



FAUC  
Student

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# HANDBOOK

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# ABOUT FULTON

## Fulton ... an institution of hope

Fulton is registered by the Fiji Higher Education Commission as a University College. Although Fulton is owned and operated by the Seventh-day Adventist Church, students from all walks of life are welcome to attend, so long as they are willing to live by the principles of the institution.

Seventh-day Adventist education is holistic with a focus on four key dimensions of education: spiritual, mental, physical and social.<sup>1</sup>The overarching purpose of education is to consider humanity in relationship to their Creator God<sup>2</sup> and seek to restore in them the image of their Creator<sup>3</sup>. This image means that every human has been created as an individual with the ability to think<sup>4</sup> and education needs to develop in individuals the capacity to think and not just reflect others' thoughts.<sup>5</sup> However, this mental capacity is interconnected with other complex human systems. For optimum mental capacity, consideration needs to be given to the physical health of the body.<sup>6</sup>This can entail aspects of exercise, lifestyle and diet, and needs to be combined with an appreciation of the dignity of work.<sup>7</sup> Yet an individual, like any system within the human body, does not exist on his/her own.

<sup>1</sup>"True education ... is the harmonious development of the physical, mental and spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come." See Ellen G. White, *Education*, (Mountain View, CA: Pacific Press, 1903), p.13.

<sup>2</sup>"In order to understand what is comprehended in the work of education, we need to consider both the nature of man and the purpose of God in creating him." White, *Education*, p.14.

<sup>3</sup>"To restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul, that the divine purpose in his creation might be realized - this was to be the work of redemption. This is the object of education, the great object of life." White, *Education*, p.15-16.

<sup>4</sup>"Every human being, created in the image of God, is endowed with a power akin to that of the Creator - individuality, power to think and to do." White, *Education*, p.17.

<sup>5</sup>"It is the work of true education to develop this power, to train the youth to be thinkers, and not mere reflectors of other men's thought." White, *Education*, p.17.

<sup>6</sup>"The whole body is designed for action; and unless the physical powers are kept in health by active exercise, the mental powers cannot long be used to their highest capacity." White, *Education*, p.207.

<sup>7</sup>"The youth should be led to see the true dignity of labor." *Ibid.*, p.214. "The youth need to be taught that life means earnest work, responsibility, and caretaking. They need a training that will make them practical - men and women who can cope with emergencies. They should be taught that the discipline of systematic, well-regulated labor is essential, not only as a safeguard against the vicissitudes of life, but as an aid to all-around development." White, *Education*, p.215.

Individual's ability to relate to the other<sup>8</sup> and work interdependently with, and in service for other people.<sup>9</sup> In summary, "such an education provides more than mental discipline; it provides more than physical training. It strengthens the character, so that truth and uprightness are not sacrificed to selfish desire or worldly ambition."<sup>10</sup>

Fulton was established to provide specialized training for Seventh-day Adventist youth so that they would be able to fulfill the gospel commission: "Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded..." Matthew 28:19 - 20. Therefore, it is expected that students will participate in all college activities.



# RONALD STONE

**Principal**

Dear FAUC Students

Ni Sa Bula Vinaka, Namaste, Halo Olaketa, Kona Mauri, Kia Orana, Talofa lava, and Malo e lelei!

A warm Christian greeting to you all!

On Behalf Of The Administration And The Staff, I Welcome You To Fulton Adventist University College. We Are Delighted To Know That You Have Chosen This Institution As Your Pathway To Greater Academic Achievements But Most Importantly To A Stable Future Where God Is The Source And Foundation Of Your Learning And Development.

We Are Here To Facilitate Your Education So You Can Achieve God's Given Purpose For Your Life. We Will Collaborate With Our Stakeholders To Ensure That Our Deliveries Meet The Highest Standards Expected Of Such Institution. We Will Listen To Your Voice And Concern And We Will Provide Strategic Solutions And Advices So That Together We Excel, As The Saying Goes, "We Are Better Together."

The Theme For This Year 2023 Is, "See As God Sees." There Are A Lot Of Factors That Affect The Way How We See Or Perceived Things. A Lot Of Times It's Due To Our Limitation To Know And Understand The Future. Sometimes It's Based On The Effect Of Sin And Because Of This, Our Choices And The Decisions We Made Lead Us In A Wrong Pathway. Our Challenge This Year Is To Ask God To Help Us See As He Sees So We Can Always Make Proper And Inform Decision.

Thank You For Choosing Fauc, The Only Institution Of Hope In The Pacific To Be Your Place Of Study. We Wish You Much Of God's Blessings And Wisdom As You Begin Your Academic Journey.

"Lead Me Lord!"

Malo.





# RELIGIOUS ACTIVITIES

As a church-operated institution, Fulton emphasizes the development of a personal relationship with God and makes provision for students to participate in many activities that foster spiritual growth. It is expected that all who attend Fulton will respect sacred things such as the Word of God, the Sabbath, and the Christian standards that the school upholds.

Morning and evening worship, prayer meetings, Friday evening vespers, Sabbath School, Divine Services and Adventist Youth meetings (AY's), and Closing Sabbath are all planned to help students find a more meaningful relationship with God. Faithful and punctual attendance to all these programs is expected of all residential students.

Students are expected to demonstrate a quiet, reverent attitude before, during, and after all worship services. It is not only disrespectful to God, but also poor manners, to talk, read literature, or play on mobile phones during worship services unless the speaker has asked the congregation to do so.

Students and staff are encouraged to evaluate their responsibility to God as His stewards. Stewardship also provides an understanding that our lives and resources are gifts from God to us. Consequently, as stewards, we have the privilege of managing these gifts and the resources entrusted to us. This includes faithfully returning to God one-tenth of our earnings and produce, in cash in the sealed envelopes provided, and placed in the offering bags during the church service. The College church treasurer will be happy to help, should you need it.

8“The true teacher can impart to his pupils few gifts so valuable as the gift of his own companionship. It is true of men and women, and how much more of youth and children, that only as we come in touch through sympathy can we understand them; and we need to understand in order most effectively to benefit.” White, Education, p.212.

9“True education means more than the perusal of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being, and with the whole period of existence possible to man. It is the harmonious development of the physical, mental, and spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come.” White, Education, p.13.



# RELIGIOUS ACTIVITIES

## SABBATH

Seventh-day Adventists enjoy the Sabbath worship hours from sunset on Friday evening until sunset on Saturday evening. Sabbath observance requires that all students make necessary preparations prior to sunset on Fridays. We strongly encourage all students that live on campus to attend the Sabbath programs from Opening Sabbath on Friday night to Sabbath School and Divine Service on Sabbath morning and the Adventist Youth program and Closing Sabbath in the afternoon.

## CAMPUS MINISTRIES

Campus Ministries is a new student-led opportunity, under the sponsorship of the Chaplain, to provide an increased variety of spiritual activities and additional opportunities for students to be involved in creatively expressing their faith both on and off-campus.

## SPIRITUAL EMPHASIS WEEK

These weeks are set aside each year as a special time for students to get to know God better. Guest speakers are often invited for these occasions and meetings are held daily. There is a unique opportunity for spiritual growth at these times.

## CHRISTIAN OUTREACH

Fulton Church carries out a program of Christian witnesses in the Nadi/Lautoka district. Students are encouraged to join in and participate in these activities. Students can obtain practical experience by accepting responsibilities in the Church.

## TIME ALONE WITH GOD

Life at Fulton is busy, but there is a need for personal as well as public devotion. Students are urged to take time to read the scriptures, meditate and pray. Whether in their own rooms or in one of the many quiet and beautiful spots around the campus, talking personally with God as a true source of peace and happiness is recommended for all students.



# GENERAL CONDUCT

The Core Values of Fulton are:

- Relationship with the supernatural Creator God
- Conviction about God's will
- Openness to create, explore, think, and learn
- Academic honesty
- Bodies as the temple of God - diet, work/exercise, rest, abstinence
- Value people as people, not objects, especially the opposite gender
- Integrity in relationships, demonstrating honesty, transparency, and mutual respect, especially for those who are different
- Restoration over retaliation
- Simplicity of lifestyle
- Humility and service

Fulton works to foster a foundation for a responsible, respectful community amongst its students, faculty, and staff. It hopes that all students, whether on or off campus will behave in a mature and responsible manner. This manner includes accountability for everyone's well-being. Fulton provides a structure in which all students should be able to achieve their full potential in pursuing their studies, and in the safest and most impartial environment, the College can create.

## STUDENT GOVERNANCE AND REPRESENTATION

Students are encouraged to participate in the life of the institution. This is important in developing experience as student leaders and representatives, as well as ensuring that students, as key stakeholders of the institution, have a voice. In all cases, nominations for office will be reviewed by the Administration to ensure that those involved have an acceptable academic, financial, and behavioral record.

## STUDENT COUNCIL

A Student Council is also elected by the student body as representatives to discuss common concerns and report these concerns to Administration for their attention and response. The Council will also appoint a faculty sponsor. The Student Council usually meets once a month depending on issues arising from students.

## ASSISTANT DEANS

Toward the middle of the second semester, applications are invited for the position of Assistant Dean for each of the Residence Halls. This position is the most senior student responsibility in the institution. In addition to their functions within the Residence Halls, Assistant Deans may also be invited to represent the student body in formal institutional functions.

The Assistant Dean assists the Residence Hall Director in the operation of the Residence Halls and is the after-hours person on call in the residence. In consultation with the Residence Director and the Director of Student Services, the Assistant Dean also provides Sabbath and Rostered Day cover for the Residence Director. The Assistant Dean also serves as the Student Dean for the block in which he/she resides. The position of Assistant Dean receives free accommodation and board as well as serving as their work line.[1]

# GENERAL CONDUCT

## STUDENT DEANS

Toward the middle of the second semester, applications are invited for the positions of Student Deans for each block within the Residence Halls. The Student Dean assists the Residence Hall Director and the Assistant Dean in the operation of the Residence Hall, being the after-hours people on call in their residential block. This position serves as the student's work line.

## VILLAGE LEADERS

Village Leaders are appointed at a meeting of the members of each Village, facilitated by the Director of Student Services.

## CAMPUS MINISTRIES

The Student Affairs Committee recommends to the Director of Student Services a student Campus Ministry leader and various volunteers to serve on committees. This student-led group, under the sponsorship of the Chaplain, is responsible for enriching the spiritual life of the campus.

