



Our Vision,
Goal, Plan
& Hope for You!

Student Manual

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Welcome to CCBC Mexico!

Who We Are

We are an affiliation campus of Calvary Chapel Bible College of Murrieta, California. In obedience to the Lord's call, Pastor Juan Domingo began CCBC Mexico in 2007. At that time the Calvary Chapel Bible College, Ensenada, Mexico was formed and building soon began on the property located just north of Ensenada. We opened our doors to both International and Mexican National students.

“This is a pouring out of the Holy Spirit as never before! God's hour to train students in Spanish and English to reach the world! What an opportunity!”

Juan Domingo, President,
CCBC Mexico

You will learn the **experience** of missions alongside experienced missionaries and pastors. Study at the Bible College will be challenging but the rewards many. You will have a better understanding of God's word and a purpose for the rest of your life. God has a plan for your life and we at Bible College want to help you realize and work toward that plan. This Bible College experience will be life changing.

Our Vision at CCBC Mexico is to facilitate the Lord's Great Commission. We act as a bridge for those desiring to go into the mission field to make disciples of Jesus Christ. If you are one of those that have a desire to participate with us in this growing, wide-ranging ministry, we'd like to extend to you a hearty Bienvenido or Welcome! If you are already sensing a missionary call upon your life, this is a great place to get your feet wet and see what the Lord has for you. If you are not sure, then this is a great place to experience missionary life and seek the Lord for His direction in your life.

Our Goal at CCBC Mexico is to equip the saints for the work of the ministry and for the edifying of the body of Christ, through the teaching of the Bible and through practical application from the instruction of God's Word. We take both the study and the ministry of God's Word seriously. Here you will find a variety of ministry opportunities and we will ensure that you have time to give yourself to the Lord's service in these ministries. The balance of study and service puts feet to our faith. Because you are attending a foreign mission field Bible College, you will experience many challenges. Living in another culture is an adjustment and we are here to help you adjust so that your experience here will be rich and full of what God has for you.

Our Plan at CCBC Mexico is to provide you with the most beneficial environment conducive to your growth of faith in the Lord; to facilitate God's work on your behalf; to utilize the grace gifts that the Holy Spirit has given to you and to more clearly discern what is the Lord's calling upon your life. We believe that the instruction of God's Word and your participation in ministry here will help you to discover what God has for your life. CCBC Mexico partners with local Calvary Chapel's in the Ensenada area to provide you with practical ministry experience. Our Practical Missions class is designed to give you maximum exposure to the mission field ministry. We are excited for you and anticipate the Lord working greatly in your life.

Our Hope at CCBC Mexico is simply the Lord Jesus Christ! It is by God's grace given to each of us through faith that we are called saints and are made sufficient for the ministry of reconciliation through the glorious gospel of Christ. We believe wholeheartedly that the grace of God is for us in all that the Lord calls us to be and to do here in Mexico and beyond. Many students will come to CCBC Mexico and realized that God has something special already prepared for them. Because of God's foreknowledge and wisdom, we anticipate this for you and are privileged to share in His blessings with you. None of us thinks ourselves worthy to serve the Lord, except that by God's sovereign will He chose us, the weak, the base, and the despised, to bear witness to His glory and His grace. Our hope is that the Lord be magnified in all that we are and all that we do!

The purpose of CCBC Mexico is to be a place where believers are rooted in God's word and raised up by Him to reach the world for Christ.

Out Statement of Faith:

The Bible: We believe that the Scriptures of the Old and New Testaments are the Word of God, fully inspired, without error in the original manuscripts, and the infallible rule of faith and practice.

God: We believe that there is one living and true God, eternally existing in three persons - the Father, the Son and the Holy Spirit – equal in power and glory; this Triune God created all, upholds all, and governs all.

God the Father: We believe in God the Father, an infinite, personal Spirit, perfect in holiness, wisdom, power, and love; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayers; and that He saves from sin and death all who come to Him through faith in Jesus Christ.

Jesus Christ: We believe in the Deity of Jesus Christ; in His virgin Birth; in His sinless life; in His miracles; in His vicarious and atoning death through His shed blood; in His bodily resurrection; in His ascension to the right hand of the Father; and in His personal return in power and glory.

The Holy Spirit: We believe in the Deity and Personality of the Holy Spirit; He came forth from God the Father and God the Son to convict the world of sin, righteousness, and judgment; and to regenerate, sanctify, and empower for ministry all that believe in Jesus Christ.

Sin and Salvation: We believe that all people are sinners by nature and choice and therefore, are under condemnation; that for the salvation of lost and sinful humanity, regeneration by the Holy Spirit is essential, and that repentance from sin and faith in Jesus Christ as Lord and Savior is the only way to come into a relationship with God.

The Work of the Holy Spirit: We believe that the Holy Spirit indwells every believer in Jesus Christ, and that He is an abiding Helper, Teacher, and Guide. We believe that Jesus Christ baptizes the seeking Believer with the Holy Spirit and empowers the believers for service, often subsequent to regeneration. We believe in the present ministry of the Holy Spirit and in the exercise of all the Biblical gifts of the Holy Spirit.

The Church: We believe in the universal Church, the living spiritual body, of which Christ is the head, and all regenerated persons are members.

