



IMPACTING LIVES

STUDENT HANDBOOK



sagu LIFE

UNIVERSITY EXTENSION PROGRAM

Welcome Students

From our Lead Pastors



Greetings,

Chrystal and I want to welcome you to SAGULife and the Life Church Family. We're glad that you have chosen to do your undergraduate education with us.

We are excited about the opportunity to come alongside of you and pour into your life during the next four years. It is our desire to see you grow and mature spiritually, emotionally and intellectually during your time with us.

You have chosen to attend SAGULife because you believe that God has called you to make a difference in this world. As a leadership team, we want you to know that we are committed to doing everything within our power to train and prepare you to become a world changer and fulfill your destiny.

It's important to understand that becoming a world changer begins with a willingness to surrender and operate with the Holy Spirit and our leadership team. I encourage you to be flexible as the Holy Spirit shapes and molds you for God's purposes. Shaping and molding is not always easy. In fact, it can be a difficult and painful experience at times. But I assure you that the results you will experience in your life and ministry will be worth the temporary discomfort.

We will be with your every step of the way to encourage you, pray for you, and help you succeed! Remember, the journey from where you are to where God is going to take you will not happen overnight. **It's a PROCESS!** Let God do his work in you and through you during this journey. Don't waste one moment of the next four years because they will go by quickly. Instead, embrace the learning and growth that God wants to bring into your life.

It's going to be an amazing adventure, **ENJOY IT!** You are going to **GO** places that you've never gone, **DO** things you've never done and **BUILD** relationships that will last the rest of your life. We are grateful that you have chosen SAGULife and look forward to serving you.

Blessings,
Dr. Ken Hansen
Lead Pastor
&
Pastor Chrystal Hansen, MBA
Executive Pastor and Executive Director of SAGULife



VISION STATEMENT

SAGULife seeks to be a premier online Christian University partnered with Southwestern Assemblies of God University in equipping, training and sending the next generation of leaders to the seven areas that influence culture ...Media, Government, Education, Business, Family, Religion, and Arts & Entertainment.

MISSION STATEMENT

By INVESTING in the ONE, we are therefore IMPACTING LIVES and INVESTING in the many

CORE VALUES

Spirit Filled
Academic Excellence
Growth
Unity
Life of Influence and Impact
Integrity
Family Community
Encountering God

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INTRODUCTION: Southwest Assemblies of God University

Southwestern Assemblies of God University (SAGU) values the work being done through the local church. The need to develop leaders that will influence a generation for Christ is great. Through SAGU University Extension Program, we partner with SAGULife to fulfill the call to train and disciple leaders that will influence the next generation in the church and the marketplace. By partnering with SAGU, SAGULife online extension site includes the achievement of college credit toward a degree at a regionally accredited university, while providing hands-on training to students. Through this partnership, students at the SAGULife extension site will have the opportunity to earn Associates, Bachelors and Graduate Degrees.

Southwestern Assemblies of God University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate, Bachelor, Masters, and Graduate degrees.

Upon completion of 2 years of online study with SAGU (64 credit hours, 16 per semester) an Associate of Arts will be met. The student will also have met the minimum academic requirements to apply for the licensing process with the General Council of the Assemblies of God.

Upon completion of 4 years of online study with SAGU (128 credit hours, 16 per semester) a Bachelor's degree will be met. The student will also have met the minimum academic requirements to apply for the licensing process with the General Council of the Assemblies of God.



SAGULIFE CORE VALUES

Spirit Filled
Academic Excellence
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SAGULife Personnel and Life Church Staff are committed to each and every student at our University Extension Program. We believe our students have an undeniable call on their lives whether into full time ministry or the full-time marketplace. We have an equipping and sending culture at Life Church and therefore we choose as leaders to walk alongside our students as they explore their passion and calling.

SAGULife Core Values are held to the fullest as we implement our student life experience here at Life Church. Every aspect of SAGULife is about IMPACTING LIVES! Impacting the lives of our students, congregation, region and the world. Our goal is to provide them with the necessary resources to train them for their future ministries and workplace opportunities through hands-on experience, academic support, family community, one on one time with leadership, lively student life, and an atmosphere where growth and unity flourish. This takes place in an atmosphere where encountering God is experienced regularly.

There are seven areas that influence the culture of every society...Media, Government, Education, Business, Family, Religion, and Arts & Entertainment. These are the keys to taking a nation for the Kingdom of God. At SAGULife we are committed to sending our students to influence and impact these mountains for God.