## STUDENT REPRESENTATIVES

In addition to the Student Council, a number of students are voted at a meeting of the student body as representatives to Fulton Committees - especially those in the area of Student Services. Depending on the role of the specific committee, representatives will be drawn from the residence halls, married student villages, day students, cultural groups, and/or the academic departments. These Committees are:

- Academic Department Meetings
- Campus Ministries
- Curriculum Advisory Committees (External)
- Cultural Advisory Committee
- IT Advisory
- Learning Resources Committee
- Occupational Health & Safety Committee
- PR/Alumni/Promotion Committee
- Spiritual Advisory Committee
- Student Affairs Committee
- Student Social Committee
- Work line Advisory
- Student Meetings

Any student or group of students wishing to hold a meeting for any reason must first make suitable arrangements with the Director of Student Services (DOSS).

## BOUNDARIES

Fences delineate the Fulton property. In the spirit of responsible citizenship and good neighbourly relationships, all campus residents and visitors are expected to respect these boundaries. Entering someone's property without approval is trespassing and Fulton cannot accept responsibility for this behaviour. Consequently, students should not take shortcuts through neighbours' properties.

# GENERAL CONDUCT

Should students wish to cross the river to climb the mountain, specific permission needs to be sought from landowners before they enter others' properties. It is also important to understand the boundaries of the land they have permission to enter. Please see the Director of Student Services for permission.

Within the campus the following principles are noted:

- Residence Halls are only for the residential students that are assigned a room. The reception area of the Residential Complex is a public space, but we kindly request that non-residents not loiter around this area or near the buildings.
- Daytime recreation is on the rare. Students are permitted in the John I. Tay Centre during supervised evening recreation and other scheduled College/Church functions.
- Swimming in the river is at one's own risk. For students, it is recommended that before swimming in the river you seek permission from the Director of Student Services office.
- Cycling and skateboarding are encouraged on the roadways but not permitted in the John I Tay Centre nor on the pathways leading to John I Tay Hall and in or around the Main Building.
- The farm is out of bounds, except for employees and students that are assigned to workline during work times.

## TRANSPORT TO AND FROM CAMPUS

Fulton continues to negotiate with the LTA to provide transport services to and from Campus. Currently, buses operate from Fulton to both Nadi and Lautoka. Usually, buses travel past Fulton every hour during the day.

The Student Services Office can make special transport arrangements for all campus residents for cultural events or group excursions. Bookings need to be made at least 3 days in advance. It is expected that these arrangements will be coordinated on a semi-regular schedule to suit the needs of the campus residents.

## PROPERTY

- Stealing or using other people's property without permission is not in keeping with Christian principles and therefore is unacceptable.
- All articles of personal property should be marked with the student's name.
- Buildings and their contents must not be marked or damaged. Careless or willful damage shows a spirit that is unacceptable in Fulton. In the event of any damage occurring accidentally, a staff member must be informed as soon as possible.
- All produce grown on the Fulton property (e.g., coconuts, fruits, cassava) belongs to the institution. Students desiring to use such products should make arrangements with the farm or fruit supervisors.
- Shrubs, flowers, trees and lawns are for the enjoyment of all and contribute to the beautification of the institution. Everyone is expected to care for and protect them. Students desiring to use flowers or leaves should make arrangements with the Campus Supervisor.
- College musical instruments and audio-visual equipment are not to be used by unauthorized personnel.
- Wi-Fi, electrical fittings and security systems should not be tampered with.
- Fire hoses and alarms should only be used in emergencies for the specific purposes for which they have been designed.
- Any faults or damage should be reported to the Business Manager as soon as practicable.



# GENERAL CONDUCT

## HEALTH SERVICES

Students that need medical attention will need to visit the Namaka Health Centre. The Health Centre is directly opposite the Westpac bank. Students are expected to make their own arrangements to visit the doctors. The Residence Deans will only assist with emergency cases.

Private Doctors, dentists and pharmacies are also available in Namaka. Some of these services are 24 hrs. Residential students are entitled to take daylight leave to attend to non-urgent medical matters.

Should residents require urgent medical attention, the Residence Director and/or the Director of Student Services should be notified immediately to assist with these arrangements. It is noted that overseas students seeking treatment at Nadi Hospital will be expected to pay a fee of FJ\$65.40

## HEALTHY ENVIRONMENT

In order to protect the health of individuals, as well as preserve the facilities, the campus is:

- Free from pets
- Free from alcohol, tobacco, betel-nut and other drugs
- Free from chewing gum

Food is to be consumed only in designated areas. Food is not permitted in the Library, teaching spaces and Computer Lab.

## SOCIAL RELATIONSHIPS

God created us to be social beings “For none of us liveth to himself” Romans 14:7. Consequently, we have an influence on those around us and in turn are influenced by them. Our influence upon others is one of the most powerful talents God has given us. As sons and daughters of God, we should always be friendly and have many friends. This is a natural outgrowth of the love of God in our hearts.

Your days as a student offer a particularly rich opportunity for developing enduring and mutually beneficial friendships with both staff and students. We should constantly seek God’s guidance and help so that we may not only have good friends but also be a good friend. We also need to remember the constant need for self-control and clear priorities. Social activities must not be allowed to take the time needed for study or for personal devotion.

## SPECIAL RELATIONSHIPS

A special friendship, linking a young man and a young woman in a relationship they hope may lead to marriage and the establishment of a Christian home represents a very special social bond. Great care should be taken in the selection of a lifetime companion, including consideration of the complexities of cross-cultural relationships. It follows that Christian young people should approach the forming of such a friendship with a sincere desire to accept God’s guidance.

It will be necessary for you to set clear limits on the time you spend with your special friend. If you find that your friendship is taking the time you should be spending in your private devotions, study, work, or witnessing, or is even cutting you off from your wider circle of friends, you must come to an understanding with your friend and budget your time according to priorities. Unless you can exercise this amount of control, you must question the correctness of the friendship.

# GENERAL CONDUCT

While students may be married during their stay at Fulton, the wedding should be arranged at a time other than during a semester session. An application for married student housing needs to be submitted well in advance. See further information on Courtship policy in the appendix section. (Page 46)

## DRESS CODE

Students need to be appropriately dressed for each occasion. Fulton's dress code is based on the Biblical principles of morality, modesty, and economy, as well as social conventions of good taste. Christian ideals in regard to dress emphasize that outward appearance should be an indication of the commitment of the heart to God. "Whose adorning let it not be that outward adorning but let it be the hidden man of the heart" 1 Peter 3:3-4.

Fulton encourages each student to develop a personal philosophy of dress and grooming embracing both principles and particulars that reflect the Biblical principles of Christian dignity and moderation.

The following principles are endorsed and encouraged:

- Balance with Simple dignity
- Avoiding carelessness, sloppiness, or untidiness and the opposite extreme of overdressing, showiness, or extravagance.
- Appropriateness
- Wearing casual clothes for physical work and recreational purposes and selecting more formal clothes for classes, group worships dining, and office work; clothing which encourages a worshipful spirit throughout the hours of the Sabbath.
- Modesty
- Providing the opportunity for others to appreciate oneself as an entire person, without drawing attention through dress or grooming to one's body or person, especially in a sensual manner.
- Self-confidence
- Demonstrating a sense of security and self-worth in one's inner character, without needing to supplement' such attractiveness with the external adornments of jewellery, conspicuous cosmetics, or faddish clothes.
- Aesthetic sensitivity
- Selecting clothing and hairstyles which express a God-given appreciation for good taste, beauty, creativity, and harmony; caring for clothing, hair, and other details of personal grooming so as to reflect an inner freshness of spirit.
- Preservation of roles
- Wearing clothes and hairstyles which preserve the unique and separate identities of masculine and feminine roles.
- Lasting quality
- Selecting clothing that will endure both because of its material quality and its traditional styling.

As a general rule, students should dress in a manner considered appropriate for professionals in the workplace of their choice. The library, classrooms, and dining hall are public places and students should dress neatly and appropriately for these places.

# GENERAL CONDUCT

## COMMUNICATION

Since English is the common language of administration, business and further education throughout the Pacific, (with the exception of French Polynesia, New Caledonia and Wallis & Futuna), it is to the benefit of students to become proficient English users. All instruction at Fulton is in English, and students are expected to use English as much as possible. Courtesy also requires that English should be spoken whenever people of other language groups are present.

All students will be given a Fulton email account. Fulton will communicate with students via email. Evidence that communication has been sent to a student via their regular Fulton email address is deemed as appropriate communication.

Please also note that the information in the Student Handbook is accurate at the time of printing and may be further updated during your stay at Fulton. These updates will be published electronically on the web version of the Handbook and via each student's Fulton email address.

## MOBILE PHONES

The use of mobile phones is encouraged. However, they are expected to be switched off or on silent during worship, meetings, classes, teaching spaces, and the library.

## USE OF COLLEGE LOGO AND LETTERHEAD

The use of the Fulton Logo or the name of Fulton and all derivatives is to be restricted to official institutional use only. Use for personal gain or private commercial purposes is prohibited.

## EMERGENCY PROCEDURES

When the siren has been activated, evacuation will be initiated at the direction of the Fire Warden appointed by the College. It is vital that order and calm are maintained, and the directions of the Fire Wardens are followed.

1. Evacuation Alert - No action was taken in the first instance, pending investigation by appropriate Wardens.
2. Section Evacuation - Specific section/s are evacuated by means to be determined by appropriate Wardens.
3. Total Evacuation - The entire premises and possibly surrounding areas are evacuated under the control of the Chief Warden and Wardens.
4. At the instructions of the Chief Warden and Wardens, evacuation proceeds through paths determined by the Chief Warden to the designated assembly area. Students should remain there until directed otherwise.

## ASSEMBLY AREAS

There are three assembly areas on campus:

1. Across the road between the Administration block and the John I Tay Centre.
2. On the river side of the open area in front of the Men's Residence.
3. The car park adjacent to the library, shop, and Ladies' Residence.

# LEARNING RESOURCES

## BILL & JUDITH GANE LIBRARY

The library is the academic hub of Fulton. Students are expected to abide by the various procedures and regulations that are part of a normal, professional library service. Students who break the rules may have their library privileges suspended or removed.