We believe that Jesus committed two ordinances to the Church:

1. Water Baptism.
2. The Lord's Supper

The Return of Jesus Christ: We believe in a Pre-Tribulation Rapture of the Church; in the personal, visual, and Pre-Millennial return of Jesus Christ to the earth, and the establishing of His kingdom; in the resurrection of the body; in the final judgment and eternal blessing of the righteous, and the endless suffering of the wicked.

CCBC only offers a certificate of studies to its students who request it in written form. Certification will be offered only at the CCBC Murrieta campus.

Associate in Theology: A two-year (four semesters) program intended for students who have completed high school or a G.E.D. program or its equivalent. Students must take all the required courses and pass them with a grade of "C" or better. They must have a total of 80 credits to graduate.

Bachelor Of Biblical Studies: A two-year (four semesters) program for students who have completed at least two years of transferable general education. Students must take all the required courses and pass with a grade "C" or better, and must submit official transcripts for the two years of general education. The Bachelor of Biblical Studies consists of 60 semester credits of general education from an approved/accredited school, combined with 80 semester credits earned at Calvary Chapel Bible College of Ensenada Mexico. The course of study is the exact same as for the Associate in Theology. The only difference is that the student transfers in the 60 credits of general education.

Transfer and First Time Students: Calvary Chapel Bible College of Ensenada is an extension campus of Calvary Chapel Bible College in Murrieta. The classes offered vary from semester to semester and we are able to

accept transfer students from Murrieta or from any of the other Calvary Chapel Bible College extension campuses despite their current semester rotation. The only exception would be if a student applying for his fourth and final semester needed a required class that we were not offering. In that case we would advise that student to attend elsewhere so that he may graduate on schedule.

Tuition Costs & Deposit

Tuition for one semester is **\$2,000 per person**. This includes registration fees, meals, and rooming for one 16-week semester. Tuition must be paid in full and verified by CCBC Mexico at least two full weeks before you depart from the USA for USA. Without verification of your payment we will not reserve your space here at CCBC Mexico. Once you have received your letter of acceptance, please make a **\$600 non-refundable deposit** as soon as possible to confirm your intention to come to CCBC Mexico and to reserve your place here. Your deposit is subtracted from the total cost of your tuition.

How to make Payment

Your deposit and tuition payments may be made with a check, money order. All payments should be addressed and sent to:

Calvary Chapel Bible College Mexico”
P.O. Box 8235
Chula Vista, CA 91912
Telephone: (619) 407-7230

Making Payment with a Check (Important)

- Make checks payable to Calvary Chapel Bible College, Mexico or CCBC Mexico
- In the memo portion of your check or money order, please print clearly “Tuition for (your name)”.

Important Note: *If you arrive in Ensenada to attend a semester with us, having been accepted, but have not paid the balance of your tuition before your arrival, you will not be permitted to attend classes until your tuition is paid in full.*

Reimbursement of Tuition

- Prior to the first day of classes, students are eligible for a full refund of tuition, except for the tuition deposit.
- If for any reason you wish to stop attending CCBC Mexico, you may be reimbursed on or after the first day of classes according to the following (limited) scale:

<u>Weeks attended of semester</u>	<u>Percentage of Fees Refunded</u>
Up to 2 weeks.....	70% \$ 1400.00
Up to 3 weeks.....	60% \$ 1200.00

* There are no refunds after the 3rd week of school.

Note: *If you are expelled from CCBC Mexico you are not eligible for a refund of any amount of your tuition.*

Passport and Visa Information

Passport

If you are a U.S. citizen and do not currently own a U.S. Passport, you will need to apply for one as quickly as possible. The processing of a passport application could take six weeks. If you do have a passport, please check the expiration date. If your passport expires within the 6 months of your stay in Mexico, you need to renew it as soon as possible. For information on how to obtain or renew a U.S. Passport, please go to www.travel.state.gov/passport

Visa

If you are a citizen of the United States of America, you will have to attain a Tourist Visa. This can be obtained either at the Mexican airport upon your arrival or at any of the Mexican border crossings. The Visa is good for 6 months and the cost is around \$20.00. The customs officer in the Ensenada airport will place your visa (a passport size piece of white paper) inside your passport. **DO NOT LOSE IT!** Keep it in your passport; you may need it later. More Visa requirements are available, you can go to www.MEXonline.com/visamex.htm.

Note: We will make two photocopies of your passport and visa to keep in your student file. If your passport and visa get lost or stolen, the photocopies of these documents will make the process of getting new ones easier. Travel Plans and Tickets to Ensenada and back to USA.

It is important to purchase your round-trip tickets in accordance with the beginning and end of our semester.

Arrival in Ensenada: Purchase your tickets so that you arrive no later than 12pm (noon) the day of orientation. If you are a student and wish to arrive earlier to serve or to travel before the semester begins, you must request to do so via email. If you are accepted then you'll pay \$20 a day to stay at the CCBC Mexico facility.

Long-term stays (more than two weeks) are granted by invitation by the staff to individuals who are financially able to stay, willing to serve and are committed to some aspect of an approved ministry.

Departing Ensenada: Plan your return flight to the USA to leave Ensenada no earlier than 10:00pm on Thursday the last "official" day of the semester. If you schedule your return flight any sooner than 10:00pm your \$30 room deposit will be forfeited to CCBC Mexico. If your early departure time causes you to miss a class or classes, it will be counted as an unexcused absence and you will receive a full letter grade deduction from your final grade. If you miss a final exam you will receive a zero for the grade percentage that the final represents on the class syllabus. You will not be permitted to make up any missed work as a result of leaving CCBC Mexico before the last day of the semester has ended – Thursday at 5:30pm.