PERSONNEL

SAGULife Executive Director	Executive Pastor Chrystal Hansen Chrystal@lifechurchag.com
SAGULife Adjunct Facility & Life Church Lead Pastor	Dr. Ken Hansen Ken@lifechurchag.com
SAGULife Administrator	Anna Wahl Anna@lifechurchag.com
SAGULife Academic Guidance Counselor	Gail Guzzardo Gail@lifechurchag.com
SAGULife Brotherhood & Sisterhood Sponsors	Pastor Brock and Pastor Tori Bennett Brock@lifechurchag.com toribennett0610@gmail.com
SAGULife Iron Group Sponsors	Travis and Jasmine Olson jasmine.5.22.2009@gmail.com travisronin@gmail.com

PRACTICUM LEADERSHIP

Children's Ministries	Pastor Jeremy Murath Jeremy@lifechurchag.com
Youth Ministries	Pastor Jesse Lamb Jesse@lifechurchag.com
Worship & Production	Pastor Brock Bennett Brock@lifechurchag.com
Business Administration	Pastor Chrystal Hansen Chrystal@lifechurchag.com
Counseling	Rebecca Rudolph LCPC CADC rebeccarudolphlcpc@gmail.com
Pastoral Leadership	Dr. Ken Hansen Ken@lifechurchag.com
Community Outreach	Pastor Norma Borrero Norma@lifechurchag.com
Creative Communications	Pastor Jeremy Murath & Riko Menzies Jeremy@lifechurchag.com Riko.menzies@gmail.com

SAGU ACADEMIC PROGRAM

UNDERGRADUATE DEGREES

Two Year Associates

Addictions Counseling | A.S.

Business Administration | A.S.

Church Ministries | A.A.

General Studies | A.S.

Four Year Bachelors

Business | B.A.

Church Leadership - Children and Family Ministries | B.A.

Church Leadership - Church Planting | B.A.

Church Leadership - Church Revitalization | B.A.

Church Leadership - Pastoral Leadership | B.A.

Church Leadership - Spiritual Formation | B.A.

Church Leadership - Worship Ministry | B.A.

Church Leadership - Youth and Student Ministries | B.A.

Church Leadership | B.A.

Human Services - Counseling | B.S.

Human Services - Criminal Justice | B.S.

Human Services - Psychology | B.S.

Human Services - Social Work | B.S.

GRADUATE DEGREES

Business Administration I M.B.A.

Organizational Leadership I M.A.

Practical Theology I M.A.

ACADEMIC EXPECTATIONS

SAGULife students must maintain a 2.0 + GPA in all academics to participate in student life functions. If a student falls short of the minimum GPA or is on Academic Probation, SAGULife will assist in academic guidance and tutorial support. Refer to Academic Probation Policies for further information on page 17.

POLICIES AND PROCEDURES

Academic Probation Policy

SAGULife students must maintain a 2.0 + GPA in all academics to participate in student life functions and our hands-on practicum experiences. To ensure all of our students have the best opportunity to succeed academically the following supports are in place:

- Students have classroom study periods built within the daily schedule of SAGULife
- The Academic Guidance Counselor will have semester check-ins with all students
- Tutoring is available and arranged through our Academic Guidance Counselor

If a SAGULife student falls short of the minimum GPA and is placed on Academic Probation by SAGU the following supports will be added:

- An Individualized Academic Plan created with the Academic Guidance Counselor
- Students daily schedule will be altered to provide additional mandatory study periods to match the specific academic needs of the student. This may include the reduction of practicum time, student led ministry activities, travel teams and any leadership duties that may impede the time needed to focus on studies and raising the GPA

Attendance Policy

SAGULife students are required to participate and attend the following:

- SAGULife's Weekly Schedule
- SAGULife's Event Schedule
- Sunday Services
- Wednesday Evening Ministries (per students' particular interest/practicum)
- All Church events i.e., Encounters, Picnics, Outreaches etc.,
- Designated Practicum events and responsibilities as assigned

SAGULife students are given 5 days (40 hours) of requested time off per semester for sickness, personal matters and vacation. Only 1 Sunday per semester may be requested off. The following process is used for requesting time off:

- For sick day requests contact SAGULife Administrator
- For requesting a personal day off, complete the Time Off Request Form located in SAGU office one week prior to day requested. For longer period of times, please submit form two weeks in advance prior to time requested
- Prompt attendance is expected and should tardiness be a problem, requested time off hours will be used

POLICIES AND PROCEDURES continued

Behavioral Policy

SAGULife students are expected to conduct themselves according to Biblical standards in Christ-like ways as it pertains to all aspects of one's lifestyle, relationships, attitudes, spiritual disciplines and the calling and mission upon the body of believers.

