

**VISIBLE MUSIC COLLEGE  
STUDENT HANDBOOK  
2017 - 2018**



## **Welcome to Visible Music College. We are honored to have you with us as part of the Visible community!**

In his book, *The Cost of Discipleship*, Dietrich Bonhoeffer describes the Church as the "visible community." With this phrase Bonhoeffer summarizes what Jesus said when he called His first followers to be the salt of the Earth and the light of the world — Jesus called them (and us) to be visible so that others will see the glory of God. Jesus said "let your light shine before men that when they see your good deeds they will praise your Father in heaven." Now, in no way are we saying that the college should be your replacement for the local church; rather, we are followers of Jesus coming alongside His Body to be a part of bringing his kingdom come on Earth as it is in Heaven. In other words, we want you to be salt and light and what Bonhoeffer says about the Church, we want the same to be true of you at Visible Music College.

That being said, our vision for you as a student at this college will be that you will "See yourself. See God. Be visible." This is our heart and it is a huge vision we paint for our students. The really sticky part is that you get to live this out in community with others. I write that sentence with a bit of a smirk because, when it is done right, living in true, biblical community with others is difficult; but while it is difficult and often painful, it is beautiful, powerful, and is an agent to bring healing to our brokenness.

Because living in community can be challenging, we have certain expectations and values for you that should flow out of a person who has been gripped by the grace of God. These expectations and values will only help you be united as a community and so be salt and light in the city. This handbook serves as a contract between you and the institution, and it is a foundational document that we can all go back to should you need clarification about expectations and values in the future. You will also find important information in the handbook that we think you will need during the school year so you will know how to navigate community life at Visible. Through this information we have tried to answer any questions that might arise but always feel free to ask if anything is confusing about living in community at Visible Music College.

Finally, God the Father made himself visible by sending his Son, and God the Son made the Father visible by laying down his life for the world, now may the Holy Spirit encourage you to lay down your lives for one another, empowering you to be visible at this college, in this city, and in the world.

Once again, welcome to Visible Music College and have a great year!

**JD Wilson**  
VP of Students



**VISIBLE MUSIC COLLEGE**

## Memphis-Emergency Phone Numbers

Fire/ Ambulance/Police 911

To reach the below numbers dial phone number 901.381.3939 and enter the extension.

VP of Academics - Cam Harvey	
Office of Students - JD Wilson	(x205)
Business Office - Toni Melton	(x227)
Ministry Placement - Ben Rawley	(x239)
Operations/IT - Matt Brown	(x226)
Registrar - Scott Lencke	(x225)

Crisis Telephone Numbers (24-hour free assessment/assistance)

Al- Anon	(901) 323-0321
Alcohol Abuse 24-Hour Assistance	(1-800) 234-1253
Alcoholics Anonymous Helpline	(901) 726-6750
Cocaine Anonymous Hotline	(901) 725-5012
Memphis Crisis Center (database of 3,000 referrals)	(901) 274-7477
Lakeside Needs Assessment and Referral Center	(901) 377-4733
Narcotics Anonymous	(901) 276-5483
Parkwood Hospital	(901) 521-1400
Rape Crisis (Shelby County Rape Crisis Center)	(901) 222-4350
St. Francis Behavioral Health Services	(901) 765-1400
Suicide and Crisis Intervention	(901) 274-7477 or 1-800-SUICIDE

## Chicago-Emergency Phone Numbers

Fire/ Ambulance/Police 911

To reach the below numbers dial phone number (708) 455-1414 and enter the extension.

VP of Academics - Cam Harvey	(x1403)
Office of Students/Ministry Placement- Brooke Knudsen	(x1405)
Admissions	(x1405)



Crisis Telephone Numbers (24-hour free assessment/assistance)

Midwest Treatment Center	(708) 889-9742
24 Hour Drug/Alcohol Helpline	1-844-439-3655
Suicide and Crisis Intervention	1-800-SUICIDE
Franciscan Healthcare Hospital	(219) 922-4200

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# Mission/Vision of Visible Music College

## Mission Statement

Visible Music College exists to train and equip musicians, technicians, and business professionals in skill and character for effective service in the music industry and in the church.

## Vision Statement

Visible Music College is an educational and spiritual community of musicians, technicians, and business people serving the church and society with the collective energy and talents to foster an environment of creativity, worship, and innovation in all artistic endeavors for the glory of God and for the benefit of all people.

## Statement Of Faith

### The Bible

We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of mankind, and the Divine and final authority for all Christian faith and life.

### God

- We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit.
- We believe that Jesus is true God and true man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross a sacrifice for our sins, according to the Scriptures. Further, he arose bodily from the dead, ascended into heaven, where at the right hand of the Majesty on High, He is now our High Priest and Advocate, ruling over all heaven and earth.
- We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, to convict persons, and to regenerate the believer by indwelling, guiding, instructing, and empowering him/her for godly living and service. The Holy Spirit gifts persons for the edification of the Church and for testimony to the reality of Jesus Christ to the unbelieving world.

### The Creation



VISIBLE MUSIC COLLEGE

We believe God created Heaven and Earth and made humankind in His image.

## The Individual

- We believe man was created in the image of God but fell into sin and is therefore lost.
- We believe that the shed blood of Jesus Christ and His resurrection provide the only grounds for salvation and justification.
- We believe that water baptism and the Lord's Supper are ordinances to be observed by the Church during this present age. They are, however, not to be regarded as means of salvation.
- We believe individuals should respond to the commission to reach, teach and disciple the whole world.

## The Church

- We believe that the true Church is composed of all such persons who, through saving faith in Jesus Christ, have been regenerated by the Holy Spirit and are united in the body of Christ of which He is the head.
- We believe that only those who are members of the true Church should be eligible for membership in the local congregations of the Church.
- We believe that Jesus Christ is the Lord and Head of the Church, and every local church has the duty to govern its own affairs, working with those ministries that Jesus Christ has put in place.

## The Adversary

We believe that we have an adversary, satan, a fallen angel, the evil accuser who slanders God to humankind and humankind to God. He is the tempter of humanity who continually solicits people to sin. As a conquered enemy, he is to be resisted by submitting to God.

## The Future

- We believe in the personal and imminent return of our Lord Jesus Christ, who will return for His glorious bride, the unified church worldwide, and rule and reign with them forever.
- We believe in the bodily resurrection of the dead, of the believer to everlasting blessedness and joy with the Lord, of the unbeliever to judgment and everlasting conscious punishment.



# Values

## The Bible

Scriptural truth is the foundation of Visible Music College and the standard upon which all principles, standards, and values are based. The Scriptures, both Old and New Testaments, are the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of mankind, and the Divine and final authority for all Christian faith and life (from our Statement of Faith).

The Visible Community (See Bonhoeffer's *The Cost of Discipleship*)

The truth of Scripture is worked out in life in the context of the Church – the visible community of believers. Passion for the body of Christ permeates successful Christian communities and insists on unity in Christ at its core. Visible Music College supports the mission and context of the local church as the biblical expression of the larger invisible community, equipping servant leaders to proclaim the kingdom of God.

## Community

Community is essential to the health of Visible Music College students, faculty, and staff. Christian community creates opportunity for practical application of the Word, worship of the Creator in all of life, discourse that promotes greater understanding, and challenging interactions that promotes growth of the individual believer. Interdependence, mutual respect, and honest, non-threatening communication permeates successful communities, creating a catalyst for the advancement of the kingdom of God.

## Love

Visible Music College promotes a personal and corporate walk in the highest commands of Scripture, to love God and one another with His love, reflected in kindness, care, and appreciation of diversity of personality and purpose. Participants in a Christian community must be aware of the effect one's actions have upon the group, and aim to propel others on in growth in God through exemplification of the fruit of the Spirit.

## Integrity

Christian believers, in proper relationship to God, will act in a manner worthy of the call of Christ through the understanding and application of His Word, the impression and direction of His Spirit, and the revealed grace of the inspired life of Jesus



Christ. Members of Visible Music College community are mutually accountable for adhering to local, state, and national laws, including published academic standards, criminal codes, and Visible Music College directives, published and announced. Willful disobedience to laws and rules of the community is detrimental to the college. Respect for people and property is assumed.

## Educational Experience

Visible Music College is both educational and spiritual in its focus. The artistic guidance involves artistic, spiritual and professional elements engaging the head (intellect), heart (soul), and hands (action). This requires recognition of both natural talent and spiritual gifting, accountability toward excellence in development of both, and a commitment to following Christ as a prime motivation.

## Service

The Christian community, as a steward of the world, is mandated to think outside of itself on behalf of others without regard for position. The fruition of this ideal is obedient service to the Church and compassionate service to the world by empowered lifestyles of substantiating grace balanced with truth, Spirit poised with Scripture, justice tempered with mercy, and authority permeated with humility

## Institutional Philosophy

### Global Perspective

Visible Music College maintains a global frame of reference and service to the Church through ministries, schools, and local churches, for the advancement of the kingdom purposes of God throughout the Earth, optimizing the valuable resources of like-minded institutions.

### Educational Synthesis

Visible Music College pioneers an educational synthesis of academic, vocational, and spiritual growth modeled in the context of artistic apprenticeship. Visible Music College draws its unique strength from a blended faculty of traditionally and experientially trained educators, practitioners, and ministers, with adjunct professional artists and ministers.

### Church and Industry

Visible Music College provides Christian discipleship training for students to, in turn, serve local churches and ministries, vocational training for students to influence the



CCM/Christian music industry, and professional training for effective ministry within the mainstream music/music industry.

## Community

With a central value of Christian community, Visible Music College requires and provides on-campus housing for entering students, have sufficient common areas and community activities, and provide for both physical and spiritual health of students and staff. Visible Music College will treat all people fairly in communication and conflict resolution. The college has a stated Open Door Policy.

## Spiritual Development/Pastoral Care

Visible Music College emphasizes personal and community spiritual growth and provides an environment of spiritual direction and nurture in the corporate identity of believers in Christ and in the mission of the Church, overseeing the spiritual development of students and promoting that of the staff.

## Integrity

Visible Music College maintains a positive relationship within the Church, with local churches, ministries, and media as a positive force in the integration of society and religion, and a creative entity for church harmony. Our marketing/recruitment presentations, efficient business practices, and creative artistic output will be above reproach.

## Value

Visible Music College operates with maximum value to the student and family, providing a quality, compact, private Christian education for successful entry into career and ministry.

## Educational Philosophy

- God, the Creator, is the consistent source of all truth and knowledge.
- The integration of principles and revealed truth from the Scriptures is the foundation of instruction.
- Authentic Christian life must be shared from instructor to student, alongside fact and revelation from texts and aesthetic sources.
- Clear, honest, and non-threatening communication is essential to the processing of knowledge and wisdom gained for assimilation into a student's life.



- The leadership of the school concerns itself with the general spiritual health and environment of the school, creating a safety that is essential to a complete and lasting educational experience. A committed and qualified Student Development Office oversees the spiritual development of our students.
- The educational program is organized to be one-third mentoring/discipleship, one-third post-secondary arts studies, and one-third vocational practicum. All vocations are Christian, and have a ministerial outreach. Programs are offered in accelerated formats for pursuit of career and ministry. Each of these aspects of the college are parallel to an aspect of curricular formation:
- Formation -
  - Spiritual Formation assists students in developing character, integrating their faith into every aspect of life - thoughts (head), being (heart), and action (hand).
  - Artistic Formation assists students in developing skill in their area of expertise to equip them to be cultural transformation agents.
  - Professional Formation assists students in developing a lifestyle of service and leadership.
- The Bachelor of Ministry programs are accelerated formats of the baccalaureate degree that can be completed in as little as 3 years. All programs are designed to be practical in nature so that theory is not removed from praxis, as well as ministry oriented, in order to reinforce the concept that, for one in Christ, all vocations are Christian and have a ministerial outreach.

