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1982-83 HANDBOOK AND ORIENTATION GUIDE



SOUTHEASTERN BAPTIST THEOLOGICAL SEMINARY
Wake Forest, North Carolina



Southeastern Baptist Theological Seminary

Wake Forest, North Carolina 27587

Telephone (919) 556-3101

WELCOME TO THE FAMILY!

We are glad that you are becoming a part of the great fellowship that makes Southeastern Seminary not only a community of learning, but a community of sharing, and living and growing.

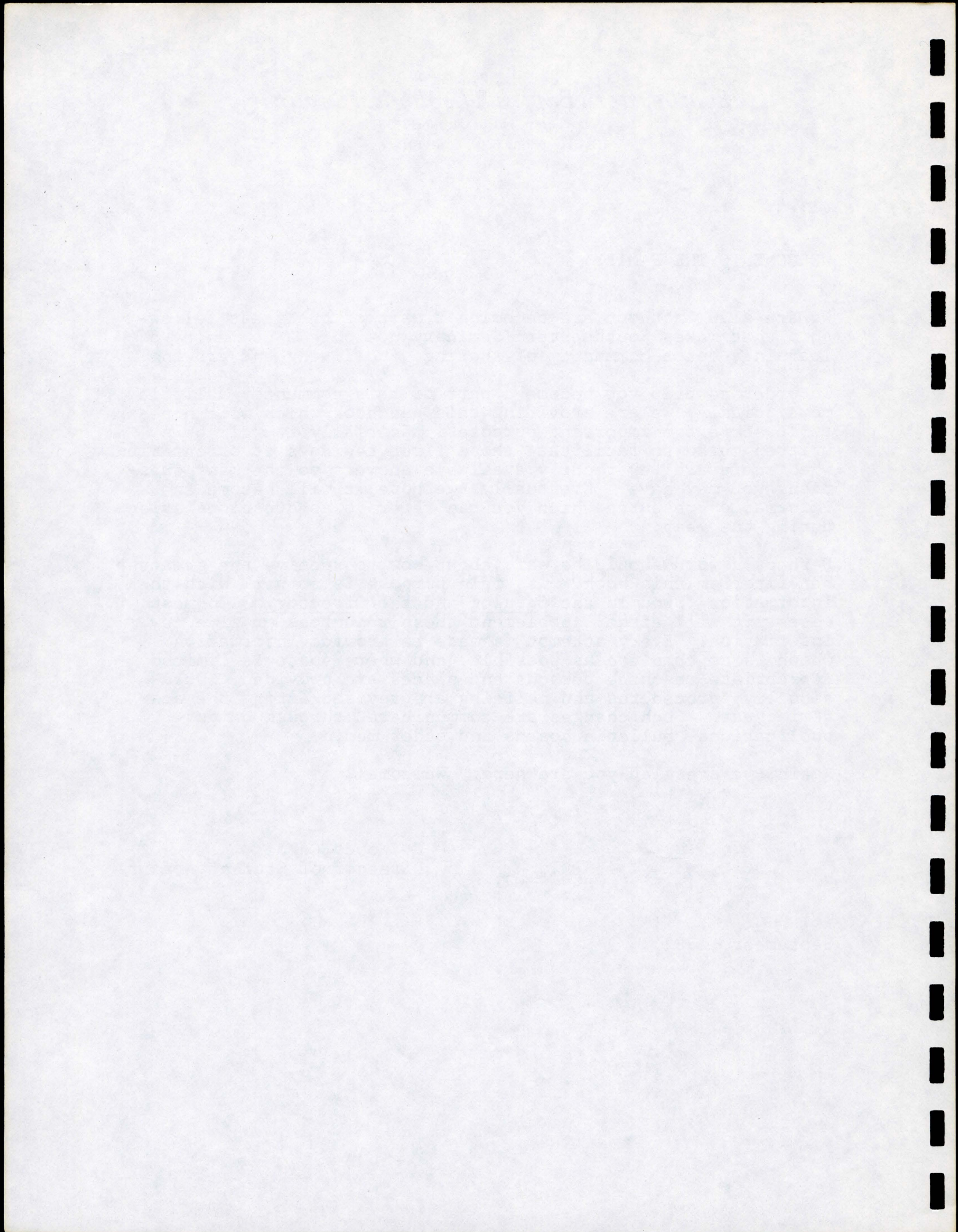
In order to help you become a part of this community a little more quickly, we are providing this handbook which will hopefully serve two important purposes. Initially it will be a written guide to facilitate those first few days of orientation when there are few readily available answers to the many questions you may have. Eventually, we hope it will become an information resource which you can refer to as questions arise during the year.

Perhaps a word should be said about how to receive the greatest benefit from this book. Its main purpose is to work with the information found in the Catalog and the Directory. In most cases, it will either supplement these resources or give new information. Every attempt is made to provide information which is as complete as possible, and where space is limited, appropriate resource persons and places are provided. Occasionally, procedures and policies are revised during the academic year. Such changes are communicated through campus publications, bulletin boards and other media.

Again, we are glad you are here. Welcome!!