Excused early departure: The only excusable reason for leaving early is *(if the graduation ceremony date at Murrieta is prior to our last day of classes here at CCBC Mexico and you are a 4th semester student who is graduating and you plan to walk in the ceremony)*. You must meet all of these criteria to be excused to leave earlier than the last day of classes, Thursday at 5:30pm. If you are excused you will need to inform any and all teachers, overseers in advance in order to complete all work in advance that you will miss due to your early departure.

Returning to the USA during the semester: You may return to the USA during the semester if you have a medical condition that cannot be sufficiently treated here in Ensenada, or if you have a death in your near family, (father, mother, brother, sister). Returning to the USA to attend the wedding of a friend is not excused and you will receive a zero for any and all classes that you miss without the chance to make it up.

Medical Care and Insurance

Calvary Chapel Bible College of Ensenada Mexico does not offer medical insurance, but we do require that all foreign students attending college with us have medical insurance. If you don't already have medical insurance you can contact Double Honor Insurance at www.doublehonor.net.

If you need dental care and your insurance policy doesn't cover dental, we can recommend a local Dentist nearby with very affordable costs.

IMPORTANT CLASS INFORMATION

Class Attendance, Assignments, and Make-up Work

The opportunity to attend Bible College and to study God's Word is a great privilege.

Be prepared and ready to study when you come to class. Once class begins you are not permitted to leave without permission. There will be a 15-minute break half way through each 3-hour class.

Video classes are only offered to 4th semester students who need a particular class to graduate. An instructor or TA will facilitate video classes. Video classes will be fixed on particular day and time. Videos may not be taken to dorm rooms.

The following guidelines of attendance and punctuality apply to all classes, including Video Classes, Devotions, Lectures, Chapel, Sunday Service, and all M199 classes:

- Your punctuality and attendance will be recorded on a sign in sheet at the beginning of each class and after the break of each 3-hour class by the TA.
- If you are tardy for the beginning of class or after the break, the TA will ask you for the reason why. If it is determined that you don't have a legitimate reason then you'll you will be marked down as unexcused. If your reason is excused you will be marked down as excused. You must then initial the attendance sheet verifying the decision made by the TA or teacher.
- Regardless of you're reason for being tardy or absent, please wait to speak with the TA until the break or at the end of class time so that there are minimal interruptions in class.
- If you know in advance that you are going to be tardy or absent it is your responsibility to fill out an Absentee Request Form and submit it to Shawn Coleman personally for approval or denial. If your

request is approved you must then inform all other teachers or overseers of all classes of your absence.

- Absentee Request Forms are provided in the library.
- If you have a legitimate reason for being tardy or absent, your TA or teacher will advise you of all appropriate make-up assignments.
- Each class will be recorded on audiocassette for the purpose of make up homework.
- Excused absences require you to listen to the audio recording of the class and take the following notes: One full page for classes less than 2 hours long and 2 pages for classes more than 2 hours long. In addition you are required to turn in any and all regularly scheduled homework assignments. All make up work and regularly scheduled homework must be turned in on time to receive credit. Any and all late homework receives a zero = no credit.
- Normally homework assignments are due at the next scheduled class unless your teacher allows more time in the case of a paper.
- If you are present on campus and fail to inform either your TA or your teacher of the reason why you are either tardy or absent the same day of the class in question, then you're tardy or absence will be counted as unexcused, and you will not be permitted to make up homework or reverse any deduction in your overall grade.
- Two unexcused tardy's is the equivalent of one increment deduction in your overall, final grade, i.e., A to A- . If you are one minute late, you will be counted tardy.
- One unexcused absence is the equivalent of one full letter grade deduction in your overall, final grade. If you are 15 minutes late, you will be counted absent.
- Even if you are more than 15 minutes late for class and don't have a legitimate reason for being late, you are expected to come to class as soon as possible. If you do not you will be asked to have a conference with you're class teacher to discuss the reason why.
- Additionally, if you know in advance that you are going to miss a meal, please inform the kitchen staff: as soon as possible so that they will not over prepare food in your absence.
- Acceptable reasons for being tardy or absent are: sickness to the point that you cannot get out of bed, a high fever, an unforeseen emergency situation, or an appointment at the office of immigration to renew your visa.
- Additionally, if you are too sick to get out of bed it is your responsibility to ensure that your TA or supervisor is informed via another student.
- All tardy's and absences are not a part of any class syllabus, rather they are recorded by the TA's of each class and then subtracted from your final grade at the end of the semester.
- Falling asleep in class constitutes being absent and is not excused. The above penalties for unexcused absences apply to falling asleep in class.

Changing Classes

Changing classes is only a consideration during the first two weeks of the semester. Starting on the Monday of the 3rd week of classes, changes will not be allowed. Changes will be allowed only if they are in your best academic interest, not because the homework is too hard or you don't like something about the class. If you change classes, you will be required to make-up all prior assignments in your new class according to deadline that the new class teacher or TA gives to you.

Saving your Work

Laptops are welcome in class. If you plan to bring your laptop to class, be early to set up so that you'll be ready when class begins. We highly recommend that you buy a separate CD or floppy "A" diskette for each one of your classes so that you may save all of your notes daily in case you have computer problems. If you are in the habit of saving your work and then experience computer problems, you will not have a lot of work to do over again. Please be advised that if you lose valuable work because you didn't save it on a CD or diskette, you will still be required to turn in all assignments by their regularly assigned deadlines. We don't consider the loss of work due to computer failure a legitimate excuse for needing more time to turn in assignments.