If a SAGULife student struggles with conducting themselves by Biblical standards, SAGULife leadership will come alongside to assist in mentoring and coaching them through the situations of concern. In the case where certain questionable behaviors cross ethical and relational boundaries, a student may be placed on Behavioral Probation. In the case a student violates any lawful matters, a student may face immediate expulsion. Those matters may include but are not limited to dating of minor students, use of drugs and alcohol, threats and harassment, possession of guns, knives, pornographic materials, and websites, inappropriate activity on social media platforms and/or devices, and any reckless conduct that places another person in danger.

If a SAGULife student is placed on Behavioral Probation by the Executive Director of SAGULife the following supports will be added:

- An Individualized Behavioral Plan created with the Executive Director
- Students daily schedule may be altered to provide mentoring and coaching applicable to address the cause of the behavior concern
- Student Life activities, practicum duties and leadership responsibilities may be suspended to provide the time needed to focus on personal development and change
- In the case of egregious behavior leading to expulsion, the parents of the student will be notified immediately.

Building and Grounds Usage Policy

SAGULife students have the privilege to use the building and grounds of Life Church which encompass two campuses and apartment facilities. The resources that are available whether furnishings, equipment, vehicles, technology and grounds are to be used with care and respect. Negligent use and inappropriate conduct with any provided resources, buildings and grounds of Life Church, will not be tolerated. Should damage occur if negligent conduct is apparent, the party or persons responsible may be held responsible to replace or fix at their expense.

Dating Relationship Policy

SAGULife students are expected to conduct themselves appropriately with regards to dating relationships. Please keep in mind that leadership from SAGULife and Life Church may approach students regarding seen public behavior that is unbecoming and inappropriate. It is highly recommended not to date your Freshman year. This is a year of getting to discover and grow as an individual and concentrate on your relationship with the Lord. During orientation days of the new school year, the policies on dating relationships will be shared with the signing of the acknowledgment form.

POLICIES AND PROCEDURES continued

Dress Policy

SAGULife students should practice modesty in all attire and at all times. When dress attire is required, the SAGULife student body will be informed and expected to adhere. When SAGULife Impact Teams are on assignment and ministering, dress attire will be decided that is appropriate to the event. All SAGULife students will be given one dress shirt per year, to be cared for and worn when necessary.

Financial Policy

All students must comply with SAGU's financial timelines, processes and submission requirements for enrollment and returning students. All students are eligible for Federal assistance and must apply each year through the FASFA site. All students are eligible for Life Church scholarships must apply yearly to be considered.

Housing Policy

SAGULife students have designated housing for women and men. Freshman and Sophomore students are encouraged to live in the provided housing on campus. Juniors and Seniors may elect to live off campus should they desire. A housing credit is issued to the students SAGU account if they elect off campus living. The credit amount is determined yearly based upon rental expenses and student occupancy. Students are held responsible to maintain and care for the housing areas as directed in the Student Apartment and Dorms Policy (pg. 20).

No students are to approach any Life Church attendee, member, or staff to request living arrangements for the school year. Should assistance be needed on the matter of off-campus housing, please approach the Executive Director or the Academic Guidance Counselor.

Office Policy

SAGULife students are expected to adhere to and follow the Life Church Office procedures, which also covers the SAGULife Office. All office equipment may be used once proper training has occurred and guidelines understood as given through the SAGULife Administrator.

No personal use of office equipment and supplies is allowed. There can be exceptions but those must be cleared by either the Executive Director, Academic Guidance Counselor or SAGULife Administrator.

There are common places in both office areas that students may use and should be mindful of cleaning up all messes and projects upon completion. Also, in both areas there is access to kitchens, which students must adhere to processes for sharing these spaces and cleanliness.

Proprietary Information Policy

SAGULife students may have contact with databases that are owned by SAGULife and/or Life Church. All information contained in these databases are the property of Life Church and may not be used for any personal uses. Students must maintain confidentiality and not release contact information to others unless specifically directed by a leader.

POLICIES AND PROCEDURES continued

SAGU Technical Support

When online support is needed for coursework, please contact SDE Tech Support at 888-243-3807 or email at sdetechsupport@sagu.edu

Student Apartments/Dorms

SAGULife students are expected and held responsible to maintain and care for apartments/dorms where they are placed to live. Room inspections will be conducted both planned and unplanned. They are also expected to abide by all policies listed. The following procedures are set to assist with guiding students in various forms of behavior and responsibilities when living in rented apartments or dorms.