C. Woody Catoe
Director of Student Affairs

September, 1982



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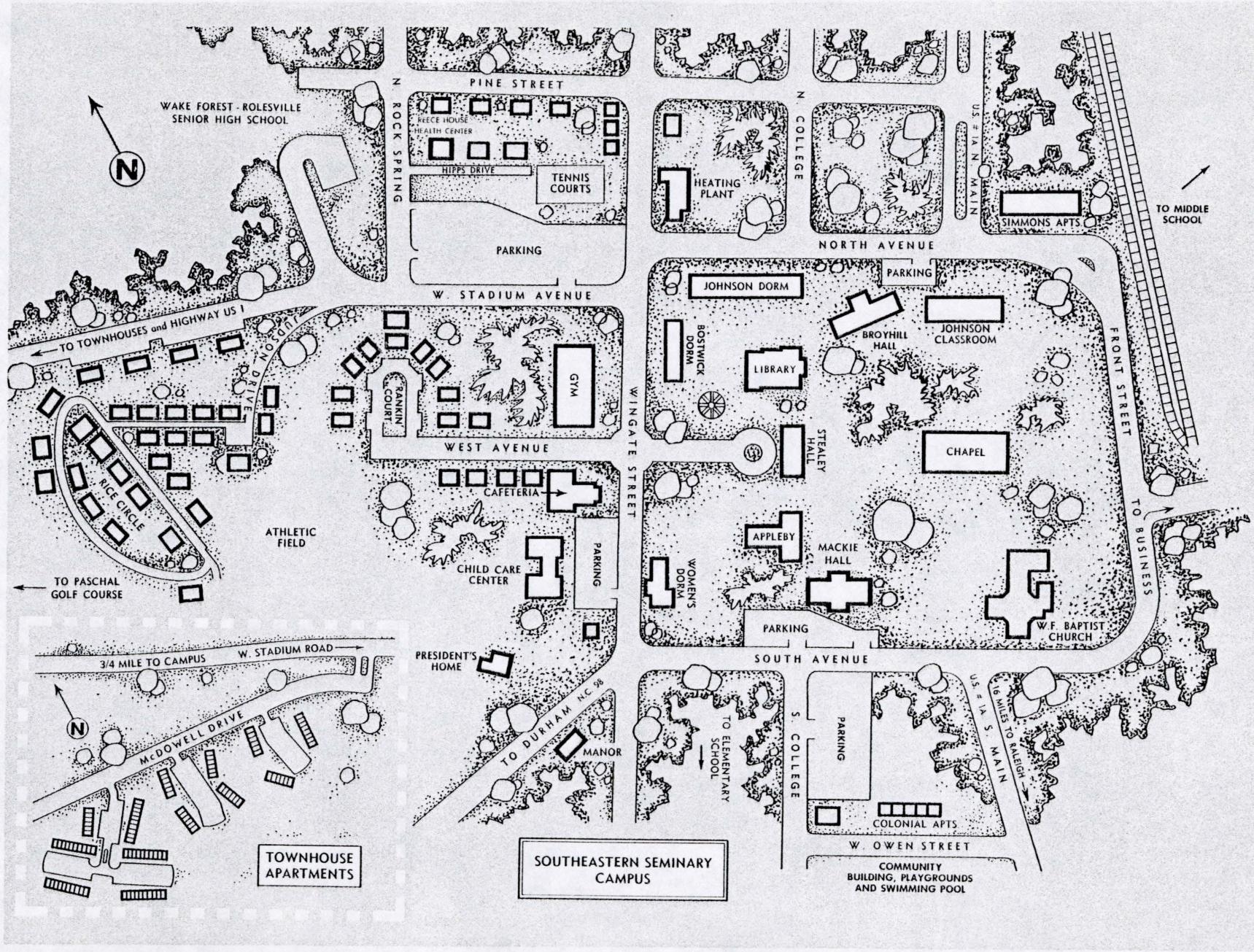
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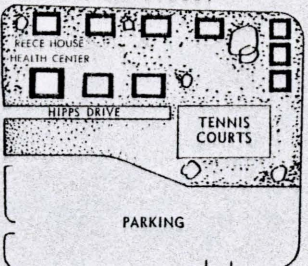


WAKE FOREST - ROLESVILLE
SENIOR HIGH SCHOOL

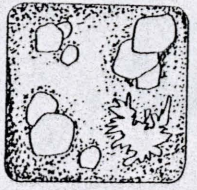
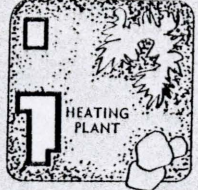


