associate of Art Outcomes.....	3
Bachelor of Art Outcomes.....	4
Describe a typical NCBC student	4
What are the qualifications to become a student at NCBC?	4
How do I enroll at NCBC?	5
What is the difference between a credit student, certificate student, or auditor?.....	6
Where are the Instructional Locations?	6
How can I know what courses are being offered?	7
How do I contact the school or a faculty member?	7
What credits can I transfer from other colleges?.....	7
Is NCBC accredited?	8
Are student loans and grants available?	8
Tuition & Payments	8
Course Assignments	9
Grading policies	10
Academic Expectations.....	11
Learning Resources - Libraries.....	11
Graduation requirements	11
Live-class protocol:.....	13
Distance Learning.....	16
Academic Advising.....	19
Student Life at NCBC	19
Statement of Ethical Values and Standards	19
What if I have a complaint against a faculty member or the college?	20

Purpose Statement

Northern California Bible College exists to provide postsecondary biblical education to help each student meet their individual learning goals. This is accomplished in a live classroom environment and through both distance and online courses. Classes are held both at the primary location, as well as other churches that request postsecondary education from Northern California Bible College.

Institutional Objectives

1. For degree-seeking students there will be evidence in their growth of biblical knowledge as well as their ability to study and search the Scriptures for themselves with a historically correct hermeneutic reflecting the NCBC statement of faith.
2. Students will evidence spiritual growth in their personal ministry within their home/family situation as well as their participation in serving their local faith community.
3. All students will evidence an increased understanding of the person, actions, and manifestations of the Holy Spirit.
4. All students, will provide evidence of a growth in their biblical knowledge as measured by the NCBC Assessment Profile at the end of their time of enrollment.
5. Degreed students will evidence a strong ability to use an array of Bible study resources as made available in the Accordance 11 Advanced suite of materials and Galaxie Journal.
6. The assessment of the outcome of enrollment at NCBC will be done in accord with the Standards and Evaluative Criteria Section 19.5 of NCBC Comprehensive Assessment Plan.

Associate of Art Outcomes

1. General knowledge of the content of Scripture
2. Knowledge and skills for accurate Biblical interpretation and application to life situations
3. Students will make decisions in doctrine, life, and ministry based upon the foundation of the Bible
4. Exhibit the Christian faith in contemporary culture, having developed a biblical worldview and apologetic for Christian values and conduct

Bachelor of Art Outcomes

1. Substantial knowledge of the content of Scripture
2. Knowledge and skills for accurate Biblical interpretation and application to life situations
3. Students will make decisions in doctrine, life, and ministry based upon the foundation of the Bible
4. Exhibit the Christian faith in contemporary culture, having developed a biblical worldview and apologetic for Christian values and conduct.
5. Students will demonstrate critical thinking skills regarding issues in contemporary culture under the framework of Biblical thought.
6. Develop meaningful research and writing skills and considerable use of a suite of Bible research tools.

Describe a typical NCBC student

The typical NCBC student is a bit older than a typical student you might find roaming around any of the local campuses, although we do have younger students as well. Most students have a full or part time job, often rearing a family, serve as a ministering member of their local church, but have an insatiable desire to study God's word.

We offer no student housing, as students live at home; we don't have a football team or any form of collegiate athletics. Most students are busy with their lives and attend part-time, taking anywhere from 1-3 classes per quarter. Some drive over an hour to class each way; others live close by. Some students live as far away as Ireland, Australia, or Africa.

Students come from all walks of life; some are highly professional, others pastor churches, others work regular secular jobs; many are single, some are married. We even have students attending from behind bars in state prisons; some have come out of a life style on the streets; most, however, feel some kind of a call of God to prepare for some type of ministry in the future.

What are the qualifications to become a student at NCBC?

The main qualification to become a student at NCBC is a strong desire to learn God's word. The academic requirement is to have completed your high school diploma, or the equivalent G.E.D. Ability to Benefit Policy for NCBC

Ability to Benefit Policy

1. Should an individual without a High School diploma or equivalent seek admission to Northern California Bible College, the following requirements and limitations are established.
 - a. An individual not meeting the entrance requirements may be allowed to attend on an audit basis only for up to three classes. These classes may not be used at a later time for college credit leading to a degree or diploma.
 - b. Prior to attending a fourth class, the applicant shall, at their own expense and time, take an exam that is considered the equivalent of a high school diploma. Such exams must be in the English language and a passing score is required. (HiSET or High School Equivalency Test, GED or General Educational Development), or similar exam. Written verification of a passing score from the exam agency is required before attendance at the fourth class.
 - c. During attendance of up to three courses, the student shall consult with the Chief Academic Officer/Dean regarding the online programs or courses necessary to prepare for the High School equivalency exam the student chooses. NCBC will refer the student to appropriate online training rather than personally provide such services to the student.
 - d. Should an individual for whom English is not their first language and without a high school diploma apply, this student is required to take the TOEFL iBT (Test of English as a Foreign Language internet Based Test) and achieve a score of 90 out of 120 or higher. This requirement is in addition to the other requirements listed in this policy.