Cell phones, walkmans, and portable games or playing games on your computer are prohibited during class time. Food is not allowed in class during class time. You may bring in a drink.

Procrastination

Under normal circumstances you will have one week to complete assignments before they are due. Too often students get into trouble because they don't do their homework assignment right away but wait until it is too late. Be advised that "not having enough time" is not a valid excuse for not turning in a finished assignment on time.

Printed Homework

Homework assignments will either be printed or hand written, according to the preference of your class teacher.

If you do not have your own printer, CCBC Mexico provides one for you. The rules for this printer are as follows: **First**, you must only use paper purchased from the Bible College. Five (5) pieces of paper will cost 2⁵⁰ pesos or 25 cents. This fee covers the cost of paper & ink and is 1/3 of the cost to print in the local Internet cafes (cabinas). **Second**, only print on the front side of each piece of paper. **Third**, when you sit down to print your work, please follow this procedure: *click* FILE in upper left corner, *click* PRINT, *click* PROPERTIES, *click* DRAFT in upper left corner, *click* OK. This will make your document a shade lighter and will save on ink, ultimately saving you money.

Academic Records

Your progress may be assessed during the course of the semester. Ask your particular class teacher or TA regarding your status as relates to tardiness, attendance, grading of homework, papers and tests. Each instructor or their TA will have a record of your progress and will consult you first regarding your progress if any difficulties are foreseen. We want to ensure that you are informed and able to make necessary adjustments to ensure that your academic standing remains high.

Plagiarism

Plagiarism is a serious academic offense and students are responsible for educating themselves about it. Plagiarism is a form of dishonesty that occurs when a person passes off someone else's work as his or her own. This can range from failing to cite an author for ideas incorporated into a student's paper to cutting and pasting paragraphs from different websites to handing in a paper downloaded from the internet. All are plagiarism. The temptation to commit plagiarism often reflects lack of confidence in one's own skills and knowledge. Use your time wisely and write with your own words giving credit where credit is due.

Grading

Each class syllabus will have a breakdown of the components of each class. The grading will be broken down into percentages of regular homework, exams, and reading assignments, (attendance not included). You may ask you teacher for an overall update on how you're doing academically in any given class. Teachers and their TA's should have your homework returned to you weekly. Again, with attendance, unexcused tardiness and/or absences are tallied and at the end of the semester they are subtracted from your final grade.

The grading scale below is the standard that CCBC uses.

Letter Grade	Percentage Range	Grade Points
A	95-100	4.0
A-	90-94	3.67
B+	88-89	3.33
B	84-87	3.0
B-	80-83	2.67
C+	78-79	2.33
C	74-77	2.0
C-	70-73	1.67

Anything below a C- cannot be credited toward graduation or toward a degree; it is considered failing.

Letter Grade	Percentage Range	Grade Points
D+	68-69	1.33
D	64-67	1.0
D-	60-63	0.67
F	Below 60	0.00

Withdrawal from CCBC Mexico

W - *Withdrawal*; is given the first two to six weeks of school for officially withdrawing from a class, given after the first six weeks for medical or emergency purposes only. "W" does not affect the student's GPA.

UW - *Unofficial Withdrawal*; is given when a student registers but discontinues class attendance without approval. UW is calculated the same as an **F** for GPA purposes.

WP - *Withdrawal Pass*; is given when a student officially withdraws from a Pass/Fail class with a currently passing grade.

WF - *Withdrawal Fail*; is given when a student officially withdraws from any class after the first six weeks of the term.

Academic Probation

A student who's cumulative GPA drops below 2.0 or whose previous semester GPA is below 2.0 will be placed on academic probation for the following semester. Continued attendance at Calvary Chapel Bible College for these students is dependent upon meeting the following requirements:

1. 100% attendance in all classes.
2. Initial and follow-up meetings with a staff member for academic accountability.
3. Students who are unable or unwilling to raise their GPA the next semester will either be asked not to reapply or be changed to the Pass/Fail system (Degree of Completion program). Students who desire to continue toward a degree will be offered academic tutoring.

Further Consequences of Academic Probation

1. Automatic change to the Pass/Fail system after two consecutive semesters of Academic Probation.
2. Denial of re-enrollment if there has been a problem with diligence in the M199 class, attitude, discipline, or any other area of non-repentant hardness of heart. Those denied re-enrollment would be eligible to reapply after a one-year probation period.

Please Note: Students must earn a grade of **C** or better in all required courses. Grades of **D** or lower will not be considered a passing grade for any required course.

Any course in which a **D** or lower is received cannot be applied toward a degree or certificate.

Standard of Behavior

The Basics

This is an important emphasis of CCBC Mexico that is found throughout the pages of scripture, but won't show up on your report card. Therefore the word of God is our basis for the particular standard of behavior that we adhere to at CCBC Mexico. Two fundamental factors determine our policy:

First, as God's children, we have received an invaluable blessing from God's grace. Therefore we deeply desire that Christ's work on our behalf not be in vain. We believe that our being forgiven of our sins by the work of Christ on the cross, compels us to live godly lives and that the Holy Spirit empowers us to do just that. Please understand that we do believe that where sin abounds God's grace super abounds, but we place our emphasis upon transforming power of God's grace to empower us to overcome sin in the flesh. We believe that God's grace is given freely in all our need for the purpose of enabling us to live holy lives, by which God purposes to bring glory to His Name. Our staff does not condone behavior unbecoming of a Christian, accompanied with an attitude of unrepentance.