N
ROCK SPRING

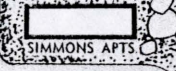
PINE STREET



W. STADIUM AVENUE

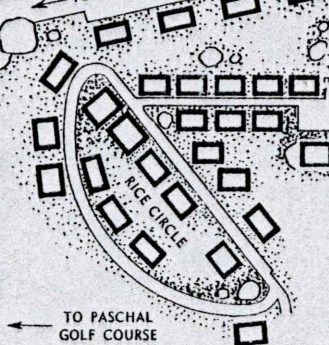


NORTH AVENUE



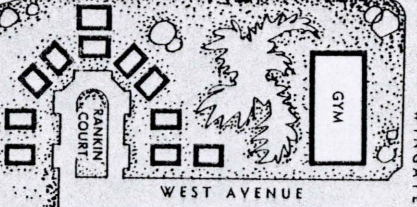
TO MIDDLE SCHOOL

TO TOWNHOUSES and HIGHWAY US 1



TO PASCHAL GOLF COURSE

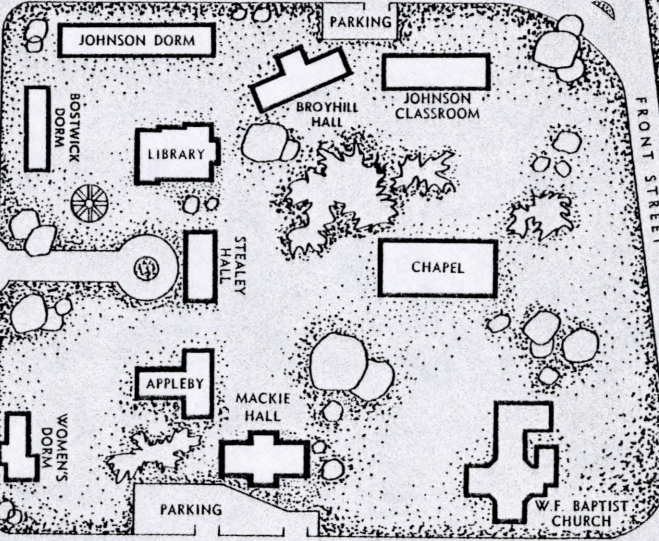
ATHLETIC FIELD



CHILD CARE CENTER

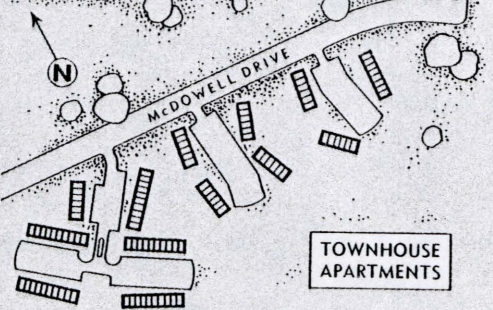
PRESIDENT'S HOME

WINGATE STREET

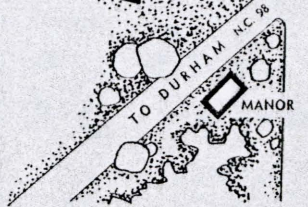


SOUTH AVENUE

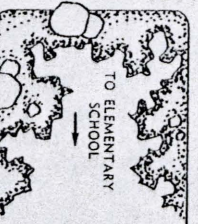
3/4 MILE TO CAMPUS W. STADIUM ROAD



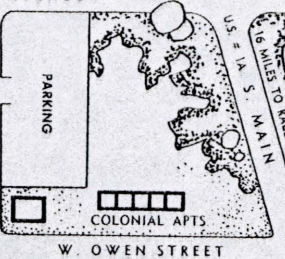
TOWNHOUSE APARTMENTS



SOUTHEASTERN SEMINARY
CAMPUS



TO ELEMENTARY SCHOOL



COLONIAL APTS

COMMUNITY BUILDING, PLAYGROUNDS AND SWIMMING POOL

16 MILES TO RALEIGH

TO BUSINESS

FRONT STREET



WHERE TO FIND HELP ...

To call an office from off-campus, dial the seminary switchboard number, 556-3101 and give the extension number to the operator. To reach an office while on campus, dial the extension number only.

CONCERNING	CONTACT	LOCATION
<u>ABSENCES</u>		
From Class	Professor of course involved (if inaccessible, leave message at switchboard)	See Pages 7-8
Extended absences due to hospitalization or illness	Dean	207 Stealey Hall, ext. 249,265
<u>ACADEMIC ADVISEMENT</u>	See "Counseling Services," page 2	
<u>ACADEMIC PROCEDURES</u>	Registrar Dean	104 Stealey Hall, ext. 214, 215 207 Stealey Hall, ext. 249, 265
<u>ACCIDENT</u>		
Auto	Town Police Highway Patrol	911 or 556-3176 733-3861
Injury Mon.-Fri., 8:00-12:00 noon	Seminary Health Center Rock Spring Road	556-3101, ext. 245, 256
Other hours	Physician of your choice Northern Wake Hospital S. Allen Road	See Yellow Pages 556-5151
Emergency Services	Rescue Squad (includes ambulance)	911 or 556-3176
	Emergency Medical Services	911 or 556-1421
Emergency Room Service	Wake County Medical Center 3000 New Bern Ave., Raleigh	755-8000

Raleigh Community Hospital
3400 Wake Forest Road, Raleigh

872-4800

2

ACTIVITIES

Approval and Scheduling of Ad Hoc Activities

Director of Student Affairs

Mackie Hall, ext. 263

ADDING OR DROPPING CLASSES

Registrar

104 Stealey Hall, ext. 214,
215

ALUMNI AFFAIRS

Ass't. To President
Student Development

102 Stealey Hall, ext. 221

ATHLETICS

Director of Student Affairs
Student Athletic Director

Mackie Hall, ext. 263
Gore Gym

AUTOMOBILE REGISTRATION

Business Office

103 Stealey Hall, ext. 200

BILLS, FEES, AND ACCOUNTS

Business Office

103 Stealey Hall, ext. 200

CALENDAR, CAMPUS ACTIVITIES

Associate for Student Development

102 Stealey Hall, ext. 221

CHAPEL PROGRAMS

Dr. Ben Johnson, Chairman
of Chapel Committee

307 Stealey Hall, ext. 243,
254

CHECK CASHING

Business Office

103 Stealey Hall, ext. 200

CHILD CARE

Director, Child Care Center

Ext. 257

COMMUNITY RESOURCES AND SERVICES

Library - Reference Dept., See
directory entitled Help for
Citizens of Wake County

Ext. 268

COUNSELING SERVICES

Academic
Financial
Health
Personal
Vocational

Faculty Advisor, Registrar, Dean
Director of Student Affairs
Seminary Health Center
Chaplain's Secretary
Formation in Ministry

Mackie Hall, ext. 263
Ext. 245, 246
Ext. 217
Broyhill Hall, ext. 219, 227

DEGREE REQUIREMENTS

Registrar

104 Stealey Hall, ext. 214, 215

Dean

207 Stealey Hall, ext. 249

DORMITORY, RESIDENCE COUNSELORS

Men's Housing
Women's Housing

Johnson Dormitory, ext. 256
Women's Dormitory, Ext. 261

DRIVER'S LICENSE INFORMATION

Motor Vehicles Div., Raleigh
Wake Forest Police Department

733-4241
556-3176

EMPLOYMENT

Career Placement
Church and other Ministries
On Campus
 Students
 Students' spouses

Off Campus (secular
 full or parttime)

Formation in Ministry
Formation in Ministry

Director of Student Affairs
Ass't. to President: Business
 Affairs
Director of Student Affairs
Library-Reference Department

Broyhill Hall, ext. 219, 227
Broyhill Hall, ext. 219, 227

Mackie Hall, ext. 263
103 Stealey Hall, ext. 200

Mackie Hall, ext. 263
Up-to-date job listings from
 Employment Security Comm.