## Educational Objectives

As an institution of higher education with a focus of training for the arts industries and the church, we purpose to accomplish these objectives with regard to our entire student population:

- To impart, share, and uncover knowledge of God, the Bible, arts, and Christian life.
- To know and relate the scriptures to life as dedicated and Holy Spirit-led believers.
- To develop purpose and biblical character for the extension of the kingdom of God.
- To increase understanding of and desire for the Church, Christian community and interdependence of believers.
- To discover and internalize the beauty of God's creation in artistic endeavor and ministry.



- To become people of vulnerability and inquisitiveness, demonstrative in love and peace, and balanced in discourse.
- To exercise professional skills in specific fields with competence, clarity, and purpose.
- To develop academic and practical skills for the pursuit of life-long learning.
- To produce men and women of concern and a passion in service towards all people.

## Mission/Vision of the Office of Students

### Mission

The Office of Students exists to connect with prospective students and alumni and to spiritually develop current students through healthy resident life, fellowship opportunities, community outreach, and discipleship so they will realize this vision:

**“See yourself. See God. Be visible.”**

## Objectives of the Office of Students

### Spiritual Growth (Discipleship)

Through pastoral care, discipleship from faculty and staff, connection with a local church, worship services, and through partnering with parents, the Office of Students will train you to “See yourself. See God. Be visible.” We certainly want you to see yourself professionally and academically as a musician, or as a sound engineer, a worship leader, a producer; but also, and perhaps most importantly for this office, we want you to see yourself spiritually. We want the following for your spiritual growth:

- See yourself: for the Spirit to form your heart in such a way that you see yourself through the eyes of God. To know the beauty of being made in the image of God, to see your brokenness and your desperate need of the grace of God, and to own that Jesus won a great victory over sin, Satan, and death



and because of that victory, you can see yourself as a redeemed sinner, bought back by the broken body and shed blood of Jesus.

- See God: for you to see the Triune God (Father, Son, Holy Spirit) and know His deep care for you and His presence in your life.
- Be Visible: for you to be challenged by the gospel of Jesus, driven by the Holy Spirit in all that you do, such that you cannot help but seek out ways to be visible (professionally, academically, and as a servant) not for your own glory, but so that others will praise your Father in heaven.

## Student Life (Fellowship Opportunities)

The Office of Students will oversee the SGA to provide opportunities for fellowship so that you might see yourself in light of others. Living in community with others helps us see ourselves for who we truly are.

## Housing

The Office of Students will oversee the Housing Coordinator and the RA's in order to provide a living situation that is safe and comfortable to allow students to thrive while living in community and to give you maximum opportunity to develop spiritually, professionally, and academically.

## CityEyes (Community Outreach)

The Office of Students will work with the community to provide opportunities for you to serve the city. Part of spiritual development is training you as a student to be a servant. We want you to see the city through the eyes of Jesus. Luke 19:41 tells us that when Jesus approached Jerusalem he saw it and he wept for the city. We hope you will celebrate the beautiful things about Memphis, but also that you will learn to weep for the city and all its brokenness. Through CityEyes, we will provide opportunities for you to serve and be visible.

## Prospective Students & Alumni Relations

The Office of Students will also build and maintain relationships with prospective students and alumni of Visible Music College so that from orientation to beyond graduation you will be able to discern how the Spirit is directing you to "See yourself. See God. Be visible."



# Visible Code of Conduct

Visible Music College behavioral standards are designed to provide a positive learning environment and to promote the spiritual, social, and physical well being of the students. The expectations of Visible Music College as outlined in this handbook are standards of expected behavior, which reflect Visible Music College's biblical belief that worship is a constant expression from our hearts and in our lives.

## Biblical Values

Christian institutions, like Christian individuals, are guided by biblical standards for moral integrity, social consciousness, personal health, and an effective Christian witness. Students are expected to pursue lifestyles that reflect biblical pictures of love, personal prayer and devotion, purity, mutual respect, conflict management, and life within a community. Any questions regarding appropriate behavior or attitude should be first directed to scripture. If further guidance is desired, please feel free to ask any staff member. The Pastoral Care team is always a good source of information for such inquiries.

The following standards seek to clarify values that Visible Music College holds which may not be overtly evident in scripture. If a student seeks further clarity on the subjects addressed, or a subject that has not been addressed, contact the Pastoral Care team.

## Alcohol

The drinking age in the United States is 21. Under age drinking is prohibited, and drinking of any amount, regardless of age, is prohibited by anyone expecting to operate a vehicle. Signs of intoxication will also qualify a student for disciplinary action.

There will be no use, possession, manufacture, or distribution of alcoholic beverages on Visible Music College leased or owned properties, and when representing Visible Music College such as, but not limited to, concerts, promotional events, and church services.

It is expected that students will use careful judgment and discretion when dealing with issues relating to appropriate alcohol use while off campus.

## Tobacco

Visible Music College is a tobacco-free environment. The use or manufacture of tobacco and tobacco based products is prohibited on all Visible Music College owned



or leased properties, and when representing Visible Music College such as, but not limited to, concerts, promotional events, and church services. This includes:

- Tobacco products and tobacco-related devices,
- Imitation tobacco products,
- E-cigarettes (such as vaporizers).

Tobacco use of any kind is strongly discouraged overall.

## Substance Abuse Policy

Use, possession, manufacture, or distribution of illegal drugs or controlled substances will not be tolerated. It is a crime, and Visible Music College will cooperate with law enforcement authorities who are charged with enforcing current statutes. Students are warned that involvement with drugs on or off campus, can result in disciplinary action by Visible Music College, as well as any criminal penalties. The disciplinary action will most likely result in student expulsion.

From a biblical and Christian community focused standpoint, Visible Music College is concerned with student's use of controlled substances as well as healing and recovery in case of substance misuse. The college complies with requirements of insurance carriers and meets municipal state, and federal regulations in providing a safe and healthy educational environment for the benefit of the students, the college, and the general public. For these reasons, the following rules are in effect.

It is strictly prohibited while on campus to use or be under the influence of any legally obtained drug or alcohol which adversely affects the educational experience of the student or poses a safety threat, or is detrimental to student life. This prohibition covers, but is not limited to, arriving on the campus under the influence of any legally obtained drug, including any prescribed drug under medical direction, which has the aforementioned effect(s). A violation of the rule in this section subjects the student to disciplinary action, up to and including termination.

## Illegal Drugs/Drug Paraphernalia

Visible Music College forbids any student's use, sale, purchase, transfer, or possession of illegal drugs and/or drug paraphernalia. Illegal drugs, for the purpose of this policy, include (a) drugs that are not legally obtainable; (b) drugs that are legally obtainable but are being handled abusively or illegally; and (c) drugs that are legally obtainable but have not been obtained legally. This definition applies to any and all forms of narcotics, depressants, stimulants, or hallucinogens whose sales, purchase, possession, transfer, or use are prohibited or restricted by law.

Visible Music College prohibits the possession of drug paraphernalia, including but not limited to roach clips, bong, hookahs, blow tubes, papers, scales or any material or apparatus containing drug residue.



1. The sale, purchase, transfer, use, or possession of any illegal drug, as defined above, by any employee on the college premises, in college vehicles, at college events, while in class or while on break or lunch period is strictly prohibited.
2. Arriving on the college premises under the influence of any illegal drug or alcohol is strictly prohibited. A violation of any rule in this section subjects students to a pastoral care contract.
3. With any breach in the Pastoral Care Contract, the Vice President Team can suspend the student and will recommend him/her to check into a reputable drug and alcohol rehabilitation program.
4. The Vice President of Students will be in continual communication with local churches, recovery programs, or rehabilitation program ensuring the student is getting the professional care he/she needs.
5. The student may re-enroll demonstrating to the Vice President of Students measurable healing and providing references from a counselor and/or recovery program facilitator.

### **Second Offenses & Expulsion**

Upon re-enrollment, if a student engages in any of the below (but limited to these actions, the result will be immediate expulsion.

- Whenever the student's observed behavior or involvement in an on or off campus accident confirms a lack of sobriety;
- After being found selling, purchasing, transferring, possessing, using, or being under the influence of any illegal drug;
- After being found while on duty using or being under the influence of any legal drug which has the effects set forth above.

## Weapons

For community and personal safety, firearms, martial arts equipment, fireworks, or any object deemed by Visible Music College Staff to be a weapon, is prohibited on Visible Music College leased or owned properties, and when representing Visible Music College such as, but not limited to, concerts, promotional events, and church services. It is expected that students will use careful judgment and discretion when dealing with issues relating to weapons while off campus. Additionally, any emblems or other representations which might be interpreted as being gang related are prohibited.

## Harassment

Visible Music College is committed to providing students with an environment free of harassment in any form. Any act of harassment (i.e., physical, psychological, verbal or sexual) that threatens a person or persons is considered a serious offense

and will not be tolerated. Such actions will result in immediate interim suspension, and may include immediate removal from Visible Music College property until the incident is thoroughly investigated. Reinstatement may or may not occur prior to the completion of the disciplinary process.

Out Title IX coordinator is VP of Students JD Wilson.

## Attire

Proper attire must be worn at all times at Visible Music College, on Visible Music College leased or owned properties, and when representing Visible Music College such as, but not limited to, concerts, promotional events, and church services. Standards of good judgment, good taste, and modesty ought to prevail in the selection of clothing suitable for wear on campus. This means avoiding articles that are immodest, short, tight, low-cut, or are otherwise distracting. The Resident Life Team, or RLT and Visible Music College staff will hold students to an appropriate standard, and are the final authority on appropriate Attire.

Please note that these standards apply to both male and female students. Observing these guidelines will help to avoid a situation which can be awkward for everyone.

## Media

Media and entertainment (such as, but not limited to videos, pictures, computer usage, movies, television, and music) which contains content out of character with the values of a Christian community is not permitted. It is expected that students will use careful judgment and discretion when dealing with issues relating to choice of entertainment. The RLT and Visible Music College staff will hold students to an appropriate standard, and are the final authority on appropriate media usage.

## First Semester Relationships

A primary focus at Visible Music College is the fostering of community and a well-integrated, spiritually grounded student body. For this reason, new romantic relationships for first year students should not be pursued until second semester.

The administration would like to think that the definition of a romantic relationship does not need to be explained. However, if the relationship is judged to appear romantic by Visible Music College staff, it is a violation of this value.

The administration acknowledges that feelings cannot always be controlled, but actions can be. Once a person has communicated his/her romantic feelings for another, it initiates an inevitable chain of events: either a couple will begin to grow

closer together, or further apart. If romantic feelings arise, do not communicate those feelings to the person you are interested in. Instead, seek accountability with the pastoral care staff, who will help you to appropriately manage those unavoidable feelings.

Once two people have discovered their mutual feelings for one another, it is impossible not to grow in intimacy. At that point, the relationship is considered “official” and the students should immediately seek accountability as a couple with the pastoral care staff, who will help you to appropriately manage the relationship.