Second, our lives are very conspicuous to the nationals that we desire to see come to a true knowledge of who Jesus is for them personally and for them to grow strong in his grace. People who don't know the Lord Jesus may form their view of God by our manner of life as we interact with them. We seek to give the utmost care in not bringing a reproach to the name of Christ by our behavior. We also believe that God has a great purpose for your own personal life while you are here in Mexico and we deeply desire all that God has for you too. Who you are, not what you do, will have a lasting impact here in Mexico. The difference your life makes is directly proportionate to your humble, obedient submission to His Word and His wisdom as the Holy Spirit faithfully teaches, rebukes, corrects and instructs.

Romance

For the reasons just stated, we ask you to refrain from any and all romantic involvement with others, American or Mexican, and purpose in your heart to fall deeply in love with Jesus. Having said this, we understand that feelings are unavoidable, but please know that we will hold you accountable for your behavior. We expect the highest standard from you; that your behavior toward the opposite sex be upright, honorable, above reproach, and without any appearance of evil. It's helpful to remember why the Lord brought you to CCBC Mexico ~ to study His word that you might grow in your relationship with Him. In the event that in the event you find your heart romantically inclined toward another person, please feel free to talk with a staff member. We are here to help you and support you. We deeply care about godliness in relationships in Christ and simply want to encourage you toward godliness and Holy living. We do not forbid you to have a godly relationship in Christ if that be the case. In a relationship with another brother or sister, your personal integrity in the hidden person of the heart is what will bring glory and honor to Christ above all appearances. God's Word especially instructs us regarding our attitudes and motives that lead to our actions and behavior in relationships. We are exhorted

in the Word not to walk according to the pattern of the world nor its wisdom. Therefore we don't condone worldly dating practices common in our secular world. As you closely follow the standard set forth in God's Word, you may be assured that you are in God's will and you may also be assured that your relationship is pleasing to the Lord. We are very serious about this subject!

Prohibited Conduct

The specific activities enclosed in the box below are prohibited while you are at CCBC or elsewhere in Mexico while attending Bible College. Participation in any of these activities inside or outside the campus of CCBC Mexico places you at risk of being expelled from college.

- Fornication, kissing, brothers & sisters touching one another, hugging, holding hands, and any and all playful contact between sexes is prohibited.
- Any male and female who have romantic feelings for each other are prohibited from praying together alone, but not from praying for each other apart.
- Students are prohibited from entering dorm rooms of other students of the opposite sex or to be on the balcony or entryway of the dorm rooms of the opposite sex.
- Students of the opposite sex are prohibited from being together in a private or enclosed area, (with the door shut) without a third person.
- Two students of the opposite sex are prohibited from being alone together off campus. There must be a third person present.
- Immodest exposure of skin, i.e. legs and upper torso, and tight fitting clothing is prohibited.
- Exposing underwear for reasons of style or lack of a belt is prohibited in public.
- Wearing pajamas or any clothing used for sleepwear in public is prohibited.
- It's prohibited for male students to remove their shirts except for at the beach.
- It's prohibited for students to remove their shoes on campus, except for in their dorm rooms.
- Swimwear is prohibited except for at the beach, and must be modest (No Speedo's or bikinis).
- Language that is abusive, crude, derogatory, disrespectful is prohibited.
- Language that cuts down others or makes fun of others or crude jokes are prohibited.
- Belligerence or stubbornness towards the leadership, an unwillingness to receive counsel and/or to repent of any specific sins or continuous disciplinary problems without change will not be tolerated and is prohibited.
- Drug use, smoking or alcohol use or possession of any of these or any other illicit drug is prohibited.
- Going to bars, nightclubs, casinos and dancing is prohibited.
- Watching any movie that contains **any** sexual situations, **any** profane language or **any** theme that promotes worldliness or carnality is prohibited.
- Watching movies of **any** kind on your laptop is prohibited.
- The purchase of "Pirate" movies, which are sold in the street and market places, are prohibited.
- Listening to music with worldly lyrics or having possession of this music while you're here with us is prohibited.
- Looking at pornographic websites or any other such material is prohibited. "I will set no wicked thing before my eyes" *Psalms 101:3*.
- Receiving body piercing or tattoos while you're here is prohibited.
- If your ears are pierced and you are a woman you may wear "modest" earrings only. Please refrain from wearing a lot of jewelry.
- Braiding of hair for male students is prohibited.
- Unnatural coloration of hair is prohibited for both sexes.
- Lying, stealing, cheating, manipulating others, or committing any unlawful act contrary to the Mexican government is prohibited.