The air-conditioned library is divided into three sections:

1. DISCUSSION AREA comprising the circulation desk, librarian's office, library workroom, reader services counter, two catalog search terminals, the photocopier, and associated equipment, the journal collection, access to the secure collection, two group study rooms
2. QUIET AREA comprising the book collection and individual study areas (with almost half having power)
3. SILENT AREA comprising individual study areas (with almost half having power)

In the quiet and silent areas, there are 170 individual study spaces. Wireless internet, providing access to Fulton's network as well as a prepaid provider, is available throughout the library.

### General Library Regulations:

1. Quietness is to be maintained to contribute to an atmosphere conducive to study.
2. Bags, baskets, and folders are not to be taken into the library. Storage shelving is provided between the entrance and the security gates. The library staff will not be responsible for any missing or stolen items.
3. No food and drinks are permitted on the premises.
4. Defacing books in any way - cutting or tearing pages or writing or drawing in the books will be treated as a serious matter for discipline.
5. If you find a library book or resource that appears to have been lost, kindly return it as soon as possible to one of the library supervisors. The unlawful possession of library books or resources may be regarded as a matter of discipline.
6. Up to six (6) books may be borrowed at one time. Your borrowing time limit is 14 days.
7. No reference books, periodicals, magazines, or other such material may be borrowed.
8. Students may be checked as they leave the library.
9. Books read, but not borrowed, are to be left neatly on the tables. DO NOT return them to the shelves as this work is done by the library assistants.
10. Log into your Moodle account (moodle.fulton.ac.fj) using your FAUC student /staff username and ID. Next, click on the ProQuest icon to begin your search. Once you are logged into one database, you are logged into all of them until you close your browser.



# LEARNING RESOURCES

## BORROWING BOOKS

Books may be borrowed for a period of two weeks. To borrow a book (s):

1. Take the book (s) to the library assistant at the circulation desk.
2. Produce your valid student identification card and have the due date stamped in the book. Resources will not be issued to any student without a student ID card.
3. Each student is responsible for his or her library account. Ensure that you do not borrow books for someone else or you do not give permission to anyone else to loan items under your name.

## RETURNING BOOKS

Books must be returned by the due date to the circulation desk.

Fines for overdue books apply - 50c per day per general book. Fines are to be paid at the Cashier's office and the receipt is presented to the Librarian before 6 pm from Monday to Thursday. Library privileges will be automatically withdrawn until all overdue fines are paid.

An overdue fine of FJ\$20.00 and above will be charged to your personal account. Below that amount you are requested to pay in cash.

## DESK RESERVE MATERIAL

Lecturers who feel specific resources may be in great demand will place materials on DR. These are available for a ONE (1) HOUR loan, to enable all students to have an opportunity to use the materials. Borrowers are expected to respect the time limit placed on these materials.

DR material is NOT to be taken outside of the library. In special circumstances, an overnight loan can be arranged with the librarians for resident students only.

Fines for overdue reserved materials apply--\$1.00 per hour per item.

## NEWSPAPERS

Are only to be read in the library within the allocated area. Do not take the item to other sections of the library or out of the library.

Scanning, Copying, and Printing - also available in the Library and the Computer Lab

Students will log on to the Xerox machine using their Student ID card and follow the instructions for scanning, copying, or printing. Scanning pages are FREE. Students can scan the information and send it to their email addresses.

Printing and copying services are available at 0.10 cents per A4 page (black & white) and 0.50 cents per A4 page (colour).

# LEARNING RESOURCES

Printing credits can be obtained from the Cashier and the following URL is to be used for top-up: fcapps01:9191

When copying, copyright law permits only one chapter at a time or 10% of the whole resource. Students are expected to demonstrate professional ethical behaviour and respect intellectual property by adhering to these laws.

Please note that you CANNOT copy or print if you have ZERO balance.

## LIBRARY OPENING HOURS

During the semester, the library is open during the following hours:

- Sunday-Thursday: 8.30 am - 10.00 pm
- Friday: 8.30 am -12.30 pm

Please note that the Library will be closed during Tuesday's Prayer Meeting as well as on Wednesday evenings from 6.30 pm to 7.30 pm. Residential students cannot use the library between 7.00 pm - 7.30 pm

Opening hours outside of the semester will be advertised.

## OTHER SERVICES

The library also offers binding and laminating services from 2 pm to 5 pm Sundays to Thursdays only. Your work must be left at the Circulation desk in the morning for an afternoon pick-up.

## DISCUSSION ROOMS

- You need to book the room before usage
- One-hour time limit per group
- Ensure that you leave the room trash free and in order
- You must provide your own necessary stationeries (whiteboard markers, rulers, etc...)

For further updates/details on our policy and procedures, please visit the institution's website at [www.fulton.ac.fj](http://www.fulton.ac.fj). Under "Current Student" download the "Academic Bulletin." Keep in mind that the document is still being amended.

# LEARNING RESOURCES

## INFORMATION TECHNOLOGY SERVICES

Fulton provides a free computer account to all full-time registered students. Account details (login name and password) will be provided to each student during registration. It is the student's responsibility to memorize his or her account details and keep a copy of his or her account in a safe place for further reference in the future. A Fulton email address is also attached to this account. This serves as the official electronic means of communication for the college and must be checked regularly. (Fulton will communicate with students via email. Evidence that communication has been sent to a student via their regular Fulton email address is deemed as appropriate communication.)

## INTERNET ACCESS

The whole campus has wireless internet access. There's only one network and that is Fulton Campus.

## FULTON NETWORK FOR REGISTERED STUDENT USERS AND PREPAID VODAFONE

In addition to these services, there is access to Vodafone and Digicel/ Flash net. Top-up cards for all prepaid access (Vodafone & Digicel) are available from the Cashier during normal office hours or the Canteen during normal Business Hours.

Students are encouraged to have their own computers. However, the computer lab is available for student use outside of the allocated timetable.

## COMPUTER LAB ENVIRONMENT

The computer lab is a study and learning environment. Here are some guidelines for the use of the computer labs:

1. You must be considerate of other computer users when you are in the computer lab.
2. Taking food or beverages into the lab is strictly prohibited.
3. Students must either turn off or silence their cell phones when inside the computer lab.
4. Each computer user is responsible for his or her personal belongings when inside the computer lab.  
The College is not responsible for the loss of personal belongings in the computer lab.
5. The student lab assistant reserves the right to scan any memory device brought to the lab.
6. The use of any of the computers for moneymaking purposes is prohibited.
7. All student computer users have NO implicit or explicit expectation of privacy.
8. Sharing computer accounts with another student other than the computer account owner is STRICTLY PROHIBITED.
9. Students are not allowed to install any software on any computer belonging to the College unless given permission by the College's IT personnel.
10. Playing games, use of chat rooms, displaying or printing sexually explicit images, and accessing pornographic sites is STRICTLY PROHIBITED.

Failure to uphold the rules and regulations (IT Policy) for the use of the computing facilities may result in suspension or termination of computer lab privileges or other disciplinary action.

# LEARNING RESOURCES

## Booking Computer Use:

1. Each student MUST book to use a particular computer.
2. Due to limited facilities, the use of computers is limited to one (1) hour. Therefore, computer users CANNOT book more than one (1) hour. Computer users working for more than one (1) hour on a particular computer may be asked to give up their machine if someone else needs it.
3. Any computer left unattended for more than ten (10) minutes will be considered available for use.
4. If the student whose name is booked on a particular computer has NOT turned up after ten (10) minutes from the time of booking, his or her booking is instantly cancelled and therefore another student can book this particular computer.
5. Amendments can only be made to bookings by the student lab assistant and the student who made the booking.

## INFORMATION TECHNOLOGY ASSISTANCE

- ALL technical faults or problems MUST be reported to the student lab assistant on duty who will make an appropriate report to the College IT Personnel.
- Information technology assistance may be provided by student lab assistants or the College IT Personnel upon request.
- The student lab assistant is assigned to assist in the smooth operation of the computer labs and their instructions MUST be followed.
- Student lab assistants will report any misconduct to the College IT personnel, which will be acted upon appropriately by the College Administration where necessary.
- Complaints or concerns regarding the administration of the computer lab may be raised with the College IT Personnel or IT Advisory Committee.

## Opening Hours:

During the semester the Computer Lab is open during the following hours:

Sunday – Thursday: 08.30 am – 10.00 pm

Friday: 08.30 am – 12.30 pm

Please note that the Computer Lab will be closed during Wednesday's Prayer Meeting.

Opening Hours outside of the semester will be advertised.

## SCHOOL LOCKERS

There are lockers that are available for students to hire. The fee for these lockers is \$5 per semester. Students are required to bring their own padlocks to be used. Should you wish to use a locker, please see the PA for the DOSS who will unlock the locker for you so that you will be able to use your own locks.

At the end of each semester, students are required to confirm if they would like to continue using the same locker and the charge will be processed to the student account. If the student wishes not to continue using the locker, the student will be required to clear his/her items and remove their padlock.



# FINANCE

Fulton recognizes that the pursuit of higher education represents a significant financial commitment for most students and their families. Our mission is to provide quality service to our students, parents, alumni, and the College community in a professional and courteous manner while maintaining the highest possible standards of accuracy in the administration of the College's finances and maintaining an environment that values people and fosters respect.

Through financial aid, loans, private grants, and payment plans, we will work with students and parents to make a Fulton education an affordable choice. Should you have questions or concerns, please feel free to stop by our office.

## FEE POLICIES

Tuition and fees are currently the primary sources of income for Fulton. However, these are maintained at the lowest possible cost consistent with other private colleges. In fact, tuition and fees paid by student cover 90% of the total cost of operating the College. The remainder comes from the appropriation from the church and the College industries. Consequently, prompt payment of fees is essential so that Fulton can honor its own commitments.

### Fee Structure:

Foundation Studies			
	Tuition	Board	Total
Semester 1	2875	1,700	4575
Semester 2	2875	1,700	4575
Registration Fees: \$75			9150

### INSTALLMENTS

Sixty percent (60%) of tuition and residential fees are due at registration. A student's registration is not considered complete for any given semester until all expenses are paid in full or acceptable payment arrangements are made through the Business Office. A late registration fee will be charged for fees paid after the first day of classes. In addition, all returning students must settle all their dues from the previous year before or during registration.