How do I enroll at NCBC?

- **Fill out application form**

The first step is to request an application form from the college, fill it out, and turn it in. As soon as we receive the application, we set up your student file. The application provides the school basic information on your purpose for enrollment, how to reach you, and where else you have attended classes.

- **Student enrollment agreement**

The Student Enrollment Agreement is a legal contract, designed by the California State Dept. of Higher Education. It explains in detail what is required on the student's end, as well as what the college will provide you. It provides costs for the entire program, the books that will be required, and what to do should you have to drop out of the program.

- **Course registration form**

On the first night of class you will be given a Course Registration form. It includes your name, the course you wish to take, the cost of the course and textbook(s). It also asks to indicate how much you will be able to pay on the first night of class, and when you will make subsequent payments.

NCBC requests that the student at least pays for their textbook the first night of class, before taking their book home. Each student has three months to pay off the balance of his or her tuition. All tuition and book payments are to be paid in full by the final class session, if not sooner.

What is the difference between a credit student, certificate student, or auditor?

- **Credit:** Full credit means that 3 units of college credit are given at the completion of the course work which count toward either our Associate of Arts or Bachelor of Arts degree programs. The cost for course at the credit level is \$360 per course.
- **Certificate:** Certificate level means the student does all of the course work, including the final exam, but does not receive college credit toward a degree program. At the completion of the course a certificate of completion is granted. Students who take 15 courses participate in the graduation ceremonies and are issued a beautiful diploma of completion. This is not a college degree, but the diploma does specify that you have completed a rigorous and thorough study of the Bible. The cost is \$280 per course.
- **Auditor:** The student attends only for their personal enrichment. They are not required to do the course work or take the final exam. There is no credit given. The cost is \$160 per course.

Where are the Instructional Locations?

There are presently six locations in the San Francisco Bay Area where NCBC conducts classes:

- **Dublin: Valley Christian Center**, 7500 Inspiration Dr., Preschool Building, Fireside Room
-
- **San Jose: Jubilee Christian Center**, 105 Nortech Parkway, Administration Building, Jerusalem Room

- **San Jose: The Cathedral of Faith**, 2315 Canoas Garden Ave., Horton Youth Center, Room 208
- **San Jose, Gateway City Church**, 5883 Eden Park Place, Upstairs Prayer Room
- **Faith Fellowship Church**, 577 Manor Blvd. San Leandro 94579, Sanctuary
- Pleasanton, 4439 Stoneridge Dr. Suite 230. NCBC main office classroom.
- All classes meet between 7-9 pm once a week.

How can I know what courses are being offered?

Each quarter a different selection of courses is offered. That selection is determined two months prior to the beginning of that quarter. Course brochures listing those upcoming classes are distributed to the current student body two months before hand and available upon request from the main office and on the website. The upcoming courses are also listed on the website under “Bay Area Locations.”

A mass email is also sent out to all students on the mailing list listing the upcoming courses.

How do I contact the school or a faculty member?

Students can call the college at 925 846-6464, or email the main office at info@ncbc.net for any general administrative inquiries. The following faculty can be reached at the following email addresses:

Pastor David Sell: davidsell@ncbc.net
 Dr. Dan Griffiths: d-griffiths@sbcglobal.net
 Dr. Wayne Mancari: wayne.mancari@gmail.com
 Rev. Ernest Gentile: ernjoy@me.com
 Gary Mortara: pastorgarymortara@yahoo.com

What credits can I transfer from other colleges?

Students can transfer credits from any accredited college, along with the following non-accredited colleges that have matriculation agreements in place

with Northern California Bible College: Jubilee Bible College, Impact School of Ministry, Shiloh Bible College and Faith Bible Institute. See the College Catalogue available on the website for more information.

Students should contact those schools and request transcripts be sent to:

Registrar
Northern Calif. Bible College
4439 Stoneridge Dr., Suite 210
Pleasanton, CA 94588

Each transcript will be evaluated and applicable credits will be transferred into the student's NCBC program. See the catalog for general education requirements.