Discipline

The word "disciple" implies disciplined behavior or training. And for us who call ourselves Christians, it is the Holy Spirit who is at work in us to will and to do what is God's good pleasure. We are not disciplinarians, we are disciples of the Lord Jesus Christ and we aspire to allow the Holy Spirit complete sovereignty in our lives that we might be conformed into the image of Christ, and to know Him as He desires. Jesus also learned or experienced submission and obedience to His Father and yet He walked in freedom for the debilitating effects of sin. Therefore, our standard is set with the utmost concern for your personal spiritual growth and life in the Lord. We also equally care for the body of Christ as a whole that you are a member of here. Please understand that our staff has a great responsibility before God to speak the truth in love and to address any problem issues that might arise for the purpose that God's will for you here with us may be evident to you so that you be blessed and not hurt in any way. Jesus said it best; "Those who continue in "My words shall know the truth and

the truth shall set them free!” It is the deep desire of God for his children that we are free from the sinfulness of the flesh and that we walk in the liberty of the Spirit that Christ has provided for us. It is God’s counsel through His Word alone that the staff here at CCBC Mexico depends upon. Therefore we humbly ask that you carefully consider any counsel offered to you. If for any reason you are compelled to do any of the above mentioned prohibited things, then a staff member will counsel with you. If you are unrepentant and continue in a prohibited activity after having received counsel, then expulsion from CCBC Mexico is a possibility.

We believe that a repentant Christian shows a higher regard and understanding for the grace of God than does a Christian who lives in sin while professing that God’s grace abounds. Of course we are all sinners, and we all sin at times, but an attitude of repentance demonstrates a correct Biblical understanding of our being new creations in Christ. With true repentance there is true change in behavior. We are all in the process of growing in the grace and knowledge of the Lord and we deeply desire God’s counsel to be of the utmost benefit for you that you may comprehend what is God’s high calling in Christ for your life.

In the event that unrepentant behavior has to be dealt with, please know that God’s purpose and our purpose is for your good and not for evil. Being reconciled to Christ is always our goal in the event of any disciplinary action.

CCBC Mexico Perspective

We understand that our policy is strict. We believe that personal holiness is a strong and often neglected aspect of God’s grace. Please understand that if your views and convictions on moral standards differ from ours we may very well acknowledge your views. Nevertheless our standard is based upon our conviction to be obedient to the Word of truth before God with whom we are accountable.

Young Men of God

Please consider yourselves as “brothers” in Christ toward your sisters at all times. We ask that you purpose in your hearts to always let your speech and actions toward your sisters reflect your foremost, high regard for their spiritual well being. Leading a sister to believe that you have feelings for her without having a commitment to follow through with those feelings is manipulative and deceitful. For this reason we ask that you guard your hearts and your words with your sisters. Self-centered behavior comes forth from inordinate affections that are in the flesh and they are never edifying for others and are self-destructive. On the other hand, godly character is built into our lives as we patiently and consistently submit to the wisdom of God’s Word. Here at CCBC Mexico you will have great opportunity to put into practice this valuable aspect of Christian living. We do not discourage anyone from having a “godly” relationship; the key is that it remains Godly. Having an honest and pure heart before God in a relationship results in actions with no appearance of evil and is above reproach. The male leadership at CCBC Mexico understands the challenges facing single Christian young men. If you have difficulty with our standard, you may speak freely to a staff member regarding this policy. Our desire is to help you to more clearly understand the Biblical perspective and to encourage you in experiencing the very best that the Lord has for you now and in your future married life. As a brother in Christ, please also be considerate to safety of our sisters in Christ. We live in an evil fallen world and there are those whom may wish to harm our sisters. Please be the Godly man and protect our sisters here in Mexico.

Young Women of God

We regard you as daughters of the Lord and our sisters in Christ. We desire that you be esteemed very highly as women of sincere faith in the Lord. Your manner of dress, your speech, and your behavior, all reflect your knowledge and faith in the Lord. Your sincerity of faith and godliness is a tremendous encouragement to your brothers in Christ to be the men of God that they esteem to be. We ask you to purpose in your heart not to settle for anything less than the very highest moral standard in relation to your brothers in Christ. If you respond favorably to ungodliness in others, you will be sacrificing God’s standard for you and encouraging others to do the same. The consequences are never the Lord’s best. On the other hand if you hold God’s standard in your heart with the highest esteem for yourself and for your brothers, God will take care of your life, hopes and dreams, and you will experience the fruit of godliness. For this reason we exhort you to abstain from speech, dress, or playful mannerisms that are flirtatious or that tempt your brothers to have an inordinate affection for you. God desires that young Christian men honor and esteem you by protecting your purity and by being concerned first and foremost with your spiritual well being. Let your beauty be inward, of a gentle and quiet spirit, which is precious and valuable to the Lord.

Encourage One Another & Be Encouraged

As we pursue our high calling in Christ, we undoubtedly experience some inconsistency in our lives as they are being transformed into the image of Christ. This is to be expected because we are all sinners, but saved by God’s grace. As a staff we depend upon the riches of God’s grace and His great mercy in our weakness. Therefore if you are experiencing any inconsistency in regard to your behavior toward another student of the

opposite sex due to weakness in the flesh, we will counsel with you to encourage and exhort you toward godliness. We all have need of patient continuance or perseverance in doing well, and we want you to know that our exhortation for you to do so is with hearts that trust in the mercy and grace and power of God to help us all to overcome and to mature. Overcoming peer pressure, the world and the flesh are characteristics befitting of God's dear children. Maturity is consistency in obedience to the Holy Spirit and the Word of God on a daily basis. Please know that through it all God is at work in you, helping you to know what is His good, acceptable and perfect will. He is making you into the men and women of God that will bring honor to His name and to your name too.