Year 1: Business   Education   Theology			
	Tuition	Board	Total
Semester 1	3025	1,700	4725
Semester 2	2875	1,700	4575
Registration Fees: \$75 Observation Fees: \$150 Cost per module: \$700			9300

A student who has failed to pay their fees in full by week 9 of the semester shall have their registration canceled and a late penalty fee of \$100.00 will be applied after Week 9. Students with unpaid fees shall not be assessed for the course(s), nor allowed to attend lectures, tutorials, or laboratories to submit coursework for assessment, nor to sit the final examination(s) in that semester.

# FINANCE

## Fee Structure:

Year 2&3: Business   Education   Theology Grad Diploma			
	Tuition	Board	Total
Semester 1	3,575	1,700	\$5,275
Semester 2	2,875	1,700	\$4,575
Registration Fees: \$75 Practicum Fee-\$700.00 Cost per module:\$700.00			\$9150

Honors   Post-Grad Diploma			
	Tuition	Board	Total
Semester 1	\$3,475	1,700	\$5,175
Semester 2	\$3,475	1,700	\$5,175
No Practicum Cost per module \$1700			\$10,305

	Installment	Due	Percentage
Semester 1	1st	Registration	60%
	2nd	Mid-semester break	40%
Semester 2	1st	Registration	60%
	2nd	Mid-semester break	40%

When absences from class exceed the prescribed limit, students may be sent home. Also, students who are out of class because of fees, but still remain at College, need to work for the full cost of board and lodging (\$F115.20 per week).

Official College documents (e.g. diplomas, certificates, transcripts) will not be provided in any form until all fees are paid.

Please note the cost of travel, clothing, and personal items are not included in the tuition package.

Fulton reserves the right to correct errors in student charges that are discovered subsequent to initial billings or fee assessments. All fees are subject to change by the Administration and Board of Trustees without prior notice.

### OTHER FEES:

The late Registration fee is \$100.00

Day Students - Campus contribution - \$270 per year.

### GRADUATING STUDENTS

Graduation Fee (Degree Students) - \$285.00 (inclusive of hat and gown hire)

“ (Diploma & Cert. Students) - \$120.00 (Gown hire only)

Graduation Activities - \$100.00

# FINANCE

## FEE DISCOUNTS

Fee discounts are available on this basis:

- A 12% full semester fee is paid during registration week but a discount is applied to tuition only and the fund will not be returned to students but a reduction in their school fees.
- 10% for a student with a sibling(s)

See the Business Manager for information on other discounts and scholarships available.

## Accommodation Bonds:

### 1. Single students in Residence Halls Room Deposit

Single students who wish to get a room in the dormitories available on Campus will need to fill out an application form from the Student Services Office and pay a \$100.00 residential bond and a \$30 key bond. A room inspection is required at the commencement and conclusion of the semester. The bond may be used to cover the full or part of the costs of damage in the residential hall incurred during the stay. The bondless cost of any repairs will be reimbursed only after the room is inspected and keys returned to the Residence Directors.

### 2. Married Students Accommodation Cost:

- 2 Bedrooms - \$400.00 per month
- 3 Bedroom - \$500.00 per month

## HOUSING BOND (MARRIED STUDENTS)

A \$500.00 bond payment in cash is required by all new students who live in the Married student's quarters on Campus. A house inspection is required at the commencement and conclusion of the Tenancy, as well as twice per year. The bond may be used to cover full or part of the costs of damage incurred during the tenancy. The bondless cost of any repairs will be reimbursed only after the house is inspected and the keys returned to the Property Manager.

The furnished house will only be provided to overseas married students. Local married students are required to provide their own furniture.

Deposit refunds will only be applicable provided the room or the house is left in a good and clean condition when it is vacated.

## IMMIGRATION FEES

Fulton students from the Pacific region have a special exemption of study permit however, dependents of married students are required to apply for a Co-Extensive Permit.

The study permit fee applies only to the Non-Pacific Islands Region (USA, UK, Europe, etc, inclusive of PNG, French Polynesia, New Zealand, New Caledonia, Wallis and Futuna, and Australia). The cost of the Fiji Study Permit is \$482.00. Apart from your Fiji Study permit, married students will have to apply for a Co-Extensive permit for their family members.

# FINANCE

The fee for the Co-Extensive permit is \$180 per person and a \$30 service fee. The business office charges a service fee of \$30 per student for the processing of their student permit.

These fees will need to be paid on your arrival to allow the College to process your permits.

## RENEWAL OF TICKETS

It is the sole responsibility of travelling students to renew their tickets before their expiry date. You may enquire with the DOSS office if you need assistance with the renewal of your tickets. The cost of renewal is the responsibility of the student.

Methods of payments:

1. You may pay directly to your local mission with the original receipt to be presented at registration.
2. Direct bank deposit with the original receipt to be presented at registration. The school's bank details are as follows:

Name of Account	-	Fulton College
Bank	-	WESTPAC Bank
Branch	-	Suva
Account Number	-	913-9300
Swift Code	-	WPACFJFX
BSB	-	03-9001

Other Mission Bank Accounts

1. Western Pacific Union Mission (Solomon's) Bank of South Pacific: 2163630401
2. Trans Pacific Union of SDAs (Vanuatu) National Bank of Vanuatu: 0001724001
3. Trans Pacific Union (Tonga): Bank of South Pacific: 112302601
4. Central Pacific Union Mission SDA (Samoa): ANZ Samoa: 1507054
5. Trans Pacific Union of SDA Church (Kiribati): ANZ Kiribati : 828818
6. Trans Pacific Union Mission (Tuvalu): Tuvalu Bank-01-814474-02
7. Seventh Day Adventist Mission (Niue): Kiwi Bank- 38-9014-0867335-00
8. Seventh Day Adventist Nauru: Bendigo Bank- 160921920
9. SDA Church TPU T&O of SDA (American Samoa): Territorial Bank of American Samoa- 01 1007081 01

3. Bank Cheque. Please note that personal cheques will not be accepted
4. Sponsorship letter or guarantee form from your sponsors. Note that a copy of this must be presented at registration.

## HOLIDAY BOARDING

Students who are returning home must leave the dormitories when applicable after their last official appointment with the College. A Residence withdrawal form must be completed and your belongings must be removed from your room or it will be removed and disposed off.

Students who remain at college during the semester and year-end holidays will be charged a Boarding Fee of \$115.20 per week or \$20 per day, whichever is applicable, these students will still need to work 10hrs of workline as per a normal school week.



# FINANCE

For those who wish to reside in the dorms during the semester break, you must

## Sponsored Students

Sponsored students will need to produce an original document outlining the full details of their sponsor's financial responsibility.

## FEE REFUND POLICY

Students and their sponsors should note the Fee Refund Policy:

- The cut-off for a tuition refund is the end of the second week of classes. Refunds for residential accommodation will be on a pro-rata basis. For more information about the fee refund policy, please take a look at the Business Manager.
- Housing/Dormitory refunds will only be applicable provided the room or the house is left in a good and clean condition when vacated.

## Business Office

The Business Office is responsible for assessing and collecting student tuition and boarding fees and providing an account analysis to students. Payments for tuition and boarding fees are accepted throughout the year, either in person, by mail or by direct deposit into the Fulton bank accounts.

The Business Office is also responsible for processing all cash deposits and payments made to the College. The Business Office is available to assist with the following services:

- a) Fee inquiries
- b) Financial counselling
- c) Printing card sales and mobile/internet top-up vouchers.

For more information or questions, please contact the following people during normal office hours:

Accountant: Mrs. Arti Singh, or  
Assistant Accountants: Mr. Moape Vuloaloo, Ms. Ilisapeci More and Mrs. Mereani Kuruveivali

## Opening Hours for Business Office:

	Office	Cashier
Monday – Thursday:	8:30am – 5:00pm	9.00am – 4.00pm
Friday:	8:30am – 12:30pm	9.00am – 11.30am

## Bookstore & Canteen

Fulton operates a Bookstore and Canteen for Campus residents.

## Opening Hours:

Sunday:	8:30am – 2pm & 3pm – 9pm
Monday – Thursday:	8:30am – 10pm
Friday:	8:30am – 3pm
Saturday:	After Sunset – 10pm

# WORK EDUCATION

A distinctive but vital part of the College is its Work Education Program. Staff and students are encouraged to participate willingly in WEP because they view it as:

- An opportunity to serve God and man in a practical way.
- A means of balancing the program of study and instruction with a time of practical and preferably physical activity.
- An opportunity to care for the college as part of God's property and to develop attitudes of careful management.
- An opportunity to learn healthy attitudes to work and to develop self-reliance while working with leaders who can serve as worthy models.
- An opportunity to gain satisfaction from work done well.
- An opportunity to develop and demonstrate such character traits as promptness, reliability and faithfulness.
- The ability to carry responsibility.
- An opportunity to claim God's promises of His presence and blessing on those who serve and honour Him.
- An opportunity to develop qualities of confidence, cooperation and leadership while working in groups.
- An opportunity to learn and use valuable skills, many of them related to the work for which the students are preparing.
- An opportunity to contribute, in a visible and practical way, to the financial structures and well-being of the College.

Guidelines:

The following guidelines apply to the WEP:

1. It is students' responsibility to see that they have a work department and that their hours are kept up to date. The Director of Student Services and work department supervisors may all assist in helping students, but the ultimate responsibility rests with the students to ensure that work responsibilities are met.
2. Students are allowed ONLY 2 absences from work per semester due to sickness. A student who has 2 absences will be counselled by the immediate supervisor and a warning will be given to the student. If students are sick they should provide a sick sheet from the Dispensary/Hospital/Deans to the DOSS department. If a student is sick for a prolonged period, an application may be made to the Administration Committee for special consideration. In such a case, the Committee may use its discretion to exempt a student from some work hours, but the rest of the hours may have to be paid for in cash.
3. Workline hours have been set into the Academic Calendar, students need to plan with their Work Supervisor if they plan to work outside of the set workline allocated times.
4. Students should let work supervisors know as early as possible if they are not going to be able to attend work as scheduled. Absence from work without notification to the supervisor is a serious matter. A student involved in providing an essential service who plans to be away from work should arrange with another student and the supervisor for a replacement wherever possible. If the student cannot find another student willing to fill in, he/she should advise the supervisor well in advance so that the supervisor can arrange with the Director of Students Services for a replacement.