- **Furnishings & Decorations**

Apartments and dorms have some furnishings that have been provided and are the property of SAGULife and/or Life Church. Any breakage or damage must be reported asap to the SAGULife Administrator via the RA.

Additional furnishings may be added at students' expense and responsibility of their furnishings. It is expected that additional furnishings are adequate to the spacing and will be removed by student at end of school year. Life Church and/or SAGULife is not responsible for furnishings or decorations brought to campus housing by students.

The use of the following is prohibited on walls, furniture, the door (inside or outside) and corridor: tape, paste, glue, nails, tacks, etc. We recommend 3M Tabs.

All appliances such as curling irons, clothing irons, cooking pots, should be used with care and do not leave unattended.

- **Curfew & Lock Hours**

Apartment and dorm entrances are to be locked at all times. Curfew is 12am nightly and students are expected to be in their housing by curfew. All students arriving after curfew will need to report to the RA. Students are not authorized to give other students late entry.

Late entrance to apartments and dorms is only permissible for Church events and work hours. If a student needs to be out of the apartment or dorm after curfew due to employment, that student must notify the RA and upon returning to housing sign in noting reason as work.

- **Off-Campus Requests**

All residence students must sign out to stay off campus during a school term, overnights, weekends, breaks and holidays included. This can be done by filling out the Off-Campus Request Form. Contact information must be provided on the form.

- Visitors & Overnight Guests

Students are not permitted in the apartments or dorms of the opposite gender of SAGULife residence. Students who are found to have been in the residence of a member of the opposite gender without permission from the SAGULife Administrator may be terminated from enrollment. Exceptions include move in and move out days, maintenance requirements and service calls. RA's will be notified in a timely matter, so residents are adequately informed.

All visitors/guests must sign in and out logging their time at all resident housing. Guests of the same gender, who are not part of the specific SAGULife housing community are expected to leave the Dorms/Apartments at curfew.

Visitors/guests of the opposite gender must gain approval from the SAGULife Administrator to enter opposite gender campus housing. This includes all staff, friends and families of housing students. RA's will be notified in a timely matter, so residents are adequately informed. Minors are not allowed to stay in the housing, even if related to a student. This is for the safety of the minor and respect for the residents on the floor.

Overnight guests of same gender must have approval from either SAGULife Administrator or Executive Director. If the overnight guest of an on-campus student is an off-campus student, family member, a personal friend from out of town, or an alumnus of SAGULife, the student must obtain written approval from the SAGULife Administrator for his/her guest(s). The guest(s) may stay a maximum limit of 2 nights per semester without charge. Student hosts are responsible for their guests' actions. Any actions deemed inappropriate by SAGULife will result in loss of privileges by the student and the removal of guest from the premises.

- Quiet Hours

Quiet hours are from 11:00 pm - 6:00 am in the apartments and dorms and are to be respected in the immediate areas inside and outside the buildings. SAGULife is an institution of higher learning and students should respect one another's need for study and appropriate sleep. Stereos, TVs and musical instruments may be used but the noise level must not be heard outside the student's room during Quiet Hours.

- Keys & Security Codes

Students will be issued an apartment or dorm key, or codes when applicable. Keys are not to be duplicated nor passed to anyone. Codes are not to be shared or given to anyone. Should it be discovered keys or security codes have been shared, there is a possibility of losing the privilege of having keys or codes.

Lost keys must be reported to the SAGULife Administrator asap.

- **Pets**
All pets are prohibited.
- **Maintenance & Repairs Requests**
All maintenance requests should be emailed to the SAGULife Administrative Avia RA. You are not permitted to affect any repairs to rooms or resident housing or any other location in the residence halls. All repairs are to be made by the Maintenance Staff of Life Church.
- **Alcohol, Tobacco, Drugs, Guns and Weapons**
Use or possession of alcoholic beverages, tobacco and/or recreational drugs are prohibited under all circumstances. Possession of any guns, knives or weapons are also prohibited under all circumstances.

Any items, including, but not limited to handguns, shotguns, rifles, knives, swords, daggers, katana, clubs, paintball guns, pellet and/or BB guns, archery equipment, homemade devices, and any other items deemed dangerous by SAGULife and/or Life Church are prohibited.

Possession of any alcohol, tobacco, drugs, guns and weapons may be cause for expulsion.
- **Fall and Spring Check In/Out**
An official check-in /out is conducted and involves an RA and Room Condition Report (RCR). This report is to note the condition of the room from Fall check-in and if there are any discrepancies in the condition of the room, furnishings, or fixtures during Spring check-out.