## Display of Affection

Visible Music College does not feel the need to delineate every inappropriate physical action or behavior a person could potentially enact, nor should we have to subject students committed to maturity in Christ to such a description. All displays of affection (regardless of relationship context) expressed during a person’s tenure at Visible Music College shall be practiced in good conscience before God, members of the staff of Visible Music College, other fellow believers, and as evidence of Christ to an unsaved world. The RLT and Visible Music College staff will hold students to an appropriate standard, and are the final authority on appropriate displays of affection. Our reasons for requiring prudence are:

- The desire to avoid even the appearance of evil. (1 Peter 1:14,15, 1 Corinthians 6:12-20)
- That we may be effective salt and light in the world. (Matthew 5:13-16, Titus 2:7-8)
- Consideration for others who feel isolated because of your behavior. (1 Corinthians 12:26)
- Consideration for others who struggle with appropriate physical boundaries. (1 Corinthians 10:23,24)
- Avoiding situations that could become problematic, escalatory, or disruptive of the Visible community. (1 Corinthian 1:10)

## Sexuality

Though scripture states very clearly that we are to abstain from sexual immorality, the administration acknowledges that this is not always a black-and-white issue. Any sexual activity between students outside of marriage may warrant strict disciplinary action. Other struggles may need to be addressed with ongoing pastoral care. The pastoral care team is prepared to work with any students who struggle with sexual issues such as, but not limited to, pornography, masturbation, sexual addiction, or same-sex attraction.



The pastoral care team encourages any students struggling with sexual issues to come forward for guidance and support from our staff. Above all, it is our primary goal to see the Lord glorified through the lives that are changed here.

## Housing

The housing staff serves under the Vice President of Students, and consists of the Resident Advisors and the Housing Coordinator. Their primary task is to create a living environment conducive to successful academic, spiritual, and professional growth at Visible Music College.

## Procedures

If a student has a problem requiring assistance and has difficulty finding resolution through the Resident Advisor, the chain of command is as follows:

- Student Life Manager
- Housing Coordinator
- Vice President of Students
- VP Team

## Maintenance

Please notify the Housing Coordinator via email as well as an RA during room inspection of any maintenance issues.

## Room Assignments

Room assignments are made by the Housing Coordinator with the help of the Admissions Counselors and approved by the Vice President of Students. Every effort is made to assign roommates of similar interests or age, and to honor mutual roommate requests.

Room assignments are final and no student is allowed to switch rooms unless authorized by the Housing Coordinator.

## Room Inspections

For comfort, health, and safety reasons, room inspections will be made to be certain residents are complying with appropriate safety, health, and housekeeping expectations. Violations of any Visible Music College policies, which are noted during

these checks, will be recorded, and residents of the room held responsible. Students will be provided with a sample Room Inspection Checklist for their convenience. (See: DISCIPLINARY ACTIONS for information regarding lack of reasonable compliance.)

## Room Entry

Although Visible Music College acknowledges your desire for privacy, certain occasions necessitate entering a student's room. These include room inspections, periodic maintenance checks, when an emergency exists or is believed to exist, and if there is reason to believe that the policies or standards of Visible Music College are being violated.

Maintenance personnel are not authorized to search student rooms but if during the performance of their properly assigned duties, they encounter or observe evidence of activities or articles in violation of Visible Music College rules and regulations and/or Laws of the State of Tennessee, they will report such evidence to Visible Music College staff.

## Room Search

Except in the case of an emergency, or what is believed to be an emergency, an attempt will be made to have at least one of the residents present during the room search. Before any search, an effort will be made to notify room occupants of the reason for the search, and will be afforded an opportunity to produce voluntarily the items or materials sought. Residents who are not staff members for Visible Music College Housing are not permitted to assist in the search of the personal goods and belongings of another.

Any room searches by housing staff will be authorized by the Office of Students, unless an emergency or what is believed to be an emergency does not allow for time. Following all searches, the Housing Coordinator will file a written report which will be forwarded to the VC within 24 hours of the search.

Visible Music College is opposed to general room searches. General room searches will be permitted only in extreme situations as determined by the Office of Students.

Rooms will be searched only with "cause." Occupants will be notified when there is reason to believe that established conduct, standard of health, or safety regulations are being violated.



## Checkout

Students must set up a checkout time with the Housing Coordinator when preparing to move out of the dorms.

The Housing Coordinator or RA will arrive at the appropriate time and go through the checkout procedure.

All items belonging to the student must be removed prior to checkout, but exceptions may be made on a case-by-case scenario with the expressed permission of the Housing Coordinator.

The whole room must be thoroughly cleaned prior to check out. If the room is not clean enough, the Housing Staff have the right to detain the student until the room meets the expectations or a cleaning charges will be deducted from the student's housing deposit.

Once a student has officially checked out, the responsibility of maintaining the room falls on those still residing there.

## Vacating Housing

If a student voluntarily vacates student housing - withdraws from the college, moves off campus, or leaves for reasons determined by Housing Coordinator or VP of Students - or if a student has been expelled from the college for any reason, then he/she will have 24 hours to contact the college Housing Coordinator, check out of student housing, and leave the premises.

## Housing Refund

Housing refund will be determined as per the housing contract (shown below).

If a student is removed from student housing due to disciplinary measures at any point in a semester, he/she will not be given a refund for housing. The student's housing deposit will be returned less any damages that are assessed by the Housing Coordinator upon checkout.

Any student that moves out of student housing without properly following the checkout procedure will not be refunded the cost of their housing for that semester, or any portion of their housing deposit.



Again, as stated in the first paragraph above, if there is an outstanding balance, the housing deposit refund will be applied to that balance. This applies to every refund situation described above.

Questions pertaining to these policies may be directed to the Business Office.

## Housing Policies

Courtesy and thoughtfulness will go a long way in making community living a positive experience. Please make a genuine effort to cooperate with all members of the residential community, and maintain a healthy respect of each other's differences.

### First Year, Second Year, Freshman & Sophomore Students

On Campus Housing is required for all freshmen, first year students, sophomore and second year students, and is available for all students. Non-adherence to this policy will affect a student's scholarship eligibility, possibly resulting in loss of scholarships.

### Housing Rules

All Visible Music College Housing rules regarding noise, common room usage, or any other amenity are to be followed. Common sense and respect for others should prevail when decisions are being made.

### Safety

When walking to and from the school, students are expected to observe all relevant laws for pedestrians, including but not limited to the use of crosswalks and sidewalks. Visible Music College is located in an urban area, and students should exercise common sense when walking anywhere. As much as possible, walk in groups, and never walk anywhere alone at night.

Do not enter the apartment of a stranger, even if they seem nice and do not invite strangers into your apartment.

### Visitors

Members of the opposite sex are not permitted in bedrooms. However, members of the opposite sex are permitted to visit in common living areas (See COMMON LIVING AREAS for more details) during visiting hours (See CURFEW for more details). In Memphis "Party passes" may be obtained from the RA to host members of the opposite gender. A "party" must consist of at least 4 people. The names of those in the student studio should be written on the pass and then placed on the door.

It is expected that the conduct with others be above reproach and reflect awareness of personal responsibility and Christian integrity, as interpreted by Visible Music College staff.

## Non-Student Guests

Residents are responsible for the behavior of their guests and any damages that may occur. Guests are responsible at all times for observing the community policies of Visible Music College, its standards of conduct, and all other student policies. Residents must accompany guests at all times.

When students have a guest, they must notify the Housing Coordinator in advance by email or text message and receive permission for the visit to be approved. It is the student's responsibility to initiate communication regarding the visit. If permission is not acquired by the time the visitor arrives, the visit is not permitted. As a courtesy, residents should check-in with their roommates if guests will be spending any time in the dorm room.

Overnight guests are not normally allowed at the dorms. Special provisions for overnight guests may be made in special circumstances with the permission of the Housing Coordinator or the Vice President of Students .

For security reasons, guests are absolutely not permitted in dorm rooms during times when the campus is shut down, during holidays, etc.

## Curfew

In order to help equip students for the intense schedule of Visible Music College so as to maximize professional and academic student development, we have implemented a curfew for all on-campus students. The system is designed to promote community life, mental alertness required for academic excellence, general health and safety, and common courtesy.

Curfew means the student is in his/her own room.

Nights before days with scheduled classes*	1:00 am
Nights before days without scheduled classes**	2:00 am

## Visiting Hours

Hours when Students of opposite gender are allowed in rooms that are not their own. You must have at least four total students in a specific student's room if there is a member of the opposite gender present.

Days with scheduled classes	9:30 am-9:00 pm
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Days without scheduled classes

11:00 am-10:00 pm

\* Developing yourself professionally by playing late gigs does not give you an excuse to skip class on Monday. We support gigging 100% and thus if you are planning on being out past curfew you must let an RA or the Housing Coordinator know.

\*\*Any night when the next week day is not a school day and there are no academic responsibilities.

If you wish to continue to spend time in a member of the opposite gender's room or apartment after the posted visiting hours you must first get permission from Housing Coordinator or Hannah Craddock (Mem), Brooke Knudsen (Chi), Tommy Lozure (Dal), and you must exit the opposite gender's room or apartment by 11 pm any night of the week. Once again you must have at least four total students in each apartment if there is a member of the opposite gender present.

## Common Living Areas

Common living areas vary from campus to campus. In Chicago and Dallas common living space is defined as the living room or common room in each apartment. Not including the bedroom. In Memphis the common living space is defined as the community space located on the first floor. Outside the elevators on floors two through four. AND inside a student studio as long as it is during Visitor Hours and following the visitor procedures included in this Housing Handbook section.

## Overnight Absences From Visible Music College Housing

Students who wish to leave Visible Music College housing overnight for one or both nights of the weekend do not need permission, however they must complete an Overnight Out-Of-Dorm Form found here: <http://goo.gl/forms/anEtOqSlmA292Xae2>

Students are NOT allowed to stay outside of Visible Music College housing overnight during the week, but special permission may be given by the Housing Coordinator to do so in the case of an emergency or other occasions at the discretion of the housing coordinator.

Students are not permitted to spend the night in a dorm room other than their own unless special permission from the Housing Coordinator is granted and all other parties involved.

## Curfew Extension

For special events (left at the discretion of the housing coordinator), curfew extensions will be permitted on weekends as long as there is 24 hour notice. A form



must be submitted to housing coordinator for permission. Curfew extensions will be permitted on weekdays on the condition that you are in good standing with attendance and grades.

## Noise Curfew

This is a campus wide policy that begins at 10:30pm EVERY evening and ends at 8:00am each morning. No musical practice, disturbances, etc. can occur during this time. During Noise Curfew, noise at the dorms should be limited to a level which does not disturb attempts to study or sleep.

Visible Music College utilizes apartment buildings that house people other than Visible Music College Students. We have strict rules regarding noise complaints, and in an effort to maintain an upstanding witness to our partners and their residents there are additional expectations for those living in Student Housing: no noise should ever be made inside an apartment that can be heard outside the apartment. To help facilitate this standard, the following standards should be met:

- No amplifiers of any kind (Bass, keys, guitar, etc.) should be used.
- No drum kits should be used.
- Practice pads are permitted before noise curfew.
- Vocal practicing is permitted before noise curfew.
- Electric instruments played through headphones are permitted before noise curfew.
- Acoustic guitars played quietly are permitted before noise curfew.

## Renter's Insurance

It is the responsibility of the student to secure renter's insurance for personal property. Visible Music College is not responsible for lost, stolen, or damaged articles. This includes any items in dorms and vehicles. If you need assistance with renters insurance, please contact the Director of Pastoral Care.

## Trash Removal

Trash must be delivered in closed bags to the dumpster. When using the trash receptacles, be sure to close all gates, lids, etc. when finished disposing of trash. At no time are trash and/or personal items allowed to be in the hallway, breezeway, or stairwell.



## Water Heater Policy (Memphis)

Nothing is to be stored beyond the curtain, around, on top, or next to the water heater. All water heaters are set at a certain level and this will be monitored. No one is to adjust this under any circumstances.