Is NCBC accredited?

NCBC is an approved school to offer both an A.A. and a B.A. in Biblical Studies according to the State of California (BPPE). NCBC is has been granted Applicant Status with TRACS (Transnational Association of Colleges and Schools) in pursuit of full national accreditation no later than 2018.

Are student loans and grants available?

At this present time NCBC does not qualify for student loans or grants. Should NCBC become fully accredited it will qualify for these two forms of funding.

Tuition & Payments

- **Application fee:** There is a one-time \$35 application fee for each student upon the college for either credit, certificate, or audit.
- **Tuition:** Tuition is the cost of each course taken for full college credit, presently at \$360 per course. Courses can also be taken at the Certificate level (no college credit awarded) for \$280 per course, or audited for \$160 per course. Payment for all previous courses must be completed before enrolling in another course.
- **Books:** The cost of textbooks varies from course to course. There is a Course Notes textbook required for each class, which ranges in cost from \$20 to \$30, depending upon the cost of printing. In several courses there is also an additional textbook required. All books are available on the first night of class and are sold by the college.
- **Transcripts:** There is \$10 cost to request a transcript sent to another school.

- **Payment arrangements:** Live-class students have three months to pay their tuition in full. Partial payments can be made throughout the quarter. It is requested that students pay for their textbooks on the first night of class before taking them home. Grades are not issued until all payments have been made. Full payment for all previous courses must be made before enrolling in another course.
- **Payments can be made in various form:** Checks, Cash, or Credit or debit cards (Visa & MasterCard) are all acceptable.
- **Withdrawal and Refunds:** Please see the detailed information provided in the College Catalogue, available for reading or downloading from the website: www.ncbc.net

Course Assignments

- **Weekly Assignments:** In most classes there is a weekly homework assignment that shouldn't take more than about 1 hour to complete. Usually a set of study questions are given; sometimes an essay is required, or a reading assignment. Students seeking either the AA or BA degree in Biblical Studies will often have an additional extra credit question that will require the use of the Accordance 11 Essentials resource material. Audit or Credit students do not need to answer this question.
- **“Don't read ahead” policy:** Since Course workbooks are given at the beginning of each course that contain a semi-copy of the professor's notes, in many cases the answers to the homework assignments are contained in those notes. Students are NOT TO READ AHEAD and copy the Professor's notes. Students can research the questions by consulting commentaries, study guides, or the Internet. The only source they cannot consult is the professor's Course Notebook or CD/DVD of that given lesson. This pertains to both live and distance classes. Upon request a soft copy of the Course Notebook can be made available to students who have already purchased the hard copy of the Notebook.
- **Assignments are due the night the lecture on that subject is given.** It is imperative that assignments be turned when due, usually the same night that the study questions will be answered in class. To turn in the paper a week later gives the student an unfair advantage of already having heard the answer. Papers turned in later than the due date, other than because of absence, will be reduced 20%.
- **Can assignments be emailed to their teacher?** Yes, assignments can be emailed directly to the teacher if the student is unable to bring the assignment to class due to circumstances outside their control.

Teachers prefer receiving the course work already printed out on the night the assignment is due, so they don't have to do the printing. However, if it's impossible to provide the printed copy on the night the assignment is due, teachers will accept emailed assignments. This is usually the case if the student's printer didn't work, or they couldn't be in class that night.

Grading policies

Grading is based upon a combination of written course work and the final exam. Usually final exams make up 100 points of all points possible. See the catalog for the actual break down of what constitutes an A, B, C, D or F.

Letter Grade of A Excellent/More than required

Student response must be legible, grammatically correct complete sentences with none or very few typographical or spelling errors. The content must directly address the question asked and Scripture or other references properly noted. Answers must be well thought out thoroughly and clearly stated. Biblical information relevant to the question must be included that reveals a strong understanding of the meaning for the questions. Personal application of the point at hand is welcomed. The answer will provide more than the necessary content to respond to the question.

Letter Grade of B Good/Acceptable/Better than average

Student response must be legible (easily read without hesitation) and in complete sentences with few typographical or spelling errors. The content addresses the question and references of any kind are noted. Answers mostly address the question asked and are easy to understand. Biblical information relevant to the question must be included that indicates a basic understanding for the meaning of the question.

Letter Grade of C Average/ Acceptable/Passing

Student response is mostly legible and able to be read with some hesitation. Sentence structure and word choice are adequate. Spelling or typographical errors stand out due to the frequency with no attempt made to correct them. The content generally responds to the question. No references of any kind are noted. The answers indicate only a limited understanding of the question and may be confusing or off-topic.