FINANCIAL AID, SCHOLARSHIPS

Director of Student Affairs

Mackie Hall, ext. 263

FOOD SERVICES

Food Services Manager

Cafeteria, 556-6544

GENERAL INFORMATION AND ASSISTANCE

Switchboard, Stealey Hall

Dial "0" (if on campus)
556-3101 (if off campus)

GRADUATION REQUIREMENTS

Registrar

104 Stealey Hall, ext. 214,
 215
207 Stealey Hall, ext. 249

Dean

HEALTH CARE

Seminary Health Center

Rock Spring Road, ext. 245

HOUSING

Including application, assignment,
 rent payment, termination

Director of Housing

Mackie Hall, ext. 282

Maintenance, Repairs, Regulations

Plant Services

Maintenance Plant, ext. 229,
 260

IDENTIFICATION CARDS

Students and Employees
Recreation (Spouses and Children)
Recreation (Guests or non-
seminarians)

Director of Student Affairs
Director of Student Affairs
Director of Student Affairs or
Athletic Director

Mackie Hall, ext. 263
Mackie Hall, ext. 263
Mackie Hall, ext. 263
Gore Gym

INSURANCE

Information

Business Office

103 Stealey Hall, ext. 200

LIBRARY SERVICES

See THE LIBRARY: A BRIEF GUIDE

Appendix, A, this Handbook

LOANS, EMERGENCY

Director of Student Affairs

Mackie Hall, ext. 263

LOST AND FOUND

Switchboard, Stealey Hall

Dial "0" (if on campus)
Dial 556-3101 (if off campus)

MANOR RESERVATIONS

Betsy Frazier
Manor Hostess

Manor Guest House 556-5677
Switchboard 556-3101

NOTARY PUBLIC

Central Carolina Bank

556-5101

Town of Wake Forest

556-2024

ORGANIZATIONS AND CLUBS

See Pages 25-26

PARKING FINES

Plant Services

Maintenance Plant, ext. 229,
260

PHOTOGRAPHS

Office of Communications

Broyhill Hall, ext. 270

POST OFFICE BOXES

Soda Shop

Mackie Hall, 556-3481

PUBLIC RELATIONS, NEWS RELEASES

Office of Communications

Broyhill Hall, ext. 270

PUBLICATIONS

Directory

Office of Communications

Broyhill Hall, ext. 270

Outlook

Associate Director of Communi-
cations

103 Appleby Bldg., ext. 241

Enquiry

Southeastern Campus Bulletin

Southeastern Seminary Catalog

Update

Editor's Office

Student Affairs Office

Associate Director of Communi-
cations

President's Office

Mackie Hall, Second Floor

Mackie Hall, ext. 263

103 Appleby Bldg., ext. 241

101 Stealey Hall, ext. 210,
223

RECREATION PROGRAMS

Facilities, hours, regulations,
key checkout

Director of Student Affairs

Mackie Hall, ext. 263

REGISTRATION

Registrar

104 Stealey Hall, ext. 214,
215

RESERVATION OF FACILITIES

All Classrooms

Registrar

104 Stealey Hall, ext. 214,
215

Bethea Room

Student Development

102 Stealey Hall, ext. 221

Binkley Chapel

Student Development

102 Stealey Hall, ext. 221

Appleby Chapel

Student Development

102 Stealey Hall, ext. 221

Mackie Conference

Student Affairs Office

Mackie Hall, ext. 263

Mackie Commons Room

Student Affairs Office

Mackie Hall, ext. 263

Library AV Auditorium

Library AV

Library, ext. 259

Library Seminar Rooms

Library Circulation

Library, ext. 251

Church Curriculum Center

Library Reference

Library, ext. 268

Johnson Auditorium

Library AV

Library, ext. 259

Recreation facilities

Student Affairs Office

Mackie Hall, ext. 263

Cafeteria

Food Services

Cafeteria, 556-6544

Broyhill Board Room

Communications

Broyhill Hall, ext. 270

Broyhill Conference Rooms

Formation in Ministry

Broyhill Hall, ext. 219, 227

Reece House

Communications

Broyhill Hall, ext. 270

Manor House

Student Development

102 Stealey Hall, ext. 221

Appleby Conference Room

Student Development

102 Stealey Hall, ext. 221

Dorms, apartments

Housing

Mackie Hall, ext. 282

Dean's Conference Room

Dean's Office

207 Stealey Hall, ext. 249

Dorms, lounges

Student Affairs Office

Mackie Hall, ext. 263

SCHEDULING MEETINGS

SEMINARY WIVES FELLOWSHIP

STUDENT COUNCIL

Constitution
Information

TRANSCRIPTS

VOTER REGISTRARION

WITHDRAWAL

From course or seminary

YOUTH MINISTRY

Associate for Student Development	102 Stealey Hall, ext. 221 ^o
Judy Pettit	Business Office, ext. 212 or 556-1453
Betsy Frazier	Switchboard, 556-3101
Sharon Scarborough	Financial Dev., ext. 201 or 556-1107
Student Council President	Mackie Hall, second floor, ext. 274
See STUDENT COUNCIL INFORMATION	Appendix B, this <u>Handbook</u>
See page 26	
Registrar	104 Stealey Hall, ext. 214, 215
Wake Forest Public Library	556-2276
Registrar	104 Stealey Hall, ext. 214, 215
Ken Boettcher	556-2394