CCBC Mexico Facility

We regard the property as the Lord's and want to maintain it in the best possible condition. It is our privilege to take care of it and we consider the care of this facility a stewardship to be maintained to the glory of God. We ask that you too have the same attitude toward what God has given us so that all who live here and all who visit here may be blessed and feel at home. For the staff at CCBC, this is our home and we want you to feel at home too. Together we are a large family and living together requires us to have respect for others first so that our environment is pleasant for everyone. Your individual care for the cleanliness and orderliness of your home shows loving preference for others around you. As each of us participates in this way we will have a harmonious experience together. Let's be ambassadors of Christ in our home as well as in the community! We do well when we do unto others, as we would have others do unto us.

The following guidelines will help you do the practical things that will make our home an enjoyable place to be.

- **Library:** Our library is a place to study and research and should be quiet at all times. If you need to speak with someone in the library ask them to step outside so that your conversation is not a distraction to others. If you wish to remove a book from the Library, please follow the procedures stated in the Library for checking out and turning in books, videos, and CD's on time. A check out deposit of \$20 is required at the beginning of the semester, and will be returned to you at the end of the semester provided you have returned all the books that you have checked out.
- **Internet:** You will have limited access to Internet on the library computers. There will be a sign-in and out form for people wishing to access the Internet and your time will be limited. Internet use is exclusively for research and email. It is not for chat rooms, games, or extra biblical activities of any kind. Wireless access is allowed to those who have a laptop only after the user has added the necessary software that provides protection against Internet pornography. A library attendant will assist you with this.
- **Dinning and Community areas:** We eat in the dinning room tables or outside only. A meal may be taken to a room only if someone is sick and cannot come down to eat. Please don't stretch out or sleep on the sofa. Feel free to study, read, or use your computer in community areas, but please return your personal items to your room when finished. Please return empty bottles, cups, etc. to the kitchen when finished. Please put trash in the trashcan to keep our home clean.
- **The kitchen:** Is run by our paid cook or staff person and is not for personal use or for hanging out unless the staff gives specific permission. Please avoid the kitchen unless you have an M199 assignment there because it can make it difficult for those working.
- **Toilets:** Do not flush toilet paper! The plumbing in Ensenada is not able to handle it and your toilet will clog. Put your toilet paper in the trashcan beside the toilet. This is the way it is done in Mexico.
- **Offices and Reception area:** These areas are for the official function of the College. Please avoid them unless you have specific business with any of the staff. All articles in the offices are not for student use. Do not remove anything from these offices.
- **Phone calls (Calling out and receiving calls.)**

Calling out: There is only one phone for student at CCBC. It is in the Common Area and you may use it on school day after 5:00 pm until 10:00 pm. and on weekends 8:00 am till 11:00 pm. Do not use any other phone at CCBC because it will tie up our business line. If you need to make a call during daytime hours, there are public phones five minutes away. Local calls in Ensenada cost as well as long-distance calls.

Receiving calls: Calling FROM the U.S. you dial 1(619)407-7230. Please let your family and friends know the best time to call you is after 5:00 pm until 10: 00 pm on weekdays and on weekends 8:00 am till 11:00 pm. If someone calls you and you are not available, we will make every effort to take and give

you a message.

Note: Ensenada Mexico is Pacific Standard Time.

- **Incoming Mail from Family and Friends:** Letter and small padded envelope size packages should be addressed to you like so:

Your name
CCBC Mexico
P.O. Box 8235
Chula Vista, CA 91912

If there is something that has to be mailed to you here, we can go over that process with you when you get here.

- **Workshop & Storage Areas:** These areas are off limits unless a staff person gives you permission to be there.
- **Misuse of Property:** If you destroy or damage property and it is determined that it was due to your negligence, you will be required to pay for the damages caused.
- **Water.** Oftentimes the water supply in Ensenada is rationed; therefore wash dishes and your body in an expeditious way, using as little water as possible. Navy Showers are a must for our large family. A Navy Shower is turning on the water to get wet then turning it off to soap up, then turning it back on to rinse off.
- **Electricity.** Please turn off all lights in all rooms when no one is using them. If you are the last person to leave, please turn off the lights.

Weekly Dorm Room Inspection

Please keep your dorm rooms clean and orderly. Cleaning them weekly will make the cleaning much easier and faster and will help you keep your rooms orderly. Basic cleaning includes: Vacuuming, cleaning windows, dusting furniture, cleaning showers, toilets and sinks (inside and out), and emptying trash. The women & men's dorm room stewards will conduct weekly dorm room inspections.

Final Dorm Room Cleaning

There will be a final dorm room cleaning on Friday the last "official" day of the last week of the semester. To ensure that your room is left clean, you must give a deposit of \$30 dollars at the beginning of the semester. The deposit will be given back to you when you depart for your flight home after your room has passed the final inspection. Your room should be left in the same condition, as it was when you arrived. Be sure to return all library books to the library during finals week. Please remove all trash. And if you have any items that you wish to donate, there will be a box provided for that purpose. (Only items in good condition please.)

Quiet time, Curfew, and Lights Out

Quiet Time begins every night at 9:30PM, (No noise, talking or music is to be heard through the walls into another room).

Curfew is at 10:00PM Sunday through Thursday and 11:00PM Friday and Saturday. (Curfew means that you must be within the fences of the CCBC facility.)