Letter Grade of D Below Average/Needs to be re-written

Student response is hand-written and takes effort to read. There are frequent spelling and grammar errors such as incomplete sentences and incorrect punctuation. The content only touches on the question and does not adequately indicate an understanding of the content or meaning of the idea. Answer is incomplete or confusing. This response needs to be returned to the student for rewriting.

Letter Grade of F Failing/Not acceptable

NCBC does not issue F's. Instead, an incomplete is given with a list of requirements to bring the grade up to a passing level.

Academic Expectations

Plagiarism is the act of using another person's words or thoughts and portraying them as your own. It is dishonest and has no place in the work of a Christian student/scholar. It is easily avoided by the simple process of citing a reference source.

As an NCBC student, you are expected and required to exhibit increasing use of many resources to enrich your learning experience. If you are pursuing a degree, you are required to purchase the Accordance 11 Advanced software program and use it in the fulfillment of your assignments.

Please learn and apply the proper use of citations in your work. Here is a sample website. (<http://academicguides.waldenu.edu/writingcenter/evidence/citations>)

Learning Resources – Libraries

NCBC does not have its' own comprehensive research library. We have instead established agreements with two other post-secondary institutions so that degree-seeking students may access these materials. The institutions are:

Saint Patrick's Seminary and University, 320 Middlefield Road, Menlo Park
Western Seminary, 1000 South Park Victoria Drive, Milpitas

The Librarian can be contacted at lydia.neeley.librarian@gmail.com

Graduation requirement

Students who graduate with a Bachelor of Arts in Biblical Studies (BA) must meet the following requirements:

180 Quarter Units

- 45 units of general education as specified in the college catalog
- 45 units, minimum requirement of NCBC courses, also known as the "residence requirement." This number of units can be reduced in certain cases if units have been transferred in from either Jubilee Bible College, the Impact School of Ministry, or the San Leandro Faith Bible Institute.
39 of these units are the **required core classes which are:**

Life of Christ 1 and 2, Acts, Romans, Genesis, Spirit of Man, God, Satan (three classes), Life of David, Hermeneutics, Moses, Revelation, one of the Mental Health series, Mental Health 1, 2, or 3.

- 90 units made up of any of the following:
 - Additional NCBC courses
 - Transferred credit from other colleges

Students who graduate with an Associate of Arts degree in Biblical Studies (A.A) must meet the following requirements:

90 Quarter Units

- 24 units of general education as specified in the college catalog
- 45 units, minimum requirement of NCBC courses, also known as the “residence requirement.” This number of units can be reduced in certain cases if units have been transferred in from either Jubilee Bible College or Impact School of Ministry.
 - 24 of these units are the **eight required core classes and are:** Life of Christ 1 and 2, Acts, Romans, Genesis, Spirit of Man, God, and Satan.
- 21 units made up of any of the following:
 - Additional NCBC courses
 - Transferred credit from other colleges

How can I find out how many units I have completed and what I need to yet graduate?

Students can send an email request to the Registrar of the College asking what they still need to graduate. Before sending this request they must first be sure that all additional college transcripts have already been sent to NCBC.

Requests should be sent to: Victor Munoz; his email address is: victormunoz@ncbc.net Please allow two weeks to receive your reply.

When does graduation take place?

Every year NCBC conducts a formal graduation ceremony to confer degrees and diplomas upon its graduates. The graduation usually occurs in June at one of the teaching site campuses. Distance students are welcome to travel to the Bay Area and participate in the ceremony. There is a \$125 graduation fee that covers the cost of the diploma and the celebration.

Live-class protocol:

- **How do I register for a live class?**

Students attend the course they desire to enroll in and registrar on the first night of class. Class begins at 7:00 pm; however, on the first night of class we recommend coming at 6:30 to fill out registration materials. Students may visit the first session with no obligation to enroll to decide if this is the right program for them.

- **What time do classes begin and end?**

Classes begin at 7:00 pm and run until 9:00 pm. There is a 10-minute break between 8:00 and 8:10 pm. The first 10 minutes of each class is set aside for prayer for the students, teacher, and NCBC. Instruction begins at 7:10 pm.

- **Can I come in late?**

Yes, students are permitted to enter the classroom after 7:00 pm, but be mindful that the class is already in session.

- **What if I have to miss a class session?**

There is no need to notify the teacher unless it is the night of the final exam. All courses are video and audio recorded and students are encouraged to purchase the DVD or CD of the session they missed. These are available at class and cost \$6.00 for either the DVD or the set of two CDs.