# WORK EDUCATION

5. Students who do not take their work responsibilities seriously will be counselled by the Director of Student Services, but if counselling proves ineffective, will be reminded in writing of the seriousness of the situation. A student whose work supervisor comes to the place where he/she considers that the student can no longer remain in the department faces the prospect of having no work department. A student with no work department is required to show cause as to why he/she should not be deregistered. Please note that attitude and performance in the Work Education Program will be considered in prioritizing residential accommodation. A student who feels that he/she is being unfairly treated in this process may write to the Student Affairs Committee asking for a review of his/her case.

6. No student or Supervisor is allowed to change their WEP allocation, this can only be done by the DOSS office.

## REQUIRED HOURS:

### Academic Semester

Throughout the semester, students are required to work the following hours:

- Residential Student: 10 hours per week
- Married Student: 6 hours per week
- Day Student: 3 Hours per week OR pay \$135 per semester

### Semester Break

Students who remain on campus during the mid-semester breaks are required to work the following hours:

- Indoor Students: 32 hours per week
- Married Students: 8 hours per week

Students planning to reside on campus during the year-end must apply by filling out a form from the DOSS office requesting to remain on campus. These forms must be submitted a week before the end of the semester. By signing this form, you agree to work for 32 hours. Students who are unable to complete their 32 hours will be asked to move off campus.

Denominationally sponsored students (who are employed by the Missions prior to their study) are entitled to 4 weeks of Annual Leave during the year's end. Outside of their annual leave, they will be required to work full-time during breaks as a condition of their sponsorship.

## EXCESS HOURS

There is no cash payment for excess hours. Still, it will be first used to cover any deficient hours the student may have accumulated and should there be any extra, the student may redeem this as "time in lieu" subject to proper consultation with your Work Supervisors or the DOSS.

## DEFICIT HOURS AND LEAVE CLEARANCE

Clearance for overnight, weekend, public holidays and mid-semester breaks will not be given if a student has five (5) or more deficit hours.

# WORK EDUCATION

## RECORDING OF HOURS

Students are allocated a Work Record Book each year to record their hours and work completed daily. Students are expected to use their own books so that they have a complete record of the work completed throughout the year. It is the student's responsibility to record their hours and also the work completed daily in their book.

Students must submit their records to their supervisor by the end of the week (except those who work in the kitchen on Saturday night) or when they have completed their required hours for the week. The supervisors will sign the book and then take the white copy to be submitted to the DOSS office for processing. Late submissions will incur a penalty of one hour per week. Any record after 2 weeks will be marked as deficit.

Lost books can be replaced at the cost of \$8.00.

Forging of the supervisor's signature is a serious offence which will be dealt with by the Discipline Committee.



# DISCIPLINE

Fulton has a unique concept of education which is distinctively Christian oriented. The College is concerned with educating the whole person for a happy and effective life in both this world and the world to come. This is part of the philosophy of Seventh-day Adventist education. Fulton interprets the presence of the student on campus as evidence that the student has chosen Fulton because of the way of life it espouses. Admission is a privilege that entails acceptance of individual responsibility for honour, integrity and self-discipline.

However, Fulton recognizes that there may be times when students choose to behave in a manner that does not meet its expectation. Fulton is committed to ensuring that any action taken to deal with that behaviour will benefit both the students and the institution. The following describes the code of Discipline followed by Fulton:

## SCOPE OF DISCIPLINE AUTHORITY

Fulton expects all students to abide by the guidelines and lifestyle as found in the Student Handbook at all times while they remain students of the institution.

## VARIOUS DISCIPLINARY AUTHORITIES

When a behavioural problem arises, an informal cooperative approach may be preferred. The Student Deans, Residence Director, or a staff member may handle the discipline. If the problem cannot be resolved, it will then be referred to the Director of Student Services. The Director of Student Services will then work with whoever was handling the problem to help resolve the problem. If the problem cannot be resolved, it will then be referred to the College Discipline Committee. However, only the Discipline Committee can administer sanctions or consequences.

Students who voluntarily approach any staff member for help with personal problems and counselling will be considered positive and will be dealt with outside of the disciplinary sanctions. The staff helping the student may refer the student to the Discipline Committee if he/she is not progressing positively.

## DISCIPLINE COMMITTEE

All problems that have not been resolved at a lower level will come before this committee. The Committee comprises:

- Principal (Chairperson)
- Director of Student Services (Secretary)
- Women's Residence Director
- Men's Residence Director

Four faculty/staff members are elected by the Faculty/ Staff Meeting and the Chaplain (a non-voting member). Students appearing before the Discipline Committee will be notified of the decision both verbally (Chairperson or representative) and in writing (secretary or representative). The Discipline Committee is empowered by the College's Administration Committee with the 'power to act', so its decisions are final. If the Committee feels that a decision needs to be referred to a higher authority, it is within its sole authority to do so. The decision of the Discipline Committee is made at absolute discretion and is final and binding.

# DISCIPLINE

If a student is dissatisfied with the decision made by the disciplining body he/she may write an appeal letter within 24 hours. If no new facts or evidence are provided to support the case, the decision will remain as stated. Appeals on other grounds may be considered under the College's Appeal Policy.

Fulton is committed to ensuring that any action taken against student misbehaviour will benefit both the student and the College. Its role is to restore students, facilitate reconciliation and enable students to learn self-discipline.

## ACTIVITIES SUBJECT TO DISCIPLINE

The following activities are inconsistent with the spirit and goals of Fulton and subject to discipline:

### 1. Misconduct:

The following are considered misconduct:

- Gambling of any kind
- Improper behaviour or conduct towards a member of the community including meeting persons of the opposite sex in a secret manner
- Immoral or indecent conduct of any kind.
- Using profane language, indulging in lewd suggestions, possessing or displaying obscene literature or pictures
- Attendance at dances, night clubs or other places of questionable entertainment
- Involvement in a criminal offence
- Failure to carry out reasonable instructions
- Insubordination
- Disregard of safety instructions
- Trespassing
- Aggressive behaviour towards colleagues/members of the public
- Timekeeping offences
- Improper disclosure of confidential information
- Knowingly aiding an offence against discipline
- Harassment and/or bullying
- Breach of the institution's guidelines for the e-mail/internet
- Breach of the institution's approach to inclusion
- Using alcohol or tobacco, or any other narcotic or habit-forming drug (including betel nut and kava) by boarding or day students will result in suspension from the residence hall or the College.

### 2. Gross Misconduct

Students engaging in activities listed under Gross Misconduct are likely to be dismissed on the first offence. The following are activities of gross misconduct:

- Theft of institutional, staff or public property
- Fraud and deliberate falsification of records
- Deliberate damage to or neglect of school property and/or equipment
- Serious harassment and/or bullying
- Serious insubordination
- Inciting others to rebel or strike against authority
- Deliberate disregard of institutional policies/legislation which may bring the institution into disrepute

# DISCIPLINE

- Physical violence
- Serious harm to student/employee or member of the public
- Bringing the institution into serious disrepute
- Supplying alcohol or tobacco, or any other narcotic or habit-forming drug (including betel nut and kava)
- Improper association with a member of the opposite sex, either on or off the campus, during semesters, practical and holidays.
- The use of or accessing pornographic internet sites
- Serious infringement of health and safety rules
- Serious breach of confidence
- Using or possessing firearms or explosives of any kind
- Serious criminal activities

## PARTICULAR SANCTIONS

The following sanctions, or combinations of sanctions, may be used by the Disciplinary Committee where necessary:

1. Verbal warning- A warning given to a student pointing out a failure by the student to abide by the College Guidelines
2. Written warning - A warning specifically addressed to the student in writing. A copy will be sent to the student's guardian or parent and a copy will be kept in the student's file.
3. Monetary restitution - An amount of money may be required from a student to assist in the payment of repairs, or the replacement of damaged or misplaced equipment, as a result of the action or behaviour of the student. The amount will be determined after an assessment has been made by the appropriate College department.
4. Disciplinary probation and counselling - A period of time during which the student will be required to report on a regular basis to a Residence Director, staff member or some other person nominated by the disciplinary body in its absolute discretion. The student will also be required to attend counselling sessions set by the College Chaplain.
5. Unpaid labour - An amount of time (not more than two weeks) may be allocated to a student for carrying out unpaid labour in some area of the College. This may be in addition to monetary restitution, or it may stand alone. The amount of time will be allocated by the appropriate body at its absolute discretion.

## SUSPENSION

There may be a time when the appropriate disciplinary body may decide that a student should leave College for a period of time. The time period will be set by the College Discipline Committee in its absolute discretion, and during this time, the student will not be allowed to return to campus without specific permission from the College Administration. The student will be required to return to his/her home where possible. The Disciplinary Committee may also suspend residential students from the residential hall depending on the nature of the offence.

## EXCLUSION

Reluctantly, the College does at times need to exclude repeat offenders or first-time offenders who have seriously compromised the safety and security of students or staff. This step will only be taken after all other discipline options have been exhausted.

# RESIDENTIAL LIFE

Residence Hall living is an important part of life at Fulton. Hence Fulton aims to promote a living-learning community that supports the intellectual and affective growth of an individual.

Learning to live together cross-culturally with people who are different within an atmosphere of Christian love is a valuable part of training for later leadership. Every part of the daily Residence Hall program is designed to assist students to develop high ideals enabling them to contribute positively to the harmonious running of the dormitory. Authority has been delegated by the Administration to the Director of Student Services and then to the Residence Directors and their Assistants and Student Deans.

## A. RESIDENTIAL ACCOMMODATION

Living in the Residence Hall is a privilege given to students who decide to live in the dorms. Students are expected to vacate their rooms at the end of each semester and will only be able to continue to have a room available for them if the given criteria are met. Please note that the payment of the Room Bond does not guarantee a room.

Criteria for Allocating Accommodation:

- For New Students

New students applying to live in the Residential Halls will be allocated a score out of 10 in each of the following categories. Students need to score 30 or more points to be guaranteed a room for the following year. Other students will be waitlisted.

Home base:	International - 10 pts / Beyond Viti Levu - 5 pts
Year of study:	Yr 1 - 10 pts; Yr 2 - 8 pts; Yr 3 - 6 pts; Yr 4 - 4 pts
Academic entry:	Good 10 pts; Minimum - 5 pts
References:	Excellent - 10 pts; Average - 5 pts

To receive a guaranteed room, students need to be present and financially cleared by the FAUC Business office by the end of their scheduled registration period. Late registration will annul the guarantee.

- For Returning Students

Returning students are allocated a score out of 10 in each of the following categories. Students need to score 60 or more points to be guaranteed a room for the following year. Other students will be waitlisted.