## Usage of Thermostat

Thermostats are to be set at a reasonable temperature. (we recommend around 72 in summer and 76 in winter) (See policy below) Under no circumstances should the grate or access panel be removed.

## Utilities

When a utility bill is in excess of \$50 per person, the overage will become the responsibility of the students residing in the room with the high bill.

## Interior Alterations

Painting and/or wallpapering the rooms are not permitted. No pins, tacks, or nails of any kind are allowed in the walls or ceilings. The room must be restored to its original condition at the time of checkout. This includes covering holes, repairing damage to walls, and cleaning. This may include paying extra money for repairs.

## Damages

All on-campus students are required to pay a \$300 refundable deposit. Students are responsible for the condition of their dorm rooms and furnishings. When damages occur to the dorm room or its furnishings, the housing deposit will be used to cover the cost of repairs. Any damages that happen as a result of abuse, carelessness, negligence, or horseplay will be the responsibility of those involved. If the responsible party in the room does not take ownership, all occupants will be responsible. Residents are responsible for their guests and will incur the charge for damages caused by guests. Report all damages to the Housing Coordinator via email as well as to an RA during room check.

## Furniture

Visible Music College owned furniture may not be moved in or out of rooms without permission from the Housing Coordinator. This includes exchanging furniture with another room or moving it into storage.

## Pets

No pets of any kind are allowed in the dorms. Anyone found to have a pet will be subject to disciplinary action.



## Room Care

It is expected that trash removal and regular cleaning be common practice. To avoid being assessed damages later; please keep all bleach and detergents in the kitchen or bathroom. Be careful with nail polish remover and do not iron on the countertops. RAs will perform a monthly room check. Expectations can be found in the 2017-2018 housing handbook.

## Facility Emergency

If there are any facilities emergencies such as plumbing or any issue that is outside the control of the Housing Coordinator, call or go to the front office of Fielder Square. If the office is closed, there is a sign on the front door to contact maintenance after hours.

## Chores (Memphis)

Once a week there will be 5 rooms assigned to help out with chores. 4 rooms will be assigned to vacuum each floor and one room will be assigned to pick up litter in stairwells and to dispose of trash. This is to be done by Friday at 2pm of every week.



# VISIBLE MUSIC COLLEGE STUDENT HOUSING CONTRACT

## I. INTRODUCTION

The purpose of this Contract is to set forth the terms and conditions of occupancy in Visible Music College student housing. By signing this Contract, the undersigned student agrees to abide by all the terms and conditions of this Contract, as well as the 2017-2018 Academic Catalog and Student Handbook, including the Community Living Rules set forth therein, the Visible Values, and all other Visible Music College rules and regulations governing the conduct of students which are now in effect or which may be adopted and published at a later date. Residing in Visible Music College student housing is considered a fundamental part of the student's education. Therefore, all first-year students, freshmen, second years, and sophomores are required to live in Visible Music College student housing unless there is no available space or the student is removed from Visible Music College student housing pursuant to this Housing Contract or the Student Handbook. If a student requires an exemption from this requirement student must submit a written request to the Housing Coordinator. Exemption from this requirement may or may not be approved by the Housing Coordinator and/or the V.P. of Students in its sole discretion.

## II. DUE DATE/ HOUSING CHARGES/ SECURITY DEPOSIT

Signed Contracts, accompanied with the security deposit referenced below, must be submitted to the Business Office of Visible Music College directed to the attention of the Housing Coordinator on or before April 1<sup>st</sup>, 2017 in order to reserve space within Visible Music College student housing. Priority for space and roommate choice will be given to the earliest submitted Contracts accompanied with the security deposit. Visible Music College student housing is limited, and students submitting their Contract after the due date are not guaranteed space within Visible Music College student housing.

All students under 18 years of age shall have this Contract signed by a parent, legal guardian or other adult who shall be responsible for paying the charges due under this Contract ("guarantor"). By signing this Contract, the student or undersigned guarantor agrees to pay a Housing Charge of \$3,000.00 per semester and to pay all other charges and charges due or arising under this Contract. The Housing Charge for the first semester shall be paid in full prior to check-in at Visible Music College unless other payment arrangements are made with the Business Office prior to check-in. The Housing Charge for the second semester shall be due and paid on or before January 1<sup>st</sup>, 2018 unless other payment arrangements are made with the Business Office prior to January 1<sup>st</sup>, 2018.

A \$300.00 security deposit must accompany the signed Contract in order to reserve space in Visible Music College student housing. The security deposit is not part of the Housing Charge, and will be applied as provided under the terms of this Contract and the Student Handbook. If the security deposit is not received within 21 days of Visible Music College's receipt of the signed Contract, Visible Music College may, but shall not be obligated to, terminate this Contract.

## III. OCCUPANCY

Occupancy for students is limited to students enrolled in Visible Music College. This Contract is for the occupancy and use of specific space assigned to the student within Visible Music College student housing. It is not a lease for a specific apartment, building or room. The student will not be allowed to occupy the assigned space until all Housing Charges due and the security deposit are paid in full. No credit will be given the student for any period of time the student cannot occupy the assigned space due to failure to pay charges or during any time the student fails to occupy the assigned space, except in the case of an authorized termination of this Contract as provided in Article V below. If the student fails to occupy the space by the first day of classes, without notifying Visible Music College of the student's intent to occupy the space at a later date, Visible Music College shall not be obligated to hold the assigned room for such student, but the student and the undersigned shall continue to be obligated for payment of the Housing Charge and all other charges arising hereunder. If the student loses his/her assigned room as a result of his/her failure to occupy it by the first day of classes, Visible Music College will make reasonable efforts to provide alternative accommodations for the student in its student housing but it will not be responsible to the student for any damages or losses if it is unable to do so.

This Contract may not be transferred, assigned or sublet by the student. All student housing is designed where each student will have an assigned roommate. While every effort will be made to comply with a student's preferences, full power is reserved by Visible Music College to make assignments and reassignments of space. Students are not allowed to switch rooms or allow persons other than their assigned roommates to occupy the assigned space unless authorized by the Housing Coordinator. If one or more vacancies occur in multiple occupancy rooms, the remaining student(s) agree to accept other roommates, as assigned, or move to another room if requested. Visible Music College reserves the right to consolidate vacancies. A student may request a single occupancy room by submitting a written request to the Housing Coordinator. The request may or may not be granted at the discretion of the Housing Coordinator and/or the V.P. of Students. The cost of a single occupancy room is typically double the cost of a double occupancy room. It is the policy of Visible Music College to



assign roommates without regard to race or nationality.

The student housing facility for the Memphis campus is currently under construction. In the event Visible Music College is unable to deliver the student's assigned space in such facility at the beginning of the term of this Contract, Visible Music College reserves the right to relocate the student to alternative housing in the apartment complex adjacent to the Visible Music College student housing facility until such time as the student housing facility can be occupied. The student shall not have the right to terminate this Contract if the Visible Music College facility is not ready for occupancy at the beginning of the term, and Visible Music College shall not be liable to the student for any loss, damage or expense related to such failure to timely deliver occupancy in the Visible Music College student housing facility.

#### **IV. TERM OF OCCUPANCY**

This Contract is for both semesters of the 2017-2018 academic year. Move in and move out dates are as published in the 2017-2018 Academic Calendar. Any Contract entered into with students entering Visible Music College after the beginning of the academic year will be for the remainder of that academic year.

#### **V. TERMINATION OF CONTRACT**

##### **A. By the Student:**

##### **1. General Provisions:**

Any students required to live in Visible Music College student housing are not permitted to terminate this Contract except as provided in subparagraphs 4 and 5 below. All termination notices must be in writing and delivered to the Business Office of Visible Music College directed to the attention of the Housing Coordinator.

##### **2. Students Entering Fall Semester:**

This Contract may be terminated without penalty if written notice of termination is received by Visible Music College on or before July 1<sup>st</sup>, 2017. The student will be charged a termination charge of \$300 if this Contract is terminated after July 1<sup>st</sup>, 2017, but before classes begin for the Fall Semester.

##### **3. Students Entering Spring Semester, Having Not Been in Student Housing During the Fall Semester:**

This Contract may be terminated without penalty if written notice of termination is received by Visible Music College on or before December 1<sup>st</sup>, 2017. The student will be charged a termination charge of \$300 if this Contract is terminated after December 1<sup>st</sup>, 2017, but before classes begin for the Spring Semester.

##### **4. Withdrawal from Enrollment:**

If the student fails to enroll after signing this Contract, or withdraws from enrollment at any time during the term of this Contract after the student has registered and paid charges, this Contract will be terminated.

**a)** In the case of a student who fails to enroll or register for classes after signing this Contract, the student will be charged a termination charge of \$300, shall be entitled to a refund of Housing Charges previously paid by the student, and the student's security deposit will be returned less any damages or debits for outstanding charges as provided in Article VI of this Contract.

**b)** If a student gives written notice to Visible Music College prior at any time before withdrawing that they will be withdrawing from Visible Music College after classes begin and prior to the first day of Fall break for the Fall semester, the student will be charged a termination charge of \$500. The Housing Charges previously paid by the student will be refunded on a pro-rata basis as determined by the Business Office, the student will not be obligated to pay Housing Charges for the spring semester, and the student's security deposit will be returned less any damages or debits for outstanding charges as provided in Article VI of this Contract.

**c)** If a student gives written notice to Visible Music College at any time before withdrawing that they will be withdrawing from Visible Music College after classes begin and prior to the first day of Spring break for the Spring semester, the student will be charged a termination charge of \$300. The Housing Charges previously paid by the student for the Spring semester will be refunded on a pro-rata basis as determined by the Business Office, and the student's security deposit will be



returned less any damages or debits for outstanding charges as provided in Article VI of this Contract.

d) If a student gives written notice to Visible Music College at any time before withdrawing that they will be withdrawing from Visible Music College on or after the first day of Fall break for the Fall semester, or on or after the first day of spring break for the spring semester: (a) the student will be charged a termination charge of \$500 if terminated in the Fall semester, and \$300 if terminated in the spring semester, and (b) he/she will not receive a refund of any portion of the Housing Charges for that semester. However, the student's security deposit will be returned less any damages or debits for outstanding charges as provided in Article VI of this Contract. A student so withdrawing in the Fall semester shall be entitled to a refund of Housing Charges previously paid by the student for the spring semester.

e) If, at the end of the Fall semester, a student is a) scholastically ineligible to enroll for Spring semester or b) graduates from Visible Music College, the student does not have to pay any termination charges. Any Housing Charges previously paid by the student for the Spring semester will be refunded to the student, the student will not be obligated to pay for Spring semester Housing Charges, and the student's security deposit will be returned less any damages or debits for outstanding charges as provided in Article VI of this Contract.

f) Upon withdrawal, the student shall have 72 hours from the effective date of withdrawal to check out of student housing in accordance with the check-out procedures set forth in Article VI, and leave the premises.

#### **5. Marriage and Military Service:**

The student may terminate this Contract in the event that the student marries during the term of this Contract, upon providing proof of marriage to the Housing Coordinator; provided, however, this Contract may not be terminated if the student's spouse is another student residing in student housing, and Visible Music College is able to provide the student and his/her spouse with reasonably comparable alternative accommodations. If the student is permitted to terminate on the basis of marriage, the student will be charged a termination charge of \$300.

The student may terminate without penalty if the student is drafted into the U.S. Armed Services during the term of this Contract, or if the student is a member of the U.S. Armed Services or Reserves and is called to active duty for more than 60 days or receives orders for a permanent change of station.

In the event of termination due to marriage or military service as provided herein, Housing Charges previously paid by the student will be refunded on a pro-rata basis as determined by the Business Office, and the student's security deposit will be returned less any damages or debits for outstanding charges as provided in Article VI of this Contract.