Assignments that were due that night can be turned in at the next class session

- **Can I bring a guest?**

Yes, you are welcome to bring a guest on occasion without asking permission. Young children under the age of ten should be left at home; older children are welcome to visit with their parent when necessary. NCBC does not offer childcare.

- **How is the final exam administered?**

In the opening weeks of the quarter the teacher will give each student a copy of the final exam. The purpose is to enable the student to know what to study in preparation for the final. The questions are usually quite challenging and we provide time our students to be well prepared. On the night of the final exam,

students can use their course notes and their Bible. The only thing they cannot use is the copy of the final exam that was given to them earlier in the quarter to study from.

Our philosophy regarding the final exam is that it serves as a final “review” of all that has been learned. We don’t believe in “cramming for finals” or being taken “off guard” as to what to study. We want and expect our students to do well.

- **Is there a dress code?**

There is no dress code; most students enjoy coming casual.

- **Can I eat my dinner during class?**

We prefer that students do not eat their dinner during class. The aroma is often a distraction to other students, and each hosting church has stipulations against food and drink in the classrooms. Bottled water, however, is permissible. Heavy cologne is discouraged as the smell is often not appreciated by other students.

- **How do I ask a question during the lecture?**

Since most sessions are video recorded it is important that students first raise their hand, and wait until the microphone is given to them. All questions and answers are recorded for the benefit of our distance students. When speaking into the microphone, please speak clearly and loud enough for all in the room to hear. Your question or comment is of great important to the success of each class session!

We ask our students not to monopolize the conversation.

- **What if I have to withdraw from the class I signed up for?**

If students find it impossible to continue on in the course for any reason, they must notify the teacher through a personal word, phone call, or email. Students finding it necessary to withdraw from class(es) for any reason must also notify the Registrar in writing to receive an adjustment in charges. The date of withdrawal is when notification is received by the Registrar’s office.

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The student is to put this in writing and send it to Registrar’s office. The refund will be sent out within five business days.

Once purchased, books and other materials become the property of the student. The college only makes refunds on unused, unmarked books.

An enrollee may cancel enrollment prior to or on the first day of instruction and receive a refund of all monies paid. After the first session, the school will refund all monies paid according to the following schedule:

91.66% Before the second week of instruction
83.33% Before the third week of instruction
75.00% Before the fourth week of instruction
66.66% Before the fifth week of instruction
58.33% Before the sixth week of instruction
50.00% Before the seventh week of instruction
41.66% Before the eighth week of instruction
No refund after the 8th week of instruction

- **How do I add a class?**

Classes can be added at any time. The lessons missed can be made up by listening to the CDs or watching the DVDs of that given class. These materials are included in the cost of the course when entered during the midst of the quarter.

- **What if I don't agree with the teacher?**

Disagreement is natural and to be expected in the learning process. We only ask that you remain gracious and respectful in your moment of disagreement. We can agree to disagree. Contentiousness, or the desire to dominate the conversation is not welcome at NCBC!

NCBC students are expected and required to be courteous at all times and respectful to one another, the instructor, and the educational process of the class. Total agreement with all statements is not expected; thoughtful questions are welcomed. Individuals who create disruptions or are often contentious may be asked to restrain themselves or may not be allowed to continue their enrollment.

- **Safety and Emergency Procedure**

A floor plan of each classroom with exits and evacuation routes will be posted by the entrance. Students are encouraged to leave class with one another to ensure their safe arrival to each vehicle. Students should be aware of alternate exit routes in the event of an emergency.

Students are encouraged to accompany one another to their vehicles after class is dismissed.

- **Library Services**

Northern California Bible College does not have its own library of study and research materials available for student use in the completion of their assignments. The College has established articulation agreements with the School of Urban Ministry in Oakland, Western Seminary in Milpitas, and Saint Patrick's Seminary in Menlo Park for NCBC students to have on-site access to the libraries at those institutions. This means that students may use the journals and books at that location, with no checkout privileges. Please call in advance and respect the staff and materials at those libraries. There is a small annual cost to the student for access to these libraries.

Distance Education

Distance Education at NCBC is a method of instruction that differs from the typical face-to-face instruction in a classroom setting. The instruction is provided to the student in one of three methods, either via the www.coursesites.com Learning Management System (LMS) portal, or through the use of audio CD's or video DVD's. The course textbooks and notebooks are the same as used in the normal classroom setting as is the tuition, only the method of instruction changes. The online format is the video recordings uploaded to the www.coursesites.com (LMS)

Currently only five classes are available in the online format: Life of Christ 1, Life of Christ 2, Acts, Romans, and Genesis. All courses are available using the audio CD's or video DVD's.