WHO TO SEE FOR HELP

	<u>OFFICE</u>	<u>EXTENSION</u>
<u>ALUMNI OFFICE</u>		
	Stealey Hall 102	
Hicks, Jeannie	Secretary	253
<u>BUSINESS OFFICE</u>		
	Stealey Hall 103	
Fletcher, Paul	Ass't. to President: Business Affairs	200
McManus, Jim	Director of Financial Services	200
Fountain, Jan	Financial Records Assistant	200
Pettit, Judy	Financial Records Assistant	212
Rogerson, Sissy	Financial Records Assistant	200
<u>CHILD CARE CENTER</u>		
	N. Wingate Street	
McLeod, Beth C.	Director	257
<u>COMMUNICATIONS</u>		
	Broyhill Hall	
Byard, Rod	Ass't to President: Communications	270
Blackmore, James	Associate - Appleby 103	241
Frazier, Dovie	Secretary	270
<u>COPY CENTER</u>		
	Stealey Hall 209	
Hill, Debbie	Coordinator	248
<u>COUNSELING OFFICE</u>		
	Rock Spring Road	
Gropp, Pat	Secretary	217
<u>DEAN'S OFFICE</u>		
	Stealey Hall 207	
Ashcraft, J. Morris	Dean	249
Bailey, Jane	Secretary	249
<u>DORMITORIES</u>		
	Bostwick Dorm - First Floor	556-9984
	Third Floor	556-9911
	Johnson Dorm - First Floor	556-3435
	First Floor	556-9987
	Third Floor	556-9921
	Manor House	272
	Women's Dormitory	556-9982
	Men's Residence Counselor	256
	Women's Residence Counselor	261
Sharp, Richard		
Kneece, Brenda		
<u>FACULTY</u>		
	Stealey Hall 207	249
Ashcraft, J. Morris		
Blackmore, James H.	Appleby Bldg. 103	241
Bland, Thomas A.	Stealey Hall 311	237
Braswell, George W.	Stealey Hall 310	266

FACULTY CONT'D

Carlton, John W.	Stealey Hall 305	240
Clemmons, William P.	Stealey Hall 212	239
*Cook, Donald E.	Stealey Hall 317	247
Culpepper, Robert H.	Appleby Bldg. 206	206
Dale, Robert D.	Broyhill Hall 204	220
Durham, John I	Stealey Hall 304	226
Eddins, John W.	Stealey Hall 314	233
Good, James W.	Binkley Chapel	204, 254
Graves, Thomas H.	Stealey Hall 204	232
Halbrooks, G. Thomas	Stealey Hall 205	234
Hawn, Michael	Binkley Chapel	273, 254
*Hester, Richard L.	Stealey Hall 201	252
Hewitt, T. Furman	Appleby Bldg. 201	218
Johnson, Ben S.	Stealey Hall 307	243, 254
Lolley, W. Randall	Stealey Hall 101	210
McLeod, H. Eugene	Library	250
Meiburg, Albert L.	Broyhill Hall 202	296
Miles, Delos	Stealey Hall 316	295
*Miller, Glenn T.	Stealey Hall 206	275
Nations, Archie L.	Stealey Hall 313	236
*Neely, Alan P.	Stealey Hall 208	222
Philbeck, Ben F.	Stealey Hall 203	264
Poerschke, Robert E.	Stealey Hall 301	242
Powers, Bruce	Stealey Hall 211	224
Richardson, Robert	Broyhill Hall 203	227, 219
Rogers, Max G.	Stealey Hall 303	230
Sandusky, Fred	Stealey Hall 104	214, 215
Scoggin, B. Elmo	Stealey Hall 308	231
Smith, Luke B.	Broyhill Hall 201	227, 219
Spencer, Richard A.	Stealey Hall 202	228
Steely, John E.	Stealey Hall 309	238
Stewart, Claude Y.	Appleby 203	244
Tolbert, Malcolm O.	Stealey Hall 210	277
Trotter, J. Carroll	Stealey Hall 315	235

*Sabbatical Leave 1982-1983

FINANCIAL DEVELOPMENT OFFICE Appleby Hall

Murphy, Wayne	Director of Planned Giving	203
Spinks, W. Robert	Ass't. to President:	
	Financial Development	201
Scarborough, Sharon	Secretary	201
Trott, Diane	Secretary	203

FOOD SERVICES

Cafeteria

Food Services Manager 556-6544

FORMATION IN MINISTRY

Broyhill Hall

Dorman, Charles T.	Director, Student/Field Ministries	219
Lee, Ethel	Associate Director, Student	
	Field Ministries	227
Jackson, Phyllis S.	Secretary	219, 227
Hawkins, Gail	Secretary	219, 227

FORMATION IN MINISTRY CONT'D

Smith, Luke	Professor of Supervised Ministry	227,219
Richardson, Robert	Assoc. Professor of Supervised Ministry	227,219

HEALTH CENTER

Rock Spring Road

Moseley, James R.	Seminary Physician	245
May, Norma	Nurse	246

HOUSING

Mackie Hall

Cross, O.L.	Director	282
Ward, Evelyn	Secretary	282

LIBRARY

McLeod, H. Eugene	Librarian	250
Mangum, Kay	Secretary	250
Barker, Angela	Circulation Services Supervisor	251
Santrock, Georgia	Circulation Services Ass't.	251
Philbeck, Jo	Reference Librarian	268
Sansbury, Ed	Audiovisual Services Director	259
Martin, W. Terry	Technical Services Librarian	276
Pleasants, Audrey	Acquisitions Supervisor	267
Jordan, Nancy H.	Acquisitions Assistant	267
Ashcraft, Bernice	Catalog Librarian	267
Fahey, Belle	Cataloging Assistant	267