#### **B. By Visible Music College:**

##### **1. Destruction or Unavailability of Space:**

In the event that (a) the Visible Music College student housing building or the space assigned to the student is damaged or

destroyed by fire or other casualty, such that it cannot be reasonably occupied, or (b) the student's assigned space is

unavailable, and (c) Visible Music College does not provide reasonably comparable alternative accommodations, this

Contract shall terminate. In such event, all Housing Charges previously paid by the student shall be refunded on a pro-rata

basis for the period during which accommodations are not available to the student. The student's security deposit will be

returned less any damages or debits for outstanding charges as provided in Article VI of this Contract.

##### **2. Violation of Contract or Policies:**

Visible Music College may terminate this Contract or the student's right of occupancy at any time if the student (a) violates the terms of this Contract, (b) violates the policies set forth in the 2017-2018 Academic Catalog and Student Handbook, including the Community Living Rules set forth therein, the Visible Values, or any other Visible Music College rules and regulations governing the conduct of students (available at [visible.edu](http://visible.edu)), (c) abandons the assigned space as reasonably determined by the Housing Coordinator, or (d) Falls behind on any payment arrangement made with the Business Office. In the event Visible Music College terminates this Contract pursuant to this paragraph, Visible Music College shall give the student at least 48 hours' notice to vacate the student housing unless Visible Music College determines that the student poses a danger to other persons or property, in which case Visible Music



College may evict the student immediately. If Visible Music College terminates this Contract or the student's right of occupancy pursuant to the paragraph, the student shall continue to be liable for all Housing Charges and other obligations under this Contract.

Visible Music College reserves the right to change or amend any of its rules, regulations or policies in its discretion where it determines such change or amendment to be in the best interest of its students provided any such change or amendment shall apply to all students. Any such changes or amendments shall be communicated or made available to the students and shall be a part of this Contract. In the event Visible Music College terminates this Contract pursuant to this paragraph V(B)(2), the student shall not be entitled to a refund of any portion of the Housing Charges, but shall receive a refund of the student's security deposit less any damages or debits for outstanding charges as provided in Article VI of this Contract.

### **3. Unforeseen Circumstances:**

Visible Music College may terminate this Contract, or provide alternative accommodations, at the request of a student due to unforeseen circumstances such as an illness, medical condition or other personal or family matter. Any refund of Housing Charges shall be at the discretion of the Housing Coordinator based on the circumstances and timing of the request. If this Contract is terminated, the student shall be entitled to a refund of the student's security deposit less any damages or debits for outstanding charges as provided in Article VI of this Contract.

## **VI. CHECKOUT PROCEDURE/ SECURITY DEPOSIT**

The student must vacate by 4:00 p.m. on the last day of the Contract term. A student withdrawing from Visible Music College prior to the end of a semester or terminating this Contract on the basis of marriage, military service, graduation or unforeseen circumstances, as provided in Article V(A)(5) and (6) and Article V(B)(3) above, must vacate his/her room within 72 hours after such withdrawal or termination. A student evicted from student housing pursuant to Article V(B)(2) must vacate his/her room within 48 hours of dismissal unless otherwise required to vacate immediately as provided therein.

At least 48 hours prior to vacating the premises, the student shall contact the Housing Coordinator to schedule an inspection of the assigned space. The student shall remove all of student's personal items prior to the check-out inspection unless an exception is granted by the Housing Coordinator. The assigned space must be thoroughly cleaned prior to the check-out inspection. At the appointed time, the Housing Coordinator, or an RA, along with the student, will inspect the student's assigned space for damages and cleanliness. The RA has no authority to bind or limit Visible Music College regarding deductions for repairs, damages, or charges. Any statements or estimates by Visible Music College or our representative are subject to correction, modification, or disapproval before final accounting or refunding.

The Business Office shall within 30 days after the inspection provide the student with a statement of any necessary repairs or work, as well as the cost of any necessary additional cleaning that may be required. At check-out, the student shall return all keys and security cards of that student to the Housing Coordinator or RA and provide a forwarding address.

Visible Music College shall deduct from the student's security deposit sums sufficient to compensate Visible Music College for the following items: (A) any damages to the student's assigned space, excluding normal wear and tear, (B) any damages to the student's assigned space due to negligence, carelessness, accident or abuse, (C) the cost of any additional cleaning which may be required, and (D) any unpaid charge or other charges due to Visible Music College, including but not limited to tuition charges, Housing Charges, computer charges, termination charges, unpaid damage claims, pet fines, key replacement charges, charges for removing and/or storing abandoned property or automobiles, unpaid utility charges, and actual damages and expenses, including attorney charges, resulting from the student's breach of this Contract. After deducting these items, the balance of the security deposit, if any, shall be refunded to the student within thirty (30) days after the student vacates the assigned space, provided that the student has followed the check-out procedure. Any amount that exceeds the security deposit shall be billed to the student.

Unless the Housing Coordinator or RA can reasonably determine to his/her satisfaction that a particular occupant of the assigned space is responsible for causing any particular item of damage to the space, all occupants of the assigned space will be jointly and severally liable for the cost of repairing such damage. In such case, the Housing Coordinator will charge the cost of repairing such damage equally against all of the occupants' security deposits, but each of the occupants shall remain jointly and severally liable for the damage to the extent the security deposits of the occupants are not sufficient to cover the damage. The student shall not be responsible for any damage to the assigned space caused by the negligence of Visible Music College or its contractors or agents, or caused by acts of God.

Student is not permitted to store any personal property on the premises beyond the term of this Contract unless alternate arrangements for storage have been made with the Housing Coordinator at or prior to check-out. Student agrees that, unless student has specifically arranged for and been authorized to store certain items of personal property, any personal property of the student left in the assigned space after student has checked out and vacated the assigned space shall be considered abandoned by the student, and Visible Music College may retain or dispose of such property in its discretion,



including throwing it away or giving the property to a charitable organization. The student agrees that he/she will not have any claim against Visible Music College for any such abandoned personal property.

If the student fails to comply with the check-out procedures, as set forth above, the student will forfeit his/her security deposit; and any pro-rata refund of Housing Charges which the student might otherwise be entitled to receive may be forfeited or may be paid in the discretion of the Housing Coordinator after considering the circumstances of the student's failure to comply, and after considering the student's reasons for vacating the premises and the timing of same.

## **VII. GENERAL PROVISIONS**

### **A. Utilities.**

Visible Music College shall provide utilities (electric, water, gas, if applicable, and wireless internet service) for the assigned space in

an amount up to \$50 per person, per month, which costs are included in the Housing Charge. In the event utility costs exceed \$50

per person, per month, Visible Music College reserves the right to pass on the excess utility costs to all of its occupants on a pro-rata

basis. In such event, each student shall reimburse Visible Music College his or her pro-rata share for the excess cost of utilities, not to

exceed \$50 per person, per month, within 10 days after receipt of an invoice for such excess utility costs from Visible Music College.

The student will be responsible for any damage or expense resulting from stoppages caused by improper objects in plumbing lines

exclusively serving the student's assigned space. Visible Music College may cause utilities to be temporarily interrupted as

necessary to avoid property damage or to conduct repairs or perform work on the property.

### **B. Care of Room and Furnishings/ Right of Inspection.**

**1.** The student shall be responsible for maintaining the assigned space in a neat and orderly condition at all times and for

correcting any abuse called to the student's attention by Visible Music College representatives. The student shall be

responsible for all damage to Visible Music College property in the student's assigned space during the term of occupancy

as well as any damage done to the assigned space itself. Each occupant of the space assigned to the student is jointly and

severally liable for any loss or damage to Visible Music College property or to the room caused by the student, other

occupants, or the student's or other occupants' guests or invitees, unless such damage is caused by the negligence of

Visible Music College or its contractors or agents, or caused by acts of God.

**2.** No grills or fire pits are permitted on the balconies. Care should be taken not to overload the balcony with too many people. No kerosene lamps, gas appliances, or hazardous substances are permitted in the rooms.

**3.** Authorized representatives of Visible Music College shall have the right to enter any space at any time for the purpose of housekeeping and inspections. Visible Music College shall also have the right to enter any space at any time if Visible Music College has a good faith basis to believe that this Contract or any policy is being violated.

### **C. Keys and ID Cards.**

Access to the student housing building requires the use of Student ID Access Cards and/or keys. Students are responsible for their door keys and ID cards. Students are responsible for replacing lost, stolen or damaged keys or cards. The price of a key or card is \$25.

### **D. Loss.**

The student shall be solely responsible for his/her personal property. Visible Music College accepts no responsibility and shall not be liable for theft, damage, or other loss of money, valuables or personal effects of the student regardless of the causation of the loss. Visible Music College shall not be liable to the student or any guest or occupant for personal injury or loss of property from any cause including fire, smoke, flood, water leaks, interruption in utilities, pipe leaks, weather related damage, theft, vandalism, or negligent or intentional acts of the student, other occupants, guests, or other persons. Insurance maintained by Visible Music College does not cover the student's personal property, and the student is urged to purchase his/her own insurance policy for any



valuable personal items.

**E. Use of Property.**

The student rooms and the furnishings provided therein are to be used in the manner for which they are intended. No Visible Music College property, including room and common area furnishings, may be moved within the building or taken from the room without the permission of Visible Music College housing officials.

**F. Pets.**

No pets of any kind are permitted, even temporarily, in Visible Music College Housing unless student requires the use of a service animal and student has registered that animal with the Housing Coordinator. A fine in the amount of \$100 per animal, and \$5 per animal per day from the day the animal is brought into the student's assigned space until it is removed, will be imposed against any student who is found to have a pet.

**G. Interior Alterations and Repairs.**

Painting and/or wallpapering the rooms are not permitted. No pins, tacks, nails or stickers of any kind are allowed on the walls or ceilings. The student is not allowed to make repairs, make changes to electrical or other wiring, install carpeting other than area rugs, change locks or alter security systems, or otherwise alter the property or any systems on the property. The room must be restored to its original condition at the time of checkout. Except in the case of an emergency, all requests for repairs should be submitted in writing to the Housing Coordinator. Student must promptly notify the Housing Coordinator, RA, or Business Office of any water leaks, malfunctioning utilities, mold, electrical problems, broken or missing locks, or any other conditions that pose a hazard to property, health or safety.

**H. Parking.**

There is no guaranteed available parking associated with the Visible Music College student housing building, and parking costs are not included in Housing Charges. However, there are a number of available parking options in the vicinity. Student may contact the Housing Coordinator to determine available parking options. Student shall be responsible for making his/her own parking arrangements and for all expenses of parking. Visible Music College may regulate the time, manner and place of parking all cars, trucks, bicycles, motorcycles and other vehicles. No boats, trailers, or recreational vehicles are permitted in the Visible Music College parking areas. Visible Music College may tow or boot any vehicle parked in violation of Visible Music College policies, or any unauthorized or illegally parked vehicle, at the owner's or operator's expense. Any parking is not included in the Housing Charges..

**I. Indemnity.**

The student and/or the undersigned guarantor agree to indemnify and hold Visible Music College and its employees, officers, directors and trustees harmless from any and all loss, damage, injury, liability and expense arising out of the student's conduct, or that of the student's invitees and guests.

**J. Collection.**

If it becomes necessary for Visible Music College to collect any charges or other amounts owing under this Contract or to enforce the terms of this Contract, the student and undersigned guarantor shall be responsible for all of Visible Music College's costs of collection or enforcement, including reasonable attorneys' charges and expenses.

**K. Governing Law.**

This Contract is entered into in, and shall be construed in accordance with the laws of, the State of Tennessee, excluding, however, the conflict of law and choice of law provisions thereof.