- **How do I sign up for a distance education class?**

If this is a first time student at NCBC, the student must first complete the Application for Admission and Enrollment Agreement, then proceed with the Course Order form.

If a student is already enrolled at NCBC, the student requests a current Course Order form. It will be mailed or emailed to them. The form is to then be filled out and returned to NCBC, along with a payment. Students may pay by check or credit card.

All distance education courses must be paid in full before they are mailed to the student, unless other arrangements have been made.

When filling out the Course Order form be sure to indicate whether you would prefer CDs or DVDs, or the online format, along with your correct mailing address. If you choose the online format, you will be required to establish an account through coursesites.com, the online LMS used by NCBC. Regardless of the

method of instruction you choose, you will submit your work and correspond with the instructor through this LMS portal. The student will have to verify their identity in order to assure that College that the person doing the work is the student enrolled.

Upon receipt of the completed Course Order form and payment, your course materials or texts will be sent out within two working days.

- **When can I start taking a distance education class?**

Students may start a distance education course concurrently with any of the three quarters of each academic year.

- **How long do I have to complete a course?**

Students must complete a distance education course within the 12 weeks of the regular academic quarters.

- **Interaction with the Instructor**

A key part of the successful participation and completion of a distance education course is the requirement for the student to have regular and substantive interaction with the instructor. Similarly required, is the instructor's ability to have ongoing dialogue to provide for assessment of the student's progress and quality of work. This level of substantive dialogue requires frequent interaction. Therefore, using the coursesites.com LMS, the instructor and the student will engage not less than twice weekly. The content of this interaction will either provide further clarification of the material presented, an inquiry regarding the student's response to the material or a reply to the student's questions. These engagements shall be scheduled and repeated so that the student has a 'presence in the classroom' similar to that of regularly enrolled students. If any engagement is made by phone, the instructor shall summarize the content and duration of the call and such notes shall be included in the LMS. A copy of this summary will be provided to the student.

- **How do I turn in my course work?**

Distance students should turn in their regular assignments through the coursesites.com application. The instructor will review, and respond within three days.

How do I, as a distance student, take the final exam?

The Final Exam will be made available to the student via the learning management system, in the application called “Lock Down Browser”, which allows the student two hours to complete by the final exam, and returned via the same system within 48 hours of receipt.

- **What if a CD or DVD doesn't function properly?**

When taking distance education classes, the student may use a set of either CDs or DVDs that contain the lessons of that course. On occasion a CD or DVD doesn't play on the student's player. If that be the case, the student is to notify the college immediately by phone (925 846-6464) or email (info@ncbc.net) and request a replacement. It will be mailed out immediately at no charge.

As part of the online option that NCBC has developed as part of our Distance Education program, technical support is available. Should you have any questions regarding the use of the Coursesites Learning Management System or your computers requirements, please contact the Dean of Online Education, Mr. Zackary Langlotz at zlanglotz@gmail.com for answers to your questions.

Getting Started Online

If choosing the online format, go to www.coursesites.com and sign up as a student. You will create a new student account which will include Northern California Bible College as the Institution with which you will be working.

If choosing the CD's or DVD's format, you will still need to go to this site and sign up as a student in order for the proper record of interaction with your instructor to be maintained. Your homework and final exam will be done through this site.

Once you have created this account, please go the “Student Orientation: Your Path to Success” link to learn how to use the site. Complete all nine modules indicated in the left side menu.

- 1) Introduction
- 2) Finding Your Way
- 3) Learning Online
- 4) Getting Organized
- 5) Communicating
- 6) Collaborating
- 7) Assignments and Grades
- 8) Taking Tests
- 9) Course Tools

After completing these modules, you will be able to access, post, and use all necessary functions of the site.

Online etiquette is expected and will include timeliness of responses as well as use of respectful language, even if the student disagrees with the instructor. Please review the material presented at this location.

<https://www.thespruce.com/proper-internet-etiquette-1216946>

Academic Advising

Northern California Bible College does not ordain students or graduates or promise entrance into part or full-time ministry. Academic advising is available for students seeking to improve their performance and grade point average. Please speak with the Instructor to arrange a time to confer. Career and pastoral counseling is best accessed through your local church or professional career coaches.

Student Life at NCBC

Unlike many traditional colleges, Northern California Bible College does not have a variety of programs and services often associated with a college.