MANOR, THE

Durham Road

Frazier, Betsy and Doug	Hosts	556-5677
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PLANT SERVICES

N. Wingate Street

Lee, David	Director of Plant Services	229
Pearce, Clarence	Assistant Director	260
Pearce, Joyce P.	Secretary	260

PRESIDENT'S OFFICE

Lolley, W. Randall	President	210
Holden, Anna C.	Secretary	210

RECEPTIONIST/OPERATOR

Stealey Hall 102

Frazier, Betsy		0
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REGISTRAR'S OFFICE

Stealey Hall 104

Sandusky, Fred	Registrar	214
Mosny, Glenda	Assistant to the Registrar	215
Hamilton, Judy	Secretary	214

<u>SEMINARY STORE</u>	Mackie Hall, First Floor	
Scott, Jeanette	Manager	556-3481
<u>STUDENT AFFAIRS OFFICE</u>	Mackie Hall, Second Floor	
Catoe, C. Woody	Director	263
Vogt, Susie C.	Secretary	263
<u>STUDENT COUNCIL OFFICE</u>	Mackie Hall, Second Floor	
Wilkins, Ron	President	274
<u>STUDENT DEVELOPMENT OFFICE</u>	Stealey Hall 102	
Niswonger, Jerry L.	Ass't. to President: Student Development	221
Weathers, Betty	Associate	221
Hicks, Jeannie	Secretary	253

STUDENT SERVICES: PERSONAL AND FAMILYCAFETERIA

Southeastern's food services are available to faculty, staff, students and guests of Southeastern Seminary. The cafeteria also provides meals daily to the Ruby Reid Child Care Center and caters to many local and civic groups throughout the year. Hours of service are publicized at the beginning of each session.

CAMPUS SECURITY

The Seminary campus is accessible 24 hours a day. Although night watchmen are employed to maintain security, precautions should be taken to prevent losses from cars, rooms and apartments. Comprehensive insurance on automobiles and personal property is recommended. In case of theft, contact the Wake Forest police department (556-3176) and the Seminary telephone operator (556-3101).

CAMPUS STORES

A bookstore and soda shop are located on the first floor of Mackie Hall. Hours for both stores are: Book Store 9:00 a.m.-4:30 p.m.; Soda Shop 8:00 a.m.-4:30 p.m. Both stores are operated under the auspices of the Sunday School Board of the Southern Baptist Convention as a Baptist Book Store. The bookstore has a variety of books and materials as well as carrying all required texts and supplies.

The soda shop offers a varied line of school supplies and personal accessories. Vending machines, operated by the seminary, are located in this area and offer a selection of snack foods.

CHILD CARE PROGRAM

The Ruby Reid Child Care Center, located next door to the Seminary Cafeteria, serves the Seminary family by giving care to children ages 2 to public school age. Children eighteen months to twenty-three months of age are admitted when space is available. Groups for younger children are decided on a year to year basis according to space and need.

The Center follows the schedule of the seminary classes. It opens at 7:45 a.m. Tuesday-Friday and 9 a.m. on Mondays. Children leave by 3p.m. unless a parent is in a later class. Extended after-noon care (3-5 p.m.) is available for an extra charge, upon request to the Director. Other schedule needs may be discussed with the director. Enrollment for each age group has to be limited. For more information contact the Director, Ruby Reid Child Care Center, Southeastern Seminary.

In addition to caring for children of Seminary students and staff, the Center has three other purposes: to provide a laboratory for teachers and students who desire to explore ways of working with children; to provide a setting in which parents may discover new ways to enrich their family living, and to provide a center in

which churches and other agencies involved in the care of children may receive counsel related to the improvement of their programs.

CRISIS COMMUNICATION

One of the advantages of being in a community is the readily available base of support for members who experience crises in their lives. The Seminary has devised a Crisis Communication Procedure to provide a way for the major areas of the administration to be aware of crises which arise within the seminary family. If you are aware of a crisis situation (birth, serious illness, accident, major material loss or death in the immediate family) which should be communicated, you may call the Seminary Switchboard Operator at 556-3101 and report as many details as possible. This, in turn, will be communicated immediately to all major offices and areas of the Seminary campus.

FINANCIAL AID

A. Program:

The Seminary's financial aid program is based on the premise that the student is making every effort to be as self-supporting as possible. It is thus recommended that students should have sufficient funds or income to see him or her through at least the first semester before seeking aid from the Seminary. However, it is recognized that financial assistance is necessary at times and the Seminary is committed to helping students meet emergency needs.

Financial aid is administered through a three part assistance program. These are: (1) On-campus jobs: Students awarded work grant positions are employed for a limited number of hours on campus. (2) Emergency assistance: Occasionally, a student may experience a financial emergency due to unpredictable circumstances. Qualified students may receive aid through low interest loans or, in extreme cases, through direct grants. Loans and grants are usually limited to \$300.00 per semester with the maximum loan balance due not to exceed \$900.00. (3) Scholarships: Through the generosity of individual donors, a limited number of scholarships are made available to qualified students who make application. Applications may be submitted August 15 to September 15 for the fall and December 15 to January 25 for the spring semester.

Students seeking financial assistance should first obtain an application form from the Student Affairs office. The completed application should be returned and, in some cases, an interview may be required. The application will then be reviewed by the Loan and Aid Committee at its regular weekly meeting for a final decision.

Additional information and applications for all aspects of the financial aid program may be obtained from the Director of Student Affairs, second floor, Mackie Hall.