**L. Jurisdiction and Venue.**

Any action or proceeding seeking to enforce any provision of this Contract shall be brought in the courts of the State of Tennessee sitting in Shelby County, and each of the parties consents to the jurisdiction of such courts in any such action or proceeding and waives any objection to venue. Each party consents to the removal to such courts of any action or proceeding commenced in a different jurisdiction.

**M. Waiver of Jury Trial.**

To the extent permitted by law, each party waives any right to a trial by jury in any action arising from or related to this Contract.



# Disciplinary Action

## Pastoral Care Contract

As a part of spiritual development, a Pastoral Care Contract is most often used in circumstances where one or more of the Visible Values have been violated. It serves as an augmentation and extension to the Student Handbook and is binding in nature until the contract expires. The purpose of the contract is to have a written agreement between the student and the Pastoral Care team regarding certain restrictions and goals that are to be abided by and achieved throughout the duration of the contract. The rationale of the imposed restrictions and goals is to provide needed structure that assists the student in addressing the emotional and/or spiritual issues behind the action or actions that caused the infringement.

Contracts are written to address the student's specific infraction, and often include, but are not limited to the following elements:

- restricted curfew
- mandatory pastoral care meetings
- sanction hours
- referral to appropriate outside programs

### Restricted Curfew

The student will be expected to be in their room by a designated time in the evenings that is earlier than the normal curfew. In extreme circumstances, a student's curfew may be restricted to an extent that does not allow the student to leave the dorms for any extracurricular errands.

### Mandatory Pastoral Care meetings

The student will be required to meet weekly with a designated staff member to address the underlying emotional and spiritual issues that lead to poor decision-making. The purpose of these meetings is to help the student grow, and to provide accountability.

### Sanction Hours

Separate from Community Outreach hours, sanction hours are imposed as time that is to be spent serving the Visible community at the discretion of the Office of Students.



## Student Housing Violations

Part of living in a Christian community involves mutual encouragement, support, and accountability. Roommates are expected to hold each other accountable regarding all Biblical and Visible Music College values, and standards of conduct.

A roommate who knowingly allows another roommate to violate any of the standards previously expressed will also be held responsible and subject to disciplinary action. Roommates are expected to encourage each other to seek pastoral guidance and support when faced with circumstances that violate these values.

### **Curfew**

Discipline is based off a three-infraction tier.

- Infraction 1: 2 sanctions hours will be assigned.
- Infraction 2: The student must appear in a mandatory meeting with the pastoral care team.
- Infraction 3: The student must appear before PAC (See PEER ACCOUNTABILITY COUNCIL).
- Any further infractions will result in expulsion.

### **Room Inspections**

Food and hygienic surfaces such as, but not limited to toilets, sinks, stoves, food surfaces, and showers can be health hazards when not properly kept clean. Substandard presentation of such surfaces will result in room checks.

Additionally, rooms should be tidy and presentable. This includes, but is not limited to, laundry, dust, floor condition, and general clutter. Substandard presentation of these areas can result in the residents of the room receiving a room check. Our approach to room inspections is built on a model that Jesus gives in Matthew 18 about confronting sin.

- If you have a complaint against another student about a cleanliness issue, you should first confront that brother/sister in love. If you voice your complaint and the offending student resolves the issue then you have "gained your brother/sister."
- If you confront the offending student, and he/she does nothing to resolve the issue, then you should go to an RA. If you voice a complaint about another student to an RA, the RA will ask you if you went first to your roommate. If you have not gone to your roommate for whatever reason, the RA will instruct you to go first to your brother/sister to resolve the issue.
- If you have gone to your roommate first, and he/she has not changed the behavior and/or resolved the health issue, then the RA will accompany the



student to the room and confront the student about the problem, completing an official room inspection to assess the situation.

- If the RA deems the issue to be a health or safety issue that is indeed in violation of dorm rules, then the RA will take time to understand the reason behind the violation, informing the student that he/she needs to clean or resolve the issue within 24 hours. Also, the RA will warn the student that if the issue is not resolved, the student will receive 2 sanction hours. The RA will return the very next day to do a second room inspection.
- If the student has not resolved the issue after 24 hours, then the RA will immediately dispense and document the sanction hours. The student will be responsible for completing the sanction hours under the supervision of the RA and will receive 2 hours every day until the issue is resolved.
- If the student resolves the issue, the RA may inform the student that he/she will be receiving personal room inspections for the remainder of the semester. If the student still refuses to resolve the issue, then the RA will bring the housing coordinator together with the accusing student to confront the offending student. If, at that point, the offending student refuses to resolve the issue, then the Housing coordinator has the responsibility of reporting the issue to the VP of Students and PAC to recommend expulsion from the dorm.
- If at any time an RA observes a room or has any reason to suspect a health violation, he/she may do a room inspection informing you of the time and reason of the upcoming inspection.
- If at any time an RA has reason to believe you have contraband in the room violating Visible code of conduct, the RA will confront you. If you deny it but there is still reason for the RA to suspect, the RA will contact the housing coordinator who will also confront you. If you still deny it and there is reason to suspect, the Housing Coordinator will involve the VP of Students who will perform a room check in your presence.

## Pranks

Horseplay and general boisterous activity are the lifeblood of the Visible student experience. They're not permitted in the dorm rooms or surrounding grounds. Likewise, pranks which at first seem harmless, are not allowed. Such pranks can escalate and get out of hand, compromising safety and often resulting in damage to property.

Air-soft guns, AK-47's, grenade launchers, Sherman tanks, Apache helicopters, sharp sticks, paintball guns, BB guns, pellet guns, cap guns, really dense rocks, soft objects thrown at great velocity and any other projectiles or projectile launching devices are not to be utilized on campus.



# Student Committees

## Visible Council (VC)

The Visible Council is chaired by the Vice President of Students and comprises of the Housing Coordinator, the RA's, and other relevant staff members. The VC exists to serve, encourage, and empower the existing student community to "be visible." The VC meets regularly to celebrate the beautiful things students have accomplished/displayed and to address student brokenness — implementing changes to better serve the welfare of the Visible Music College community.

## Peer Accountability Council (PAC)

The PAC is designed to give students the opportunity to appear before a council of peers and serves two functions:

- Students have the option to appeal decisions made by the Office of Students concerning discipline. A student has 30 days from the day disciplinary action is taken to file an appeal (the appeal form is to be obtained from and returned completed to the Vice President of Students).
- Students may need to appear before PAC in a meeting mandated by the Pastoral Care team for repeated infractions of the Visible Values or policy that demonstrate continued and blatant disregard for the standards which have been set in place to insure a healthy and safe community environment.

PAC consists of the following representatives appointed by the Vice President of Students:

First year Student	1 representative
Second Year Student	1 representative
Third Year Student	1 representative
Fourth Year (or more) Student	1 representative as a moderator
Staff	2 representatives

Resident Advisors do not serve as representatives.

### The Process:

- Once a PAC has been requested or mandated, the student will be contacted with his/her scheduled appointment to appear before them.
- The PAC will be informed in detail of the circumstances relevant to the situation.



- After hearing your appeal and the consequences recommended by the Vice President of Students the PAC will recess and make a decision concerning your appeal and consequences.
- The PAC will meet with the Vice President of Students.
- The PAC will reconvene within 7 days from the date your appeal was heard, and the moderator will deliver the final decision.
- The verdict made by PAC is final.

## PAC Sanctions

Can include, but are not limited to:

- Admonition
- Formal Warning on student's record
- Restitution
- House Arrest: Student cannot leave Visible Music College grounds without permission from Resident Advisor for the remainder of a designated period of time
- Restricted Curfew
- Pastoral Care Contract
- Disciplinary probation
- Denial of privileges
- Removal from Residence Hall
- Suspension
- Expulsion

## Student Government Association (SGA)

SGA consists of student representatives whose purpose is to encourage healthy visible community by connecting with and communicating between staff and peers.

Its primary role is to be the voice of the students to help shape policy that serves service to the student body and faculty.

### Purpose

- Promote unity between faculty, staff, administration and students
- Hear desires and meet needs of the student body
- Organize and facilitate social events and functions to develop unity within the community. This is accomplished in conjunction with the Office of Students.
- Provide students with a safe arena to communicate ideas, concerns, etc. to the staff.
- Further purposes will be developed as the need arises through student and staff input.



## Elected Leaders

All members of the SGA will assume positions of leadership within the Visible community. As leaders in the community they will serve and encourage the student body. The following leaders represent the Student Government Association. The SGA President and/or Vice President are not elected because they received scholarships. All other leaders are elected by student body.

### President

The SGA President will provide leadership and direction to the SGA and student body. As President he or she will moderate all meetings and be responsible to communicate the consensus of the student body to the Vice President of Students and the VC.

### Vice President

The SGA Vice President will provide oversight for any projects benefiting the present and future Visible Community. The Vice President will also fulfill the President's responsibilities when he or she is unable to do so and offer general assistance to the President.

### Secretary

The Secretary will record minutes of the association and student body meetings. All SGA minutes will be kept by the Secretary and communicated weekly to the Vice President of Students. This person will also post reminders of meeting dates throughout the school and contribute pertinent information about SGA's activities to the Visible Music College newsletter.

### Treasurer

The Treasurer will manage all SGA funds. This treasurer will work in conjunction with the college Business Office to keep accurate records of all spending and comply with all Business Office regulations.

### Senators

One Senator is elected from those enrolled in each of the following years of Visible Music College – First Year, Second Year, Third Year, Third/fourth year. These bear the responsibility of representing their constituency with bold integrity.

### Staff Advisor

The Office of Students will provide oversight and assistance to SGA. In addition, a staff advisor will be assigned to work alongside SGA.



# CityEyes & Ministry Placement

## CityEyes

Part of the core values of Visible Music College is the belief that students and staff should be salt and light to the world around them. To that end, students are required to perform 10 hours of community outreach each semester. We call this CityEyes. A big part of developing spiritually is seeing others through the eyes of Jesus. The gospel of Luke tells us that when Jesus looked at Jerusalem he wept. He wept because he loved the city. We want you to see the city to find what you can consume but how you can love Memphis and be visible through serving it in all its beauty and brokenness.

Students are encouraged to find service opportunities that appeal to their gifts and passions. The opportunities are extensive, and students are to work with the Vice President of Students when discussing whether or not a type of service will count towards the required service hours. For example, paid services rendered in the field that a student is majoring in will be excluded from counting toward the required hours. Volunteer services in the student's field will be accepted ***at the discretion of the Vice President of Students***. Students should contact the Vice President of Students for appropriate outreach opportunities when they are otherwise unable to find their own.

Students are to log hours as they complete them. You can find this log on the SGA Facebook page. Incomplete hours will result in a hold on the student's certificate or degree until the hours are completed.

## Commitment and Responsibilities

When students arrange to do CityEyes community outreach, whether it is a one-time service opportunity or an ongoing service placement, the expectation exists that the agreed-upon service will be performed as and when arranged. If students make a commitment, they must embrace the responsibility to fulfill it. "Say what you are going to do and do what you said you will do" serves as the guide in this or as Jesus put it "let your yes be yes and your no be no."

## Ministry Placement



Ministry Placement is designed to assist student involvement with churches and various organizations in the Memphis area. Student participation in church and para-church groups is a means of supporting the Christian community by providing ministries with technicians, musicians, vocalists, worship leaders and ministry assistants. It is also an attempt to promote connection and fellowship in the local body of Christ between various groups and denominations.

