

## **MONITORING AND ADMINISTRATION OF HOURS**

Christian Ministry hours are updated twice each quarter and posted in the main hallway on the Christian Ministry bulletin board as well as on Edline. In addition, a student is more than welcome to see the Director of Christian Ministry at any time to get the most recent update of his/her hours. It is the responsibility of the student to keep up with his/her CM hours total. Whenever discrepancies are seen, the student should immediately contact the Director of Christian Ministry in person in order to find the problem and correct it immediately. Failure to do so can result in loss of hours and/or the Director not being able to find the problem in a timely fashion for receipt of award or avoidance of probation.