Home base:	International - 10 pts / Beyond VitiLevu - 5 pts
Year of study:	Yr 1 - 10 pts; Yr 2 - 8 pts; Yr 3 - 6 pts; Yr 4 - 4 pts
Academic (GPA):	3.50 - 10 pts; 3.00 - 8 pts; 2.50 - 6 pts; 2.00 - 4 pts
Behaviour:	Excellent - 10 pts; Minor breaches - 5 pts
Workline Responsibilities:	Always - 10 pts; Usually - 5 pts
Leave Responsibilities:	Always - 10 pts; Usually - 5 pts
Community Involvement:	Always - 10 pts; Usually - 5 pts
Considerate Resident:	Always - 10 pts; Usually - 5 pts
Clean Room & Environment:	Always - 10 pts; Usually - 5 pts

To receive a guaranteed room, students need to be present and financially cleared at the FAUC Business office by the end of their scheduled Registration Period. Late registration will annul the guarantee.

# RESIDENTIAL LIFE

Please note that breaches of the above criteria may result in students forfeiting the privileges of accommodation.

## RESIDENTIAL CONTRACT

Once a student has been advised that a room has been allocated, they will be expected to:

- Finalize financial clearance
- Sign the Student Agreement (included in the Student Handbook) and
- Pay the Room Bond (see Section 3 Finance).

## ARRIVAL

On arrival, the room is inspected by the Residence Director and the occupant and the key given to the student. This is documented on the Room Condition Report which is signed by both parties.

## DEPARTURE

On departure from the room, the room is again inspected by the Residence Director and the occupant in light of the initial Room Condition Report. With a positive Room Condition Report and the return of the key, Fulton will refund the bond. However, should the key not be returned or the room be left dirty or damaged, the bond will be forfeited and the cost of cleaning or repairs will be charged to the student.

## CARE OF RESIDENTIAL PROPERTY

Students must make sure to observe the following specific regulations:

1. The appearance of the room is the responsibility of each occupant. Rooms are to be kept neat and tidy. Damage that is considered by the Residence Director to be more than the normal wear and tear will be charged directly to the student's account.
2. While decorating their rooms students must be careful not to attach anything to the walls, ceilings or furniture that may leave marks. Posters, pictures and other room decorations are to be of a type that is representative of a Christian College in the Pacific.
3. Students are responsible for all the furniture provided in their rooms and this furniture is not to be altered, moved or exchanged between rooms.
4. Items needing repair or maintenance should be reported promptly to the Residence Director.
5. Periodic inspections will be done during the year:

- Weekly: Residence Director
- Monthly: Director of Student Services
- Quarterly: Property Manager

## LEAVE

As responsible adults, students are expected to make appropriate arrangements for leaving their usual abode on campus. Residential students are expected to be on campus between sunset and sunrise - usually at the Main Building (until 10.00 pm) John I Tay Centre (when supervised) or their Residence Hall Complex. Residence Halls are closed from 10.30 pm -5.00 am.

There are five categories of leave: Homes on Campus Visitation, Day, Evening, Overnight and Weekend pass. The first two categories of leave are somewhat informal, while the last three categories are formal.



# RESIDENTIAL LIFE

In all cases, students are expected to sign the Leave Record Book in the Student Residence Reception on departure and return. Students will not be considered to have returned from leave until this book has been signed.

TYPE	ARRANGEMENT	NOTICE
Homes on Campus	Verbal permission from the Residence Director subject to evidence of an invitation from host. Leave Book in the Student Residence Reception signed on departure & return.	Prior to visiting
Daylight Hours	Students will need to get a Day Pass from the Residence Directors. Leave Book in the Student Residence Reception signed on departure & return.	Prior to leaving
Evening	Leave application signed by Residence Director &/ Director of Student Services. Leave Book in the Student Residence Reception signed on departure & return.	Usually a minimum of 24 hours' notice
Overnight	Leave application signed by a Residence Director & DOSS. Leave Book in the Student Residence Reception signed on departure & return.	Usually a minimum of 24 hours' notice
Weekend Passes	Leave application signed by Residence Director and DOSS. Leave Book in the Student Residence Reception to be signed on departure and return.	Usually a minimum of 24 hours' notice

Do not assume that privileges for Evening and Overnight Leave are automatic. If other areas of institutional life are not up to date, such as class attendance or work education program, leave may be denied.

If your leave is granted, a leave pass will be issued by the DOSS Office. Students must sign out in the log book at the Dorm Reception area before leaving Fulton. This pass should be carried by each student while away from Fulton (particularly overseas students). On return, the leave pass must be handed to the Residence Director and students are also to sign in the logbook.

# RESIDENTIAL LIFE

## OVERNIGHT LEAVE

Please note that Fulton's calendar throughout the semester has closed and open weekends. Closed weekends are times when students are not normally granted leave - such as before or during exams or during Weeks of Spiritual Emphasis. All other weekends are open. However, these weekends are usually alternated between Ladies' and Men's Weekend.

Students requesting overnight leave during weekends should still attend all classes on Friday and return to Fulton in time for worship and study on Sunday evening. Infringement of this requirement will result in leave privileges being suspended.

## LEAVE PASSES FOR OVERSEAS STUDENTS

Because overseas students are studying in Fiji on a Student Visa issued to Fulton, leave passes must have the permission of their parents in writing. (Parental permission is on the information Form that is filled out as part of each student's Fulton application). Overseas students requesting for this weekend pass must fill out a form from their Residence Dean, then bring it to the DOSS office to approve and you will be granted a slip to carry with you. However, where Fulton thinks that the student is putting the reputation of Fulton and the student at risk, it will reserve the right to override parental consent and disallow the student to go.

## SPECIAL INVITATIONS

Fulton encourages its students to be interactive and take up responsibilities and roles that will not only help them develop their talents but also train them to acquire skills and attributes that will contribute to them being successful individuals in their various fields of work.

Therefore, the College recognizes the benefit of accepting invitations to perform off-campus in the form of musical groups or presentations. While this is encouraged, standards must be maintained in both choices of music and style of presentation.

All invitations and planning for groups to perform off-campus should usually be submitted to the Director of Student Services at least TWO (2) weeks before the date of appointment.

## OFF-CAMPUS RETREATS

The following procedures are to be followed when planning any department retreat:

1. Retreats are permitted on weekends other than closed weekends
2. Retreats need to be requested through the Head of Department to the Director of Student Services (DOSS) well in advance. The retreat will not be granted if it is likely to adversely affect lecturing schedules.
3. Students from other Departments/Classes or visitors are not usually allowed to follow friends in the class retreats or excursions.
4. Residential students are entitled to two (2) days of meal provision when the retreat is held during the semester.

The Head of Department is responsible for the program and ensuring a suitable venue, transport and food arrangements. The Head of Department must ensure that the lecturer concerned must get a written

# RESIDENTIAL LIFE

approval from the Director of Student Services and it must also be approved by the relevant Department responsible before submitting it to the Administration for final approval, usually ONE (1) month before the trip.

## OTHER CONSIDERATIONS FOR RESIDENTIAL LIFE:

- Noise

Students are to be considerate and respect their fellow neighbours in the community and residences. Students should always show regard for others. Voices, radios, televisions, stereos, musical instruments, and equipment must be adjusted to avoid any disturbance within the residence. Subwoofers are banned in both residences.

- Recycling

Recycling is compulsory at Fulton. Students should bring all trash and recyclable materials to the various bins provided at each Unit block. Three recycling bags will be provided in the residential complex for paper, plastic and bottles and students are required to dispose of their rubbish in the appropriate bins.

- Security

For the safety of students and their belongings, it is advised that students always lock their doors.

- Fire Safety

1. Cooking is strictly not allowed in the room.
2. Locks, electrical points, lights or wiring are not to be interfered with in any way.
3. When the power is off, battery lamps may be used. However, naked candles, are not permitted in the dormitories.
4. Do not overload the wiring
5. Tampering with fire equipment is prohibited. Student participation in fire drills is compulsory
6. Know your emergency fire exit routes

- Emergency Procedures

When the siren has been activated, evacuation will be initiated at the direction of the Fire Warden appointed by the College. It is vital that order and calm are maintained and the directions of the fire Wardens are followed.

1. Evacuation Alert - No action was taken in the first instance, pending investigation by appropriate Wardens.
2. Section Evacuation - Specific section/s are evacuated by means to be determined by appropriate Wardens.
3. Total Evacuation - The entire premises and possibly surrounding areas are evacuated under the control of the Chief Warden and Wardens. At the instructions of the Chief Warden and Wardens, evacuation proceeds through paths determined by the Chief Warden to the designated assembly area, and remains there until directed otherwise.

# RESIDENTIAL LIFE

- Assembly Areas:

There are three assembly areas on campus:

1. Across the road between the Administration block and the John I. Tay Centre.
2. On the river side of the open area in front of the Men's Residence.
3. The car park is adjacent to the library, shop and Ladies' Residence.

## B. DINING SERVICES

Those who are responsible for the Dining Hall have the difficult task of catering for a wide variety of cultural groups while remaining within their budget. Therefore, the priority is to provide a balanced diet.

The following guidelines apply to students using the facilities:

- All students are to remember their good manners and courtesy when in the Dining Hall.
- Students are required to dress respectably for meals. Those who have been working or playing need to have their shower and change before coming to meals. Lava lavas are not permitted in the Dining Hall.
- No food or kitchen utensils are to be taken from the Dining Hall except in the case of a student who is sick (a signed form from the Residence Director will be required).
- The Kitchen area is out-of-bounds to all except those on that specific roster.
- Students who wish to have visitors eat with them in the Dining Hall must make prior arrangements with the Business Office. The receipt from the Business Office must be presented to the person on dining hall duty before the visitors are served. Failure to do so will amount to a charge of \$5.00 to the student's personal account.

Dining Hall opening hours are as follows:

Sunday - Friday			Sabbath		
Time	Servery	Dish Washroom	Time	Servery	Dish Washroom
Breakfast	7.15am -7.45am	8.00am	Breakfast	8.15am -8.45am	9.00am
Lunch	12.00pm -12.45pm	1.00pm	Lunch	12.30pm -1.00pm	1.30pm
Dinner	6.00pm - 6.30pm	6.45pm	Dinner	6.00pm - 6.30pm	6.45pm

The Food Services Supervisor and their assistants will give direction (s) regarding such matters as meal routines, seating and the making of announcements during meals. Please co-operate with all requests made to you by those in authority. Any suggestions you have for improving the services of the kitchen and the Dining Hall should be made to the Food Services Director.