If students are asked to represent the school they may be asked to adhere to certain guidelines and/or be eligible for specific training. These opportunities may provide the experience that is needed to meet the student's Ministry/Industry Practicum class and can be credited as an Internship. It is the students responsibility to coordinate with their advisor and ensure that they are approved and enrolled in a Ministry/Industry Practicum class to receive credit.

## Student Services

### Memphis Administrative Services

All administrative offices are located at 200 Madison. Below you will find a list of offices that provide administrative services for you as a student. Dial phone number 901.381.3939 and enter the extension.

- Business Office - Toni Melton (x227)
- Pastoral Care - Office of Students, JD Wilson (x205)
- CityEyes (Community Outreach) - Office of Students (x205)
- Ministry Placement - John Johnson (x221)
- Rehearsal Room Reservations - Operations (x226)
- Registrar - Scott Dencke (x225)
- Library - Scott Lencke (x225)

### Chicago Administrative Services

Some administrative offices are located at 200 Madison, and those numbers are found above. Below you will find a list of offices that provide administrative services for you as a student at the Chicago campus. Dial phone number 708.455.1414 and enter the extension.



- Pastoral Care/CityEyes/Ministry Placement-Offices of Students (x1405)
- Recruitment- Brooke Pals (x1405)

## Memphis Parking

## Memphis Parking

*Visible Music College does not have space for student parking in Memphis. (No parking is available on campus. Parking options in partnership with outside entities that may cost extra. Student Housing students get first or only choice.)*

Our lot is not available for students to park in during the 7AM-6:30PM hours. If a student parks in the Visible during those hourslot:

**1st offense-** formal warning,

**2nd offense-** vehicle towed at the student's expense

## Google Calendar

Students will be provided with a CalDAV account as well as training on using Calendar. Students will be expected to organize and maintain their schedules using iCal and CalDAV. Calendar and CalDAV make it possible for the student to be an organized and functioning member of the Visible Music College Community.

## Populi

Visible Music College relies on a web-based college management system called Populi. This system is the hub for academic communications. You will want the Populi home page to be one of the places you visit first each day. Populi will be your portal to assignments, grades, and lessons while you are at Visible Music College. It is integral to all aspects of academics while you are here.

## Mailboxes

For Memphis dorm students, mail and packages should be delivered to 200 Madison Ave. In Chicago mail should be sent to the house you live in. For all non dorm students you may not have mail delivered to the school.

## Equipment And Facility Usage

Any student desiring usage of equipment or facility for a non-curricular activity must ask for permission from Operations. Requests are not guaranteed.



After graduation, use of Visible Music College facilities is not permissible without prior appointment and possible rental fee. Please see Operations for further details.

## Library Services

The Visible Music College Library directly supports and strengthens teaching and learning by providing resources and services that supplement the academic, vocational, and spiritual pillars of the College.

## Memphis Instrument Storage

On-campus instrument storage lockers are available to you. You are allowed access to the storage lockers from fall semester move-in day to spring semester move-out day; during the summer, all lockers must be empty.

Each locker has a latch with a place for a padlock. It is recommended that you bring a padlock (or two) to school to ensure the safety of your instruments and equipment. The storage lockers, located on the 2nd floor, should be reserved for the musical instruments and equipment you use in the building on a regular basis. As such, they should not be "reserved" permanently by leaving a lock on an empty locker.

Percussion students, you will not need to bring a padlock with you as the percussion storage area is in a separate, locked room on the 2nd floor, and your school ID card provides you access to this room. Due to the size and volume of percussion gear, only those students majoring in percussion may store percussion gear in that area.

Everyone at Visible Music College is expected to treat the lockers with care. While wear and tear from loading and unloading instruments is to be expected, if you are found abusing any locker, you will lose the privilege of using the lockers.

Visible Music College reserves the right to cut any lock and enter any locker at any time – especially any locker that is suspected of containing items that are illegal, dangerous, or in violation of values congruent with a Christian community.

If you have an issue with instrument storage or any locker (lost key/combination, damage, malfunction, etc.), please contact the Operations Manager.

## Chicago Instrument Storage

On-campus instrument storage is available to you. You are allowed access to the storage from fall semester move-in day to spring semester move-out day; during the summer, all instrument storage must be empty.

Each instrumentalist is given a key to the instrument storage and is responsible to turn it in on the spring semester move out day. If the student misplaces the key they will be charged to pay for the replacement of the key. If a student mistreats

the storage facility, they must forfeit their key and will no longer be permitted to use the facility.

## Lost And Found

Any items, material, mail, equipment, etc., left in non-designated areas will be removed. After one week of display in Lost and Found Area, items will be considered school property to be done away with at the discretion of Visible Music College Administration.

## I.D. Cards

Students will be issued an official Visible Music College I.D. card. This I.D. card is valuable and should be protected carefully. Your Student ID will be used to identify you as a Visible Music College student. It will also function to unlock certain doors, give you access to practice rooms that you have reserved, as well as serve as your library card to check out books and other resources.

Since I.D. cards give you building access, lost I.D. cards must be reported immediately to the Operations Manager so they can be deactivated. Lost I.D. cards must be replaced without exception, and there will be a \$25.00 charge to replace an I.D. card.

## Student Comments And Concerns

Student Comment Forms for complaints, suggestions, comments, and concerns can be obtained from the assistant to the Vice President Team . Signed comments will be directed to the appropriate department and a response will follow if requested. Please be sure to maintain a Christian attitude when voicing complaints, comments and concerns.

Visible Music College encourages you not to discuss your complaints, comments and concerns with other students in a derogatory, non-productive fashion. This has proven to be an ineffective means of resolution for students, is unbiblical, and tends to lead to gossip and false accusations.

Other avenues for more specific concerns: the Housing Coordinator, Resident Advisors, The Student Government Association, and the Vice President of Students.

In order to present a complaint to our accrediting organization, TRACS, please see Academic Catalog on p.72.



## **Dropping/Adding Classes**

See the Academic Catalog on p.58-59.

## **Visible Grading System**

See the Academic Catalog, p.61-62.

## **Academic Advising**

See the Academic Catalog, p.55.

## **Disability Accommodations**

See the Academic Catalog, p.59.

## **Family Educational Rights and Privacy Act (FERPA)**

See the Academic Catalog, p.77-79.

## **Satisfactory Academic Progress, Probation, and Suspension**

See Academic Catalog, p.66.

## **Academic Rehabilitative Measures**

See Academic Catalog, p.67.

## **Compulsory Withdrawals**

See Academic Catalog, p.68.

## **Attendance**

See Academic Catalog, p.63.

## **Academic Dishonesty**

See Academic Catalog, p.69.

## **Personal Misconduct**

See Academic Catalog, p.70.

## **Academic Appeals and Personal Grievance Policy**

See Academic Catalog, p.71-72.

# **Computer Services**



Visible Music College provides computing resources for all staff, faculty and students. These resources are intended to be used to enhance education and facilitate communication. Anyone wishing to use these resources must agree and adhere to the following policy.

## Resources

The following resources are made available to all staff, faculty, and students.

### Internet Access

Visible Music College has installed a campus-wide wireless network to enable easy connection to the internet. Visible Music College does not provide any wired internet connections. All internet traffic is filtered for appropriate content.

### Computer Lab

There is no formal computer lab. In the event that a student's laptop is being repaired, there may be a spare laptop available, but it does depend case by case basis.

### Printers

Printing is available for any students needing to print school related documents. There is no charge for prints. In Memphis All students should print to the 3rd floor Lounge Printer. In Chicago there is a printer located in the student lounge.

### Email

To enhance campus communication, an email address is provided for all staff and students. E-mail is the primary source of communication between students and staff via your Visible Music College address. It will be extremely important for you to check this account daily to have accurate and up to date facts concerning schedule changes and other important notices so you can succeed academically at Visible.

### Facebook Pages

There are four FB pages connected with Visible Music College available to students for communication purposes:

- Visible Music College - Main Page
- Visible Music College SGA & Campus Life
- Memphis: VMC Fun Times
- Chicago: VMC Good Times



- Visible Music College Alumni Association

## **Network Storage**

Visible Music College provides storage through Google Apps for Education. With your Visible account you get unlimited storage in your Google Drive. The Office of Information Technology recommends you take advantage of this space that is made available to you.

## **Technical Support**

Technical support is offered to students free of charge for Visible Music College related issues. It is up to the discretion on the tech support personnel what issues fall into this category.

## **User Responsibilities**

All users are expected to adhere to all applicable laws concerning computer use including copyrights, patents, and criminal acts. All actions while using Visible Music College resources should be above reproach and it is expected that users maintain this integrity even when off campus and using Visible Music College resources.

## **Personal Computers**

Personal computers may not access the Visible Music College networks without approval of the Office of IT. To be considered for approval, each computer must adhere to these standards:

- Computer must be free from viruses, Trojans or other malicious files.
- Computer must be free of any spyware (download Ad-aware from the download.com and run it to remove any spyware from your computer.)
- Computer must remain free of all of the above for the remainder of the school year. If it is found that a virus or spyware has corrupted a network resource from a personal computer, that person will be charged in accordance to the damage done.

## **Privacy**

All users are expected to use Visible Music College resources with care. Under no circumstances shall circumvention of security measures or any attempt to do so be tolerated. User privacy is important to Visible Music College and all users are expected to respect the privacy of each other.

## **Care**



Abuse of resources (i.e.- hitting, dropping, spilling on, leaving in extreme weather conditions, etc.) will not be tolerated. The introduction of malicious software, including viruses and spyware, either intentionally or unintentionally, will not be tolerated.

## **Content**

Users should not use Visible Music College resources to store, transmit, view, promote, or take part in inappropriate behaviors and/or content including, but is not limited to, pornography, hacking, illegal downloading of music and/or software etc. Users should be advised that any data transmitted using Visible Music College resources can and may be monitored.

Anyone using Visible Music College resources is expected to report any suspicious activities to the Office of Information Technology. While network and data monitoring is in place, users can play an important role in maintaining the security and integrity of these resources.

## **Security Policy**

As the dependence on Internet resources increases, so does the risk of identity theft and unauthorized access to personal computers. Visible Music College takes every precaution possible to ensure that the risk of attack is minimal. The Office of Information Technology reserves the right to force a user to change their password if it is suspected that security has been compromised.

# **Disciplinary Actions**

If a user or group of users does not meet any of the above responsibilities, the following actions may be taken:

## **Suspension**

If it is deemed by the Office of Students, that a user's privileges should be suspended, the user will be notified of when the suspension will take place and for how long. Visible Music College is not responsible for work undone due to a suspension of resource privileges.

## **Expulsion**

Expulsion, in most cases will be after suspension(s) have occurred. Expulsion would result in a permanent removal of resource access for a user. Users may petition the

Office of Students for reinstatement of privileges after one year. Visible Music College is not responsible for work undone due to an expulsion of resource privileges.

Other actions deemed appropriate by the Office of Students may be taken that are beyond the scope of technology, Visible Music College resources, and this document.

Appeals can be made to the Office of Students for any disciplinary actions taken against a user.