- There is not a student government or opportunities for ministry and social outreach/services by students.
- There are no student clubs and organizations.
- There are no housing and resident life programs or statements regarding the use of automobiles.
- NCBC does not offer or provide health services or student insurance.
- NCBC does not offer a list of cultural, educational or religious opportunities other than the courses listed in the catalogue.
- NCBC does not offer learning assistance for those with reading, writing, or academic performance limitations

Statement of Ethical Values and Standards

It shall be the practice that all individuals, committees, instructors, Board members, and employees of Northern California Bible College (NCBC) shall conduct themselves when representing the College in a manner that follows Biblical guidelines and brings honor to Jesus Christ.

Specifically, these guidelines include but are not limited to the following:

1. Submitting to the authority of the Scriptures in all manner of faith and conduct at the control of the Holy Spirit. (2Tim. 3:16-17)
2. Honesty in communication. This includes truthfulness as well as that no relevant information shall be withheld in any communication, verbal or written.
3. Kindness and respect shall be demonstrated toward all individuals with whom any NCBC employee shall come into contact with during the fulfillment of their employment responsibilities. (Gal. 5:22)
4. All reports shall be complete, timely, accurate, and provide the information necessary for decision-making and accreditation.
5. Any employee or Board member shall self-disclose any potential conflict of interest, be it financial or personal, in respect to their affiliation with NCBC.
6. Refraining from any conduct that will reflect discredit upon the Lord and offend a weaker believer. (1Cor. 10:31)

What if I have a complaint against a faculty member or the college?

Should a student have a complaint against a faculty member, a member of the administration, or any aspect of the college, below is NCBC's grievance policy:

"The Board of Trustees has established a Grievance Committee to insure that all students and employees of the college receive fair and equitable treatment. A student or employee who wishes to file a grievance should first contact the administrative officer to whom he/she is responsible and attempt to resolve the dispute. If a satisfactory resolution cannot be made, the employee may appeal to the Administrative Committee. If no satisfactory resolution is made at this level, the specific grievances shall be reduced to writing. The President of the college shall present them in written form to the Grievance Committee. The Grievance Committee may decide to hold a hearing to investigate the grievances submitted, or it may decide to settle them without a hearing. The decision of the Grievance Committee is final."

Antidiscrimination Policy and Grievance Procedure:

Policy of Nondiscrimination:

"Northern California College does not discriminate on the basis of race, color, national origin, gender, disability, or age in its programs and activities. NCBC reserves the right to, and does, maintain student educational and behavioral employment requirements and standards, which are based upon religious considerations consistent with its role and mission. In response to Title VII of the Civil Rights Act of 1964 and Executive Order 11246 of September 24, 1965, the policy of the College with regard to this matter is as follows. The college takes affirmative action in the recruitment of faculty members.

A. NCBC in all manner and respects is an Equal Opportunity Employer and shall offer a program of Equal Educational Opportunity.

B. NCBC, in compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, gender, age, disability, or status as a veteran in any of its policies or procedures. This includes, but is not limited to admissions, employment, financial aid, and educational services.

The following persons have been designated to handle inquiries regarding the nondiscrimination policies:"

President: Pastor David Sell
4439 Stoneridge Dr., Suite 210
Pleasanton, CA 94588
925 846-6464

Faculty Chairman: Dr. Dan Griffiths
d-griffiths@sbcglobal.net
408 315 3464

Northern Calif. Bible College Nondiscrimination Grievance Procedure:

This procedure is applicable to complaints alleging discrimination, harassment, and retaliation on the basis of race, color, national origin, gender, disability, and age. Any student, prospective student or employee that feels that they have been discriminated against or harassed based on race, color, national origin, gender, disability, or age should contact in writing: President: David Sell, 4439 Stoneridge Dr., Suite 210, Pleasanton, CA 94588. In the event that the President is involved in the accusation of harassment or discrimination, the complaint should contact: Faculty Chairman, Dr. Dan Griffiths, d-griffiths@sbcglobal.net., San Jose, CA 95127.

The complaint should describe the date and time, persons involved, place, and circumstances surrounding the incident. The complaint should be signed by the complainant. All complaints received will be promptly, thoroughly, and impartially investigated and decided within sixty (60) days. The complainant's identity will be kept confidential. The complainant will be kept informed in writing at each stage of the process. That is, 1) Acknowledgement of the receipt of the complaint; 2) Report of findings of the investigation. If discrimination has occurred, appropriate corrective and remedial actions will be taken. If the complainant is not satisfied with the resolution of the complaint, they may appeal to the Northern California Bible College Board of Trustees. An appeal should be made in writing to the Chairman of the Board of Trustees, Mr. Richard Lietz, 10890 Inspiration Circle,

Dublin, CA 94568. The complainant will be kept informed in writing at each stage of the appeal process. That is, 1) Acknowledgment of receipt of the appeal; 2) Report of findings of the investigation and any corrective or remedial actions taken by the Board of Trustees.