Southeastern Seminary does not participate in federally funded student financial aid programs involving loans and grants. Prospective students should not anticipate such aid being available while enrolled as a student at Southeastern. Federal education loans may not qualify for deferment and may be subject to immediate repayment schedules. Students should contact their loaning institutions for advice and information. Qualified students who are veterans are eligible to receive V.A. benefits.

B. Guidelines

The basic premise in providing student financial aid is demonstrated financial need unless otherwise dictated by the qualifications of a particular fund. However, several specific guidelines are applicable in the administration of the loan and financial aid scholarship components of the aid program:

Loans:

1. Loans are available in amounts up to \$300.00 per semester with the maximum loan balance due not to exceed \$900.00.
2. Loans are available for 90 days or less with no interest charged. Longer terms are available up to two years at 4% APR (or as revised).
3. Extensions may be granted on loans which are currently due as determined by the Loan and Aid Committee. Extensions on 90 day notes may not exceed 90 additional days and the current interest rate will be applicable retroactive to the original date of the loan. All requests for extensions on a 90 day loan must be accompanied by a completed Student Financial Assistance application (long form). Extensions on loan notes longer than 90 days will not exceed 12 months maximum.
4. No additional loans will be provided if a student has an overdue loan(s).
5. No loans can be provided for students with a balance due on their seminary account unless a written account resolution plan is filed with the Assistant to President: Business Affairs.
6. Loans should be provided only on the basis of the stated need of the student and for the purpose of meeting that need.
7. Loans may be requested to pay seminary account balances but only within existing limits and provisions of the current student loan guidelines.

Financial Aid Scholarships:

1. All financial aid scholarships will be awarded in accordance with stipulations and qualifications as determined by the donor of the fund or gift.

2. At the discretion of the Loan and Aid Committee, scholarship awards will be applied toward any outstanding balance on the recipient's seminary account. Award funds in excess of this balance will be made available to the recipient.

FORMATION IN MINISTRY

The Formation in Ministry program helps prepare men and women for leadership in various Christian ministries through the work of two divisions - Supervised Ministry and Student/Field Ministries.

Supervised Ministry provides a three hour course consisting of class work, group work, and field work, for the middler student. Questions about Supervised Ministry should be addressed to one of the Professors of Supervised Ministry.

Student/Field Ministries helps students explore possibilities for work in churches and other ministry settings. Students who wish to make themselves available for employment in ministry should inquire at the Formation in Ministry office and request to be placed in an active status.

GUIDANCE AND COUNSELING

The Seminary provides for the counseling needs of the Seminary family by offering counseling services on campus. (at the Health Center) and off campus (at the Life Enrichment Center in Raleigh).

The Counseling Office at the Health Center offers counseling services on Tuesday, Wednesday and Thursday afternoons. An experienced counselor is available to assist with personal, vocational and family problems. There are no charges for these counseling sessions. Appointments to see a counselor may be made by calling the Counseling Office at the Health Center, extension 217.

The Life Enrichment Center is located in Raleigh, Suite 201, Falls of the Neuse Road, in the Falls Village Shopping Center.

The Seminary has a contractual arrangement with the Life Enrichment Center to provide counseling for Seminary students and their families. The Life Enrichment Center is a satellite of the School of Pastoral Care in Winston-Salem. Dr. Dwight W. Cumbee serves as Director of the Center. The counselee will be charged \$6.00 per hour for counseling sessions at the Life Enrichment Center with the Seminary paying the additional charges. This joint arrangement applies up to eight sessions. Extended counseling contracts beyond eight sessions will be the fiscal responsibility of the client. Appointments to see a counselor at the Life Enrichment Center may be made by calling the Raleigh office, telephone 847-1744.

HEALTH CENTER PROGRAM

In the interest of attaining the highest possible level of health among students, faculty and their families, the Seminary makes available a program of health care and medical services for all members of the Seminary family. The medical services include, among other things a program of prevention of illness through physical examinations and immunizations, and treatment of illness under the direction of the campus physician.

In order that students may understand the health care program and know their own responsibilities in seeking the services provided, the following statement of policy has been formulated:

General Policy

The Seminary Health Center will be open as follows when classes are in session:

Monday through Friday - 8:30 a.m. - 12:00 noon
1:00 p.m. - 3:00 p.m.

Doctor's Hours - By appointment 10:00 a.m. - 12:00 noon
(Dial the Seminary number, 556-3101, and ask for the Health Center)

After the Health Center closes each day, no nurse will be on call. If medical attention is essential before the Health Center opens the following day, persons must call the office of a physician of choice for an appointment. All services of a physician, other than those rendered at the Health Center will be at the expense of the patient.

Purchase of Medicines

Participants in the Health Center Program may secure general medicines and some medical supplies through the Health Center as prescribed by the campus physician at prices which cover cost plus handling. The sale of prescription drugs is limited to medicine prescribed by the Campus Physician. Drugs prescribed by the Campus Physician and which are not in stock may be ordered at the request of the student. A fee will be charged for injections, suturing, and allergy injections. A fee will be charged by Wake Medical Center in Raleigh for lab work to evaluate PAP smears, cultures and other tests. The student is asked to pay for all medicines at the time he receives them.

Health Center Location and Personnel

The Seminary Health Center is located on Rock Spring Road across the street from the Wake Forest High School. Off street parking is provided at the rear of the building.

Physician - Dr. James R. Moseley - Office phone:
556-4826

Registered Nurse - Mrs. Norma May

HEALTH INSURANCE

Students are required to present evidence of adequate medical insurance coverage at the time of registration each semester. The Annuity Board's Student Health Program is recommended to students who do not have adequate insurance. Coverage may be arranged at the beginning of each semester with Annuity Board representatives. Further information concerning student insurance programs is available from the Business Office or from Mr. Sam O'Neal at the Baptist State Convention in Raleigh (833-1605). Information can be obtained directly from the Annuity Board in Dallas, Texas by dialing their toll free number 1-800-527-4767.