## Memphis Attractions

### Public Transportation

<http://www.matatransit.com/>

### Museums

- Asian and Judaic Art (Downtown)
- Sun Studio (Uptown)
- Graceland (South Memphis)
- Brooks Museum of Art (East Memphis)
- Dixon Art and Gardens (East Memphis)
- Pink Palace (East Memphis)
- Rock 'n Soul Museum (Downtown) - Smithsonian Museum
- Stax Museum (Soulsville) - Memphis Soul Music

### Coffee Shops

- Bluff City Coffee (South Main)
- Cafe Keough (Downtown)
- Café Eclectic (Midtown/Mud Island)
- Tamp & Tap (Downtown)
- Otherlands (Midtown)
- Java Cabana (Cooper-Young)

### Food

- A-Tan - Asian
- Alcenia's (Downtown) - Soul Food
- Brother Juniper's (University Area) - Breakfast



- Central BBQ (Cooper-Young/Downtown) - BBQ
- Cheesecake Corner (South Main) - Dessert
- Colletta's (South Parkway) - Italian
- Felicia Suzanne's (Downtown) - Elegant, American Cuisine with a Southern twist
- Kudzu's (Uptown) - Lunch
- Las Delicias (East Memphis) - Mexican
- Majestic Grille (Downtown) - American in an old movie theater
- Muddy's Bake Shop (East Memphis/Midtown) - Dessert
- Paynes BBQ (Cooper-Young) - BBQ
- Rizzo's (South Main) - American
- Saigon Le (Midtown)- Asian
- sixty3 (Downtown) - American
- South of Beale (South Main) - American
- Taqueria La Guadalupana (Berclair) - Mexican
- The Arcade (South Main) - American Diner/Breakfast
- The Brass Door (Downtown) - Irish Pub
- Trolley Stop Market (Uptown) - American, Local Foods

### **Music/Dancing**

- Beale Street (Downtown)
- Electrocitiy - once a month, an electronic music club night in different venues around town
- Hi-Tone (Midtown)
- Minglewood Hall (Midtown)
- New Daisy (Beale St/Downtown)
- Rumba Room (South Main)

### **Grocery**

- Kroger- 1761 Union Avenue
- Kroger- 3444 Plaza Avenue (off Poplar)
- Walgreens- 2 Mains St. (Downtown- 3 blocks from the school)
- Whole Foods- 5022 Poplar Avenue (15-20 minutes from Downtown)
- CashSaver - 1620 Madison Avenue

### **Shopping:**

- Oak Court Mall- 4465 Poplar Avenue
- Old Navy- 3440 Poplar Avenue (Poplar Plaza)
- Wolfchase Mall- 2760 N. Germantown Pkwy (25 Minutes via I-40 E)
- Target- 601 Colonial Rd (15 Minutes via Poplar)



The following blogs offer great information on Memphis, attractions, food, and history!

- [Memphis Magazine Ask Vance](#)
- [Choose901](#)
- [The Daily News Blog](#)
- [Dining With Monkeys](#)
- [I Love Memphis](#)
- [Weeden Art Watch](#)

## Lansing Attractions

### Coffee/Bakery

- Lansing Bakery (Lansing)
- Munster Donuts (Munster, IN)
- Starbucks (Munster, IN)
- Panera (Munster, IN)
- Gayety's Chocolates (Lansing)

### Food

- Pizza- many options! (Ridge Road)
- Mancino's (Lansing)
- Taco's & Burritos (Lansing)
- Chipotle (Munster, IN)
- Five Guys (Munster, IN)

### Grocery

- Aldi (3602 Ridge Road, Lansing, IL)
- Strack & Van Til (12 Ridge Road, Munster, IN)
- Walgreens (3564 Ridge Road, Lansing, IL)
- Target (8005 Calumet Ave, Munster, IN)
- Walmart (17625 Torrence Ave, Lansing, IL)
- Ultra Foods (16831 Torrence Ave, Lansing, IL)



# General Emergency Guidelines

## What is a Crisis?

A crisis is anything momentous, urgent, threatening, and unplanned. At a school, crises could include a rape, suicide, major fire, bomb threat, and allegations of improper conduct among students.

## What is an Emergency?

An emergency is a sudden unforeseen crisis (usually involving danger) that requires immediate action.

### Emergency Numbers

- Police, Fire Department, Ambulance 911
- Poison Control Center 1-800-876-4766
- The Crisis Center 274-7477 or 1-800-SUICIDE
- Mobile Crisis Unit 577-9400 (Provides on site evaluation for persons who may need hospitalization due to emotional crisis)

Visible Music College students are encouraged to adhere to the following guidelines/procedures when confronted with a crisis/emergency.

## General Steps In Medical Emergencies

- Call out for an RA or Staff member.
- Have someone notify Emergency services by dialing 911.
- If immediate action must be taken and no emergency personnel are available, the 911 operators will assist you.
- Have someone bring you a first aid kit, if available.



- Do not move the victim unless absolutely necessary.

### **Memphis Medical Emergency Resources**

- Methodist Hospital; 1265 Union Ave. (901) 516-7000
  - Closest emergency room, approximately four minutes from campus.
- Church Health Center; 1196 Peabody Ave. (901) 272-0003

## School Closing Policy

The President or one of the Vice Presidents will make the decision concerning canceling classes and/or closing offices. Our normal policy is to follow suite with the action of the Shelby County Schools/Village of Lansing Schools. When a decision to cancel classes has been made, the President or one of the Vice Presidents will determine if the offices will likewise be closed or will open later than normal. Such information will be included in the announcement. Students will be notified of a school closing through e-mail, carrier pigeon, loud shouts, as well as an announcement on visible.edu and Populi.



# Emergency Procedures

## Tornado

### What to do during a tornado watch

- Listen to local radio or television stations for updated information. You may find this information on your computer if you don't have a television or radio in your room. Visible Music College recommends that each student own a battery-powered radio for these situations.
- Listen to the RA's and follow their instructions.
- If outside, take cover inside a building.
- Bathrooms and stairwells are the safest spaces in the dorms.

### What to do during a tornado warning

- Remain indoors.
- Listen to the RA's and follow their instructions.
- Continue listening for updated weather information. You may hear a tornado siren that Memphis activates to warn the surrounding community. A siren will be the signal to move to the safe place (mem- downstairs basement of academic building).
- The power will possibly go out, so listen to weather reports on a battery powered radio.
- If you are inside the dorms make every effort to get to the lowest level and most internal room. If there is no time get into a bathtub. If you have time, you may want to put a mattress over you for added protection from flying debris. Stay away from the window and do not go outside.
- Remain in the safe room/ in the bathtub until sirens are turned off. RA's will perform a roll call of all students and will perform room check if students are unaccounted for.



## **What to do after a tornado**

- Meet in the courtyard area near the Redbird's Stadium scoreboard. The Resident Advisors will perform a head count, and assess injuries and damages.
- For the Chicago campus, meet in the parking lot in front of the school.
- The Resident Advisors will perform a head count, and assess injuries and damages.
- Stay out of damaged buildings until they are safe. (There may be electrical dangers, fire or gas leaks.)

## Earthquake

### **In case of an earthquake**

- There is usually no warning before an earthquake. If you feel an earthquake, find a door frame and grasp the sides.
- Stay away from windows, bookcases, file cabinets, heavy mirrors or other heavy objects that could fall. Watch out for falling plaster and ceiling tiles.
- Stay under some form of cover until the shaking stops. Hold onto your cover. If your cover moves, move with it. Be prepared for aftershocks, and plan where you will take cover when they occur.

### **What to do after an earthquake**

- Meet in the school parking lot.
- The Resident advisors will perform a head count, and assess injuries and damages.
- Stay out of damaged buildings until they are safe (There may be electrical dangers, fire or gas leaks).

## Fire

### **In case of a fire**

- A fire alarm may sound or you may see or smell smoke. Before exiting your room, carefully feel the door handle, if the handle is cool, exit your dorm room and go to the nearest staircase.
- In the event that smoke is present, stay low and move quickly through it.



- If it is hot, DO NOT open the door. Look to see if you can escape through a window. If not, retreat to the bathroom. Close the bathroom door, placing a wet towel at the bottom of the door. Lay down on the floor and wait for help.
- If you catch fire, STOP, DROP and ROLL.
- Call 911 when you are a safe from danger.
- Do not to go back into a burning building.
- Meet in the school parking lot.
- The Resident Advisors will perform a head count, and assess injuries and damages.

## Procedures for Missing Person Report

If an individual believes that a member of the student community is missing, they need to immediately contact the Student Life Manager and/or the VP of Students.

The Office of Student will immediately begin an investigation into the matter. If it is determined that the student is missing, then the proper authorities will be contacted to investigate the matter.

Visible Music College will notify the missing student's emergency contact no later than 24 hours after the student is determined missing.

During orientation, students are given safety tips and emergency contact numbers in case they or someone else is in danger.

## Student's Rights and Responsibilities

It is the student's responsibility to read and comprehend Visible Music College policies and procedures, including those in the application for admission and student handbook. Questions should be referred to the Director of Pastoral Care. Students not complying with Visible Music College policies and regulations may expect their actions to be reviewed by Visible Music College authorities, which may result in disciplinary fines and or actions, up to and including dismissal from Visible Music College without reimbursement of funds.

Policy changes/additions will be communicated through the Visible Music College official newsletter, electronic or otherwise. At the time of publication, these updates



will be considered part of the Student Handbook. Each student is responsible for these policy updates once published.

## GRIEVANCE POLICY AND PROCEDURE

It is the policy of Visible Music College to provide an avenue to students for the resolution of a grievance or complaint when the grievance is not one which automatically requires formal action. This grievance procedure applies to all informal complaints, including discrimination and harassment. Both the complainant and responder can terminate the informal process and initiate the formal disciplinary process at any point of the grievance process.

The grievance procedures are intended to encourage resolution of the student's grievance informally and at the earliest possible stage. At the same time, where such resolution is not possible, these procedures provide for a more formal review of the situation by individuals not party to the case, and a final review by the Vice President Team. In providing these procedures, it is the intention of Visible to carry them out in an equitable and timely manner. However, in extenuating circumstances, it may not be possible to adhere to established time frames, and extension of time shall not be construed as failure to follow established procedures.

The grievance procedure applies to all complaints, including discrimination and harassment. Visible may charge persons through the judicial system even when the student files a grievance under this policy.

### **Grievance Policy:**

Step 1: Complainants are not required to directly confront the person who is the source of a grievance, report, questions, before notifying any of those individuals listed in this Grievance Procedure. Nevertheless, students are required to make a reasonable effort to file their grievance in a timely manner as outlined in this policy.

Step 2: If the student is unable to clarify or resolve the matter, the student must confer with and submit a written statement of grievance to the Vice President of Students. The written statement must include the following: the name of the student, faculty member or administrator whose action gave rise to the matter; the type of grievance alleged; a statement of the injury; the type of solution sought. In the event that the grievance concerns actions taken by the Vice President of Students, the process will be conducted by the Vice President of Business.

Step 3: The Vice President of Students shall refer the charge to the appropriate department head or director. The department head or director shall seek to mediate the charge, and thereby effect an informal resolution of the matter. Failing resolution, after consultation with both parties, the department head or director



shall make a decision concerning the charge that shall be conveyed in writing to both parties and the Vice President of Students. This phase of the grievance procedure shall be completed within (15) days of the initial written grievance.

Step 4: If the unresolved grievance concerns a faculty member or administrator, a formal complaint should be lodged with the Vice President of Business.

Step 5: The Vice President of Students will be responsible for notifying the Vice President of Business of complaints not immediately resolved and will pursue the complaint toward a proper conclusion. A file on written complaints will be kept in the Vice President of Students' office.

## Intellectual Properties

Prior to registration, all students must sign the following Blanket Release Form. The Blanket Release Form is a simple, all-purpose general release that lets Visible Music College use student compositions and works for promotional and fund-raising purposes only. It also fits in with the hands-on, practical vision of the school by introducing students to the real-world concept of intellectual property rights, written agreements, and the licensing of works. This is the first of many documents the students should become familiar with as working musicians, songwriters, technicians, and professionals. If you have any general questions regarding the form, please feel free to contact the Music Business Department. You should additionally seek the advice of an attorney for any specific legal questions you may have.