# MARRIED STUDENTS IN COLLEGE HOUSING

Students desiring to live in Married Quarters must apply in writing to the Administration and be willing to comply with changing circumstances from year to year. Fulton has a limited number of houses available for the accommodation of married students and their families - some three-bedroom and others two-bedroom.

Married persons are not normally accepted as students of the College if this requires separation from the spouse. A student who conceals their marriage from the College for whatever reason may be asked to discontinue their studies when the true situation becomes known to the Administration. There may be special circumstances in that a married student will travel alone to Fulton for studies, this student must in written advise the school Administration with regards to why the family is unable to travel with him/her.

## CAMPUS ACCOMMODATION

Living on campus is a privilege which may be given to married students and their families. Please note that the payment of the housing bond does not guarantee a house.

## CRITERIA FOR ALLOCATING ACCOMMODATION

Married Student Housing is usually prioritized for denominationally sponsored students. Should there be additional houses, the following criteria will be considered and applications ranked accordingly.

Home base:	International - 10 pts / Beyond Viti Levu - 5 pts
Year of study:	Yr 1 - 10 pts; Yr 2 - 8 pts; Yr 3 - 6 pts; Yr 4 - 4 pts
Academic entry:	Good 10 pts; Minimum - 5 pts
References:	Excellent - 10 pts; Average - 5 pts

To receive a guaranteed house, students need to be present and financially cleared by the FAUC Business office by the end of their scheduled Registration Period. Late registration will annul the guarantee.

Housing Contracts will usually be for a period of one year. These will be reviewed annually in light of the following criteria.

Home base:	International - 10 pts / Beyond Viti Levu - 5 pts
Year of study:	Yr 1 - 10 pts; Yr 2 - 8 pts; Yr 3 - 6 pts; Yr 4 - 4 pts
Academic (GPA):	3.50 - 10 pts; 3.00 - 8 pts; 2.50 - 6 pts; 2.00 - 4 pts
Behaviour:	Excellent - 10 pts; Minor breaches - 5 pts
Work line responsibilities:	Always - 10 pts; usually - 5 pts
Community involvement:	Always - 10 pts; usually - 5 pts
Considerate resident:	Always - 10 pts; usually - 5 pts
Clean house & environment:	Always - 10 pts; usually - 5 pts



# MARRIED STUDENTS IN COLLEGE HOUSING

Breaches of the above criteria may result in students forfeiting the privileges of accommodation.

## RESIDENTIAL CONTRACT

Once a student has been advised that a house has been allocated, they will be expected to:

- 1) Finalise financial clearance
- 2) Sign the Student Agreement (this can be collected from the DOSS office) and
- 3) Pay the House Bond (see Section 3 Finance).

## ARRIVAL

On arrival, the house is inspected by the Property Manager and the occupant and the key given to the student. This is documented on the House Condition Report which is signed by both parties.

## DEPARTURE

On departure from the house, the house is again inspected by the Property Manager and the occupant in light of the initial House Condition Report. With a positive House Condition Report and the return of the key, Fulton will refund the bond. However, should the key not be returned or the house be left dirty or damaged, the bond will be forfeited and the cost of cleaning or repairs will be charged to the student.

## FURNITURE

The houses and furnishings vary slightly from house to house. Local students are expected to provide their own furniture. However, the following basic furniture is available for overseas students:

- Lounge suite
- Dining table and chairs
- Refrigerator
- Cooking stove
- Beds
- Mattresses, curtains, and bed linen are the responsibility of the occupants.

## ALLOCATED GARDEN AREA

Campus residents will be allocated an area of campus where they can grow a garden. Residents will be responsible for this area.

## CARE OF RESIDENTIAL PROPERTY

Students must make sure to observe the following specific regulations:

- The appearance of the house is the responsibility of each occupant. Houses are to be kept neat and tidy. Damage that is considered by the Property Manager to be more than the normal wear and tear will be charged directly to the student's account.

# MARRIED STUDENTS IN COLLEGE HOUSING

- While decorating their houses students must be careful not to attach anything on the walls, ceilings or furniture that may leave any marks. Posters, pictures and other room decorations are to be of a type that is representative of a Christian College in the Pacific.
- Students are responsible for all the furniture provided in their houses and this furniture is not to be altered, moved or exchanged between houses.
- Items needing repair or maintenance should be reported promptly to the Business Manager.

Periodic inspections will be done during the year.

Monthly: Director of Student Services

Quarterly: Property Manager

## DEPENDENTS

Parents must be responsible for the dependents living with them. The following points are noted:

- Dependents are expected to respect other students' homes, property, gardens etc.
- The main building, including the library, and John I. Tay Centre are out of bounds for dependents, except for College/Church approved programs.
- Dependents swim in the river at their own risk
- Parents are not to leave children under the age of 12 years in houses unaccompanied by other responsible people.
- Parents are expected to counsel and where appropriate discipline their dependents. It is noted that repeated breaches of campus expectations could result in adult dependents be required to vacate the campus.

## VISITORS

As homes for married students are College property designed only for those taking part in the College program, occupants are required to make proper arrangements with the Principal/DOSS before inviting overnight visitors to stay with them in their homes.

Residence hall students may visit married students' homes only after prior arrangements have been made with their respective Residence Directors. The married student should ensure that such permission has been obtained before allowing a residential student to visit. Likewise, a married student and his/her family may not visit a student's room without obtaining permission from the Residence Director.

If householders want individuals in addition to their immediate family to stay with them they must first apply to the Administrative Committee. If the request is approved, a charge of \$50 per semester will be made for each individual of Primary School age or younger, or \$100 per semester for individuals older than Primary School age staying with families. This includes friends, day students or relatives other than the staff member or student, their spouse, parents and dependent children.

# MARRIED STUDENTS IN COLLEGE HOUSING

Other Considerations for Residential Life:

## NOISE

Students are to be considerate and respect their fellow neighbours in the community and residences. Students should always show regard for others. Voices, radios, televisions, stereos, musical instruments and equipment must be adjusted to avoid any disturbance within the residence. Subwoofers are banned in both residences.

## RECYCLING

Recycling is compulsory at Fulton. Students should bring all trash and recyclable materials to the various bins provided at each Unit block. Three recycling bags will be provided in the residential complex for paper, plastic and bottles and students are required to dispose of their rubbish in the appropriate bins.

## SECURITY

For the safety of students and their belongings, it is advised that students lock their doors at all times.

## FIRE SAFETY

- Cooking is strictly not allowed in the room.
- Locks, electrical points, lights or wiring are not to be interfered with in any way.
- When the power is off, battery lamps may be used. Naked candles are not permitted in houses.
- Do not overload the wiring
- Tampering with fire equipment is prohibited.
- Participation in periodic fire drills is compulsory
- Know your emergency fire exit routes

## EMERGENCY PROCEDURES

When the siren has been activated, evacuation will be initiated at the direction of the Fire Warden appointed by the College. It is vital that order and calm are maintained and the directions of the fire Wardens are followed.

1. Evacuation Alert - No action was taken in the first instance, pending investigation by appropriate Wardens.
2. Section Evacuation - Specific section/s are evacuated by means to be determined by appropriate Wardens.
3. Total Evacuation - The entire premises and possibly surrounding areas are evacuated under the control of the Chief Warden and Wardens. At the instructions of the Chief Warden and Wardens, evacuation proceeds through paths determined by the Chief Warden to the designated assembly area, and remains there until directed otherwise.

# MARRIED STUDENTS IN COLLEGE HOUSING

## ASSEMBLY AREAS

There are three assembly areas on campus:

1. Across the road between the Administration block and the John I Tay Centre.
2. On the river side of the open area in front of the Men's Residence. This is the assembly point for Village 1.
3. The car park is adjacent to the library, shop and Ladies' Residence. This is the assembly point for Village 2.

# WHERE TO GO FOR HELP

Student Life Matters	
Food Services Director	All Dining Room Matters
Residence Directors	All Residence Hall matters Personal problems Visitor permission Leave Requests Disciplinary matters
Church Pastor/Chaplain	Spiritual guidance Spiritual activities Personal problems Church matters
Director of Student Services PA	Appointment with DOSS Immigration matters Travel arrangements Work line allocation Work line records
Director of Student Services	Social activities Student Council matters All student life matters not adequately resolved, Discipline Committee matters Married students housing
Finance Matters	
Student Finance Officer	Applications for scholarships Applications for financial assistance



# WHERE TO GO FOR HELP

Finance Matters	
Accountant	Fee information Fee statements
Business Manager	Financial arrangements Property maintenance Financial advice All finance matters not adequately resolved
Academic Matters	
Lecturers	Specific module information Tutorials for assignments Questions about the lectures Problems within class
Tutors	Academic questions Personal questions & concerns
Course Directors	Specific program information Student program arrangements Matters unresolved by lecturers
Academic Head of Department	All matters not resolved by Course Director
Registrar	Application information Enrolment and Registration Academic results and records Graduation requirements
Deputy Principal	Academic Policies and procedures Academic Calendar Timetabling requests

# WHERE TO GO FOR HELP

Administrative Matters	
Administrative PA	Appointments with Administration (Principal, Vice Principal and Business Manager)
Principal	Administrative Matters Student Staff relationships All matters not adequately resolved

# APPENDIX

## Appendix 1. Courtship Policy

### Fulton Adventist University College Courtship policy

Fulton Adventist University College is a Seventh-day Adventist tertiary institution of higher learning catering to a diverse range of cultural preferences and practices. With a rich Adventist heritage, Fulton seeks to foster an atmosphere that contributes to the well-being of every resident.

Your days as a student offer a particularly rich opportunity for developing enduring and mutually beneficial friendships with both staff and students. There is nothing more normal and more natural than for young people of the opposite sex to be attracted to each other. Boys and girls have a God-given built-in attraction for each other.

Great care should be taken when a special friendship develops, linking a young man and a young woman in a relationship they hope may lead to marriage and the establishment of a Christian home. Considerations in the selection of a lifetime companion, including the complexities of cross-cultural relationships should not be viewed lightly but approached with a sincere desire to accept God's guidance. It is the objective of the University that students grow and mature a genuine Christ-like character and demonstrate integrity in all dealings.