Lights out is at 11:00PM Sunday through Thursday and 12:00PM Friday and Saturday, (Lights out means in should be in bed. If you need to be up for studying only, you must have the approval from the dorm steward and your roommates. The only lights you can use are small desk lamps not the overhead lights. This does not mean you can be outside of your room. You must be in your room at the specified times.)

Dorm Stewards and Night Watchman have the authority to ensure the student body keeps these times.

Daily Bible Studies

When class time is in progress, please respect those who are concentrating on God's Word by keeping the noise level adjacent the classroom at a minimum. During class times, you may not play basketball, football, or other noisy activity. Skateboarding within the campus of CCBC Mexico is prohibited at all times during the semester.

Guests Visiting Our Campus

Please refrain from inviting people that you have just met into this facility. There is high crime in Ensenada and we want to protect you and others who live at CCBC. Guests should be people that either attends Calvary Chapel or people that you have had sufficient time and reason to be sure of their motives and intentions. If you do invite a guest into the CCBC facility, you will be held responsible for them. Guests are permitted in the downstairs public areas and in the lounge area and nowhere else. Guests must leave the campus by 10 p.m.

Please ensure that these rules are followed.

Traveling and Things to Know About Ensenada

Because of our full schedule of classes and activities we do not permit students to take personal excursions to visit other locations in Mexico during the semester. But, you may plan ahead and extend your stay if you'd like and travel abroad after the semester ends. From time to time a student's family member come down after the end of the semester to travel and visit some of Mexico's unique historical and natural attractions.

Things to Know about Ensenada

Ensenada is a very large spread out city that borders the Pacific Ocean. Yes there is surf! The districts of Ensenada are diverse; some are affluent, some middle class and some poor. Over the past 20 years many Mexican people have moved to Ensenada from various rural places in Mexico in order to make a better life for themselves. Unfortunately, many of these people have found living in Ensenada just as hard. Consequently, there are many people who are desperate and without Christ. Because of this there are many people who are searching for answers and are open to receive the gospel message. But there are also thieves who prey upon people who they think have something of value to them. For this reason we ask you to please be careful to follow these safety guidelines listed below.

1. Do not go out alone in the day or nighttime. You are more vulnerable alone than in a group and are more easily taken advantage of.
2. Do not carry a lot of money or display your money, cameras, laptops, or other valuables in public. If you go to Starbucks or the beach or a park or anywhere else to study or relax, please don't leave any personals unattended even for a minute. Here it is quite different than in the States.
3. When receiving Mexican currency, check it to ensure it is real and not fake. The grocery stores, official moneychangers in the streets, and banks will change your dollars into pesos. If you have a debit card, ATM machines are plentiful and the best way to get money, as you need it. Grocery stores have ATM machines in them also. Don't forget to retrieve your card after making a transaction.
4. When choosing a taxi, it's best to take one that has phone numbers printed on the taxi itself. This indicates it is a company taxi, which gives you a little extra security. Taxis cost about 120 pesos, depending on your destination within Ensenada.
5. City buses are plentiful and are the cheapest way to travel. They are less than 20 pesos per person. Tell one of the staff that lives here where it is you want to go and we can help you get there and back in a bus.
6. There are inexpensive Internet cafe for email and long-distance calling in the event CCBC cannot accommodate your needs.
7. Do not drink the water unless it is bottled. The water has bacteria/organisms that will make your stomach very uncomfortable and will cause you to visit the bathroom frequently. The water provided for you at CCBC Mexico is purified and good to drink. You may refill your water bottle on campus.
8. Generally people in Ensenada are friendly and interested in you because you are North American. Many Mexicans are studying English as a second language and would love to speak with you. This is a great way to begin to get immersed and learn Spanish when you're out and about. We encourage you to expose yourself to the Mexican people and their culture. But we do not advise you to readily receive an invitation of a stranger to get into a car or to go to an unknown address. If you have a sense that God is telling you something is not quite right then by all means don't allow yourself to be manipulated into doing anything.
9. Temperatures in Ensenada are moderate, but during the summer it may get very hot in the canyon in which the campus is located.
10. First and foremost bring your Bible. We highly recommend that you purchase a Bilingual Bible in Spanish and English in the version called "Reina Valera." This is an excellent tool for sharing the gospel with Mexican people especially if you don't speak Spanish very well.
11. ATM/Debit card (Visa or MasterCard). With this you may retrieve pesos from your account in the U.S. Cashing checks in the bank here in Mexico requires a lengthy background check or may be denied outright.

Emergency Contacts

Jacob Beckman

Cell - (646) 126 7107
U.S. Cell - (707)321-5197

Shawn & Karen Coleman

Home - (646) 174 7319
Shawn Cell - (646) 142 2091
Karen Cell – (646) 130 1955
Shawn U.S. Cell – (925) 980 3953
Karen U.S. Cell – (925) 980 4161

CCBC Mexico

Cell - (646)124 24 25
Cell - (646) 113 22 02

David Wilson

Home - (646) 174-5427
Cell - (646)161-2112
U.S. Cell - (310)250-2194

Police – 066

SIGNATURE PAGE

Please sign your name below to verify that you have read and understand all of the student guidelines and our policy at CCBC Mexico. Tear out this page and turn it into your Devotional class Teacher on the 2nd Monday of the semester.

Blessings,

The Lord will undoubtedly bless you here. We look at your time with us as the will of God for your blessing. We look forward with anticipation for the good things the Lord will accomplish in your life here in Mexico.

Sincerely,
CCBC Staff