Students are responsible for the condition of their rooms and living spaces including its contents of furnishings and equipment. You are financially liable for any damage or loss to the room or its contents. The Executive Director will make the final decision to charge for a discrepancy based on the RCR and recommendations of the Maintenance Staff.

Security Deposit refunds will be mailed to the permanent address on record for your account.

Please understand that no storage is available between academic years and that any personal belongings left in the apartments or dorms will be disposed of by the Life Church Staff.

Transportation and Parking

All students must have a valid driver license and vehicle for transportation while enrolled at SAGULife. SAGULife students must be 19 years old to transport other persons in their vehicle. Parking is available at both locations.

APPENDIX

Leave Request

Room Condition Report (RCR)

SAGULife Leave Authorization Request

SAGULife students are given 5 days of requested time-off per semester for sickness, personal matters and vacation. Only 1 Sunday per semester may be requested off. The following process is used for requesting days off:

- For sick day requests contact SAGULife Administrator
- For requesting a personal day off, complete the Time Off Request Form located in SAGULife office one week prior to day requested. For longer period of times, please submit form two weeks in advance prior to time requested
- Prompt attendance is expected and should tardiness be a problem, requested time off days will be used

Name: _____ Date: _____
(Print Name)

Identify the type of leave you are requesting:

☐ Bereavement ☐ Jury Duty ☐ Missions Trip ☐ Injury ☐ Personal Day ☐ Vacation ☐ Sick

☐ other _____ (describe)

List the dates requested: _____

What areas of your ministry need to be covered by another student, staff member, or volunteer? Please list the name(s) and contact information of the individual(s) who will be covering for you. Specify what each person will be doing.

Signature _____	Date _____	Practicum Head Signature _____	Date _____
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_____	Approved _____	Denied _____
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Anna Wahl, SAGULife Administrator

Reason for leave denied _____

To Date: _____ Leave Taken _____ Leave Remaining _____

SAGULife Room Condition Report (RCR)

First Name: _____ Last Name: _____

Apt Number: _____ School Year: _____

E- Excellent, like new
R- Repair Needed

G- Good, shows some signs of wear
M- Missing

Furnishings	Check In RATING	Check In Comments	Check Out RATING	Check Out Comments	Charges
Door, Doorknob/Handle					
Door Lock, Door Key					
Overhead Light/ Switch					
Outlet/ outlet cover					
Carpet Clean/ Repair					
Smoke Sensor					
Wardrobe					
Walls					
Bed Frame/ Mattress					
Desk/ Desk Chairs					
Dresser					
Window/ Window Screen					
Window Blind Repair/ Replacement					
Common Areas					
Need of Excessive Cleaning By Staff					
Personal Property Removal					
Improper Checkout					
Other					
				Total Charges	

SAGULife

Room Condition Report (RCR) continued

Your signature below indicates your understanding and acceptance of the condition statement and the Statement of Agreement. I understand that I will be held financially liable for any change in condition from what is noted on this form or damages.

Check In- Date: _____ Keys given at check-in _____

Student Signature _____ Date _____

Staff Signature _____ Date _____

Statement of Agreement

- I understand that I am responsible for the condition of this room including its contents of furnishings and equipment. I understand I may be financially liable for any damage or loss to the room or its contents due to misuse.
- I understand that the use of the following is prohibited on walls, furniture, the door (inside or outside) and corridor: tape, paste, glue, nails, tacks, etc.
- I understand that the door latches are not to be wedged back with tape, pins, or any other material. Also, tampering with the door locks is in violation of college policy.
- I understand that I am not permitted to affect any repairs to this room or any other location in the apartment or dorm. All repairs are to be affected by the Maintenance Staff of Life Church.
- I understand that residents are held jointly responsible for damage in rooms, apartments, or dorms with their respective roommates. I understand that residents are held collectively responsible for the damage in common areas of the building, lounges, halls or corridors, bathrooms, etc.
- I understand that billing for any damages will be issued after I move out.
- I understand that in the event of damage to, or loss of college property, the occupants of the room will be charged with these damages and/or losses.
- I understand that a charge also will be submitted if the room key is not returned during the checkout process. Also, that the charge for a room key is to cover the cost of changing the lock and cutting a new key. The charge for an unreturned room key will be deducted from deposit.
- I understand that no storage is available between academic years and that any personal belongings left in the apartments or dorms may be disposed of by the Life Church Staff.
- If I, the resident, move any equipment or furnishings out of my room and do not return it, I understand that I will be billed for the full replacement cost of the item(s).

Student's Initials _____ Date _____