For this purpose, it will be necessary for you to set clear limits on the time you spend with your special friend. Social activities must not be allowed to take the time needed for study or for personal devotion. Unless you can exercise this amount of control, you must question the correctness of the friendship.

The man was created for relationships. It was God who in the beginning united man with woman and performed the first marriage in the Garden of Eden (Gen 2:24). This ideal for mankind remains unchanged in a context that is constantly changing. The sacred bond of marriage is between a man and a woman who commit themselves to a lifelong partnership. Sexual intimacy is to be enjoyed within this relationship alone. In Proverbs 18:22 we read, "Whoso finds a wife, finds a good thing, and obtains favour of the Lord." Marriage, therefore, is God-ordained, sacred and a lifetime proposition. The Bible encourages young people to consider marriage.

A guiding principle in the Bible is "Do not be bound together with unbelievers" (2 Cor. 6:14). This overarching principle includes but is not limited to the uniting of two individuals who do not share the same faith or values ("Can two walk together, except they are agreed?" Amos 3:3). Ellen White counsels us "love is a precious gift, which we receive from Jesus. Pure and holy affection is not a feeling, but a principle. Those who are actuated by true love are neither unreasonable nor blind" AH, p.50. Pray that God would lead you to that special person that He has already prepared for you. Therefore, before entering into that special relationship, you must first seek the wisdom and guidance of God.

While students may be married during their stay at Fulton, the wedding should be arranged at a time other than during a semester session. An application for married student housing needs to be submitted well in advance.

# APPENDIX

## COURTSHIP POLICY

This policy sets forth the rules governing courtship and dating for the duration of your stay here at Fulton. As a Seventh-day Adventist institution, Fulton is committed to upholding the values espoused in the Scripture which serves as a guide for all moral conduct. Students are therefore expected to uphold the standards of the Seventh-day Adventist church in all relationships. We believe that God's ideal for sexuality is achieved when sexual expression is limited to a man and woman who are husband and wife committed to a life-long marriage. All expressions of relationships are to conform to this ideal of sexual purity. Behaviours that would suggest otherwise should be avoided. All homosexual relationships are sinful.

## DEFINITIONS

For the purposes of this policy,

'Special relationship' is defined as when a man and a woman are attracted to each other and begin a process of friendship with the intention of forming a Christian home.

'Courtship' is referred to as the period during which a young man or a young woman finds a companion for life." "The step you are about to take is one of the most important in your life and should not be taken hastily. While you may love, do not LOVE BLINDLY."

## GUIDELINES

The choice of a life companion should be such as best to secure physical, mental and spiritual well-being for parents and for their children. Hence a young man or young woman cannot afford "to be careless in regard to the companion chosen" (E.G. White, p.59) for life. "An hour of thoughtlessness, once yielding to temptation, may turn the whole current of one's life in the wrong direction." You can have but one YOUTH, make that useful because once you have passed that ground you can never return to rectify your mistakes and errors.

Those who are involved or engaged in a "special relationships" are encouraged to:

Spend much time in prayer and commit to a stronger relationship with the Lord as the Main Source of Wisdom, Knowledge and Understanding. The presence of Christ alone can make men and women happy. As God himself gave Adam a companion and celebrated the first marriage. "Men and women can reach God's ideal for them if they will take Christ as their helper." "Make Christ first and last and best in everything."

Involve parents or guardians in this special relationship. There are no other better people whom you should involve in your relationship but your parents and/or guardians. This demonstrates the respect that you have for them and the value you place on the importance of family ties. If you are blessed with God-fearing parents, inform them as early as possible and seek counsel from them. Open to them your hopes and plans; learn the lessons which their life experiences have taught.

Communicate one's personal standards and values, in terms of the purity and sacredness of one's own life. A question which should be asked is "are there significant differences in values, beliefs and practices?" Let every step toward a marriage alliance be characterized by modesty, simplicity, sincerity and an earnest purpose to please and honour God.

# APPENDIX

Learn and comprehend the true meaning of courting as required by the Creator for His children. In this present time of corruption, sexual immorality is portrayed as the norm through the media. If not guarded, it is easy to be carried away by the tide of immorality and vice. The diligent study of the Scriptures will act as a safeguard to all kinds of perversions.

Appreciate that sexual intimacy must be preserved for marriage alone. From the beginning God created them man and woman (Gen 1:24) and united them as husband and wife, becoming one flesh. Sexual intimacy is to be enjoyed within the marriage union alone. The marriage reflects the union between Christ and his church. Unfortunately, sin marred this ideal and the resulting corruption ushered in all sorts of sexual aberrations including polygamy, premarital sex, adultery, homosexuality, bestiality, incest, etc. The Scripture regards any sexual relations outside of marriage as a sin. Such relationships can have far-reaching and long-lasting consequences.

End the relationship if it appears to be threatening, unhealthy or compromises sexual purity. In every relationship, there must be love and respect for each other. Where there is no love, a relationship cannot survive. Where there is no respect for each other and no respect for boundaries, it would be far wiser to end the relationship. It is always better to break the 'special friendship' before marriage than to suffer the pain of separation afterwards.

## Restrictions

Love has boundaries. Without boundaries, no society can function effectively. Paul writes, "the love of Christ controls us." (2 Cor 5:14). These boundaries serve to not only prevent the unbridled expressions of sinful passions but also to protect from painful scars inflicted by failed relationships. "While pure love will take God into all its plans and will be in perfect harmony with the Spirit of God, passion will be headstrong, rash, unreasonable, defiant of all restraint, and will make the object of its choice an idol." In light of this lifelong counsel, the following boundaries serve to safeguard yourselves and your relationship.

Hence, couples in special relationships or courtship are therefore expected to:

Refrain from all physical expressions of affection such as, hugging and kissing in private and public areas. Hugging and kissing excite passion and lead to embracing and caressing. The final step that leads to the sin of fornication is petting (the handling of body parts). Step by step, overcome by passion, the barriers of what you permit will be pushed back, until it is impossible to avoid the final step of fornication.

Refrain from being alone with a person of the opposite sex especially in dark or isolated areas around the campus (this will include areas such as the farm areas, recording studio and beyond, staff houses - when they are not home, married student houses - when the married students are absent, car park area, in and around the administrative building and dining hall, Multi-Purpose Hall and its surrounding areas, riverside and beyond, outside Fulton property for residential students, etc....). Remember that we value you as a person and we desire to help you in preserving the purity of your life.

Avoid spending long hours together. Allow yourselves specific times for meeting in appropriate places such as inside the Bure and in front of the women's residence. Maintain a balanced life taking care of the Spiritual, the mental and the social aspects of your stay here.

# APPENDIX

## SECURITY AND STAFF ROLE & RESPONSIBILITIES

Students are expected to uphold and encourage a good reputation for themselves, others, and the institution. Staff members or security who observe any inappropriate behaviours such as kissing, hugging, and conversing in dark areas or seeing couples in any restricted areas may request the students to cease such behaviour and return to the dormitories immediately. Any violations will be reported to the Director of Student Services for disciplinary action.

## MINISTRIES AND SERVICES

Fulton Adventist University College Church offers seminars on courtship and marriage throughout the year. Couples who are interested may sign up at the Chaplain's office to be part of it. Those who are contemplating marriage are encouraged to consult the Chaplain's office for premarital counselling. Special topics on relationships, cross-cultural marriages, and courting are part of the residence (worship) programs where issues related are discussed separately in the singles residences.

The Church through the Youth department organizes special guest speakers for AY programs to talk on specific topics related to Christian courtship and marriage. The Family Life Department of the church also organizes weekend programs once a year for interested couples. Church leaders (i.e pastors, elders and deacons) are always willing to provide guidance and advice. Seek interactions with godly married couples and observe their marriage lifestyle and family life.



# STUDENT PLEDGE

This Handbook has been prepared to assist you. Please familiarize yourself with its content so that you can understand the program of your college and feel at home. Read it thoroughly and at the end, all students are required to complete the requirement stipulated on the last page of this publication before finishing the Registration process for the first semester.

When enrolling at Fulton, students are committing themselves to live by and promote the Christian values for which the institution stands on and off campus including semester breaks. Any person not willing to make such a commitment should not register as a student, or, if he/she has registered should withdraw forthwith.

Your signature on the application or registration form indicated that you have pledged yourself to live in accordance with the school's policies. The College expects students to perform all their duties, whether academic, work education program or dormitory, to the best of their ability.

The last page of the Student Handbook contains a tear-off Declaration slip which is to be signed by all students. The tear-off slip ensures that the students have read, understood and agreed to abide by the Student Handbook. The signed slip is to be returned to the Director of the Student Services Office within 10 days of receiving it. Accommodation privileges will only be finalized after this declaration has been signed.

------(Please tear and return to the DOSS Office)-----

## STUDENT DECLARATION

Recognizing that Fulton is an institution of higher learning based on a Biblical worldview, I acknowledge and accept:

·That Christian principles understood and practised by the Seventh-day Adventist Church form the basis for acceptable behaviour for all members of the Fulton family.

- That self-discipline is the best form of discipline.
- That the Administration has the responsibility to maintain a safe and welcoming Christian environment in which the rights of others are treated with respect.
- That certain kinds of behaviour such as those listed as offences under the Discipline Policy in this Student Handbook that is degrading to the perpetrator, the victim(s), and the community at large, and bring the College into disrepute
- That such behaviour is evidence of a breakdown in self-discipline and may result in immediate dismissal.

As a student of Fulton, I, therefore, pledge myself to accept, support, and uphold the Student Handbook and all published or announced regulations and standards of Fulton willingly and wholeheartedly. I will do everything in my power to structure my life in accordance with the high principles upon which this institution is founded and will encourage my fellow students to do likewise. I accept that I may be required to leave the College should I break these regulations.

Name in Full: \_\_\_\_\_  
Student ID Number: \_\_\_\_\_  
Students Signature: \_\_\_\_\_  
Date: \_\_\_\_\_





EST. 1905

Graduates of Fulton Adventist University College can be found all over the Pacific as well as in many other regions of the globe. The island nations of Fiji, Tonga, Samoa, Tuvalu, New Caledonia, the Cook Islands, French Polynesia, Kiribati, Vanuatu, and the Solomon Islands are all served by the university's instructional programs. Pacific Islanders residing in Australia, New Zealand, and other countries are also given access to its services, along with anyone else who expresses interest.

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**Thank You**