Individuals who are not satisfied with the resolution of the complaint at the College may file complaints of discrimination with the U.S. Department of Education, Office of Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114-3302; Telephone: (816) 268-0550; Facsimile: (816) 823-1404; or Email: OCR.KansasCity@ed.gov.

Under no circumstances will there be any retaliation by any NCBC employee against the complainant or persons who participate in related proceedings.

Sexual Harassment Policy and Grievance Procedures:

Northern California Bible College is committed to maintaining a safe and professional educational environment in which students and faculty are not subjected to sexual harassment. The college does not tolerate actions and/or words that are regarded as sexual harassment or sexual violence against any student or college employee.

Sexual harassment is unwelcome conduct of a sexual nature. It can be verbal, visual, physical, or communicated in writing or electronically. Although sexual harassment may violate state or federal law, Northern Calif. Bible College may consider conduct to be sexual harassment even though it may not rise to the level of illegal sex discrimination.

Sexual harassment includes but is not limited to the following:

- Unwelcome sexual advances
- Requests for dates or sexual favors
- Unwelcome physical contact of a sexual nature
- Sexual violence (such as rape or assault)
- Continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes that are considered offensive by the other individual
- Sexually degrading language used to insult another person
- Remarks of a sexual nature used to describe a person's body or clothing. This includes comments about an individual's body or appearance that go beyond a mere compliment, including off-color jokes that are clearly unwanted and considered offensive by the other individual.
- Fostering a work or academic environment that is intimidating, hostile, or offensive because of unwanted sexually oriented conversation, suggestions, requests, demands, physical contacts considered offensive by the other individual.
- Fostering a work or academic environment that is intimidating, hostile, or

- offensive because of unwanted sexually oriented conversation, suggestions, requests, demands, physical contacts or attention
- Public display of sexually oriented pictures, drawings, or calendars
 - Offensive physical contact such as unwelcome touching, pinching, or brushing against the body of another person
 - Actions or words which indicate that benefits will be gained or lost based on one's response to sexual advances
 - Disseminating false information about a person's sexual conduct
 - Making false accusations against another person regarding sexual harassment

Sexual harassment may be committed by one student against another student, by a faculty member or other employee against a student, or by a student against a faculty member or other employee. Because members of the faculty and administration of the college hold positions that involve the legitimate exercise of power and authority over others, they should exercise care in the use of that power and authority. It is the responsibility of members of the faculty and administration to insure that their conduct and words cannot reasonably be perceived as sexually coercive, abusive, or exploitive.

Criminal Complaint Procedure:

Sexual harassment may constitute a violation of the laws of the state of California, and the complainant must decide whether or not to file a criminal complaint. Any student, prospective student, or employee who wishes to file a criminal complaint alleging sexual harassment or violence should call 911 or contact the Police Department of the Pleasanton, California. The non-emergency number is 925 931 5100.

Institutional Complaint Procedures:

Any student, prospective student, or employee may file a complaint of sexual harassment with the college. The following people have been designated to handle inquiries regarding the sexual harassment policy of Northern California Bible College:

David Sell, President
4439 Stoneridge Dr., Suite 210
Pleasanton, CA 94588

Dan Griffith, Faculty Chairman
d-griffiths@sbcglobal.net

Should an individual student, prospective student or employee have a complaint against NCBC as an institution, that person will be directed to the TRACS website (www.tracs.org) and given the opportunity to review for themselves the

Complaint Information Sheet – Against Institution, the Complaint Policy and Procedures and finally the TRACS Complaint Form – Against Institution.

Northern California Bible college complies in all respects with the FERPA requirements regarding student records.

Students have the following rights:

1. The right to see the information that the institution is keeping on him/her.
2. The right to seek amendment to those records and in certain cases append a statement to the record.
3. The right to consent to disclosure of his/her records.
4. The right to file a complaint with the FERPA Office in Washington, D.C.

There are further limitations and rules for the faculty and staff of NCBC regarding the storage and access to student records. Since all NCBC students are over 18 years of age, only the student may give permission for others to have access to their records beyond the NCBC staff.