STUDENT HOUSING

Detailed information and regulations are provided to students who occupy seminary housing. In addition, persons occupying married student housing are required to sign a lease agreement and housing regulations in the Housing Office. Students should read carefully and be acquainted with the terms of the lease agreement and any other applicable housing regulations.

Students are required to vacate seminary housing within thirty days after completing classwork. Exception: Students enrolled in Th.M or D.Min. degree programs are required to vacate seminary housing within twenty-four months after completing the M.Div program and enrolling in the Th.M and D.Min. degree programs.

Students occupying dormitory housing, while not required to sign a lease agreement, are responsible for specific regulations regarding each dormitory. In addition, the following housing policy statement will be applicable to all dormitories.

1. Southeastern Seminary is committed to providing adequate, basic services for all of its students. As this commitment relates to housing, Southeastern seeks to make available on-campus housing at affordable rates.
2. Dormitory housing is provided primarily for single students and students who commute from other areas and need temporary housing during the week.
3. Housing policies and regulations are devised to be consistent with the Seminary's commitment not only to its students but also to the Southern Baptist Convention and the people who support it. Their primary aim is to help maintain an atmosphere that promotes the welfare of the individual student; maintains a comfortable setting conducive to study and learning and provides as much privacy as possible in a shared environment.

4. All seminary housing residents are guided by specific policies and regulations. Regulations which define the use of dormitory facilities are somewhat restrictive due primarily to the nature of dormitory housing in which residents must share accommodations, facilities and equipment. Since students are not required to live in seminary owned housing, potential residents should read carefully the policies and regulations regarding their particular dormitory. Those who feel that these may be confining or inconsistent with their particular lifestyle are encouraged to seek other alternatives for housing.
5. At best, dormitory housing is temporary in nature and should not be equated with or expected to function as housing which is of a more permanent type.
6. The assignment of a dormitory room is not a commitment on the part of the seminary to the student for continuous occupancy of a particular room. At the discretion of the business office, residence halls may be closed at certain seasons; or students may be required to make moves within dormitories.
7. In order that necessary maintenance and cleaning can be accomplished prior to the fall term, residents must vacate their room before the Monday after the conclusion of the second session of summer school. The dormitories normally will reopen one week prior to the beginning of classes for the fall term.
8. Room rent is due one month in advance at the beginning of each calendar month. Residents are responsible for the rent until they have followed the proper procedure for checking out of the room and turning in the key.

BUSINESS AFFAIRS AND OBLIGATIONS

ACCOUNTS

Students are expected to keep their accounts paid up to date. Rent is due in advance the first of each month and should be paid in the Business Office. Matriculation fees are due at the beginning of each semester and are also payable in the Business Office. Student accounts must be paid in full prior to registration each semester.

A record of all student accounts other than the purchase of books is available in the Business Office. Student accounts must be paid in full prior to graduation.

AUTOMOBILE REGISTRATION

(1) ON CAMPUS: Plant Services is in charge of registering cars on campus. Students are to register their cars and receive a decal during the matriculation process. Students involved in late matriculation should register and receive decals for their cars in the Plant Services Office. Additional cars obtained while enrolled as a student should be registered immediately. Lost or illegible decals may be replaced at the Business Office.

(2) OFF CAMPUS: There are several factors which determine whether students are required to register their automobiles in North Carolina or obtain North Carolina drivers licenses.

Because of this, there are no specific guidelines which cover all situations. Students who have questions may call the License Information Office of the Motor Vehicles Division in Raleigh at 733-3025. Generally, if North Carolina will be the primary state of residence while in seminary, it will be to the advantage of most students to obtain a North Carolina license and registration.

CHECK CASHING

Personal checks which do not exceed \$50.00 may be cashed in the Business Office during regular office hours. Checks to be cashed for personal use should be made out to "Cash." A charge of \$2.00 is made for returned checks. The Business Office is open Monday-Friday from 9:00 a.m.-4:30 p.m.

EMPLOYMENT

The location of the Seminary provides access to a number of areas with a variety of job possibilities, both secular and church work and full or parttime. In addition, the Seminary provides work opportunities for a limited number of students and students' spouses. These include work grants which provide parttime jobs on campus for students and some fulltime secretarial and clerical positions for students' spouses.

For information and applications see the following persons:

- (1) Student employment (work grants, on campus) - Director of Student Affairs.
- (2) Students' spouses (fulltime on campus employment) - Ass't. to President: Business Affairs.
- (3) Church Work - Formation in Ministry.

I.D. AND ACTIVITY CARDS

An I.D. card is issued to each new student when he/she enters the Seminary. This card will serve a number of functions and should be carried by students at all times. In addition to identifying a person as a seminary student, it is required as a part of the actual mechanical process of checking out books and other materials from the library. There may also be times when identification is required before recreational facilities and equipment can be used.

An I.D. card is issued when the student enters the Seminary and must be validated each fall semester as part of the registration process. Cards become void when a student's enrollment terminates or is interrupted. Although the initial cost of I.D. cards is included in the Student Services fee, a \$2.00 charge will be made to replace lost cards. Replacements are made by appointment at the Student Affairs Office, second floor, Mackie Hall.

Children and spouses of seminary students, faculty and staff who plan to use any or all of the recreational facilities will need to obtain an activities card. Students should request these for their spouse and/or children at the Student Affairs Office, Mackie Hall.

INCOME TAXES

Students may obtain forms and information for filing federal and state income taxes at the Wake Forest Post Office.

MAIL AND POST OFFICE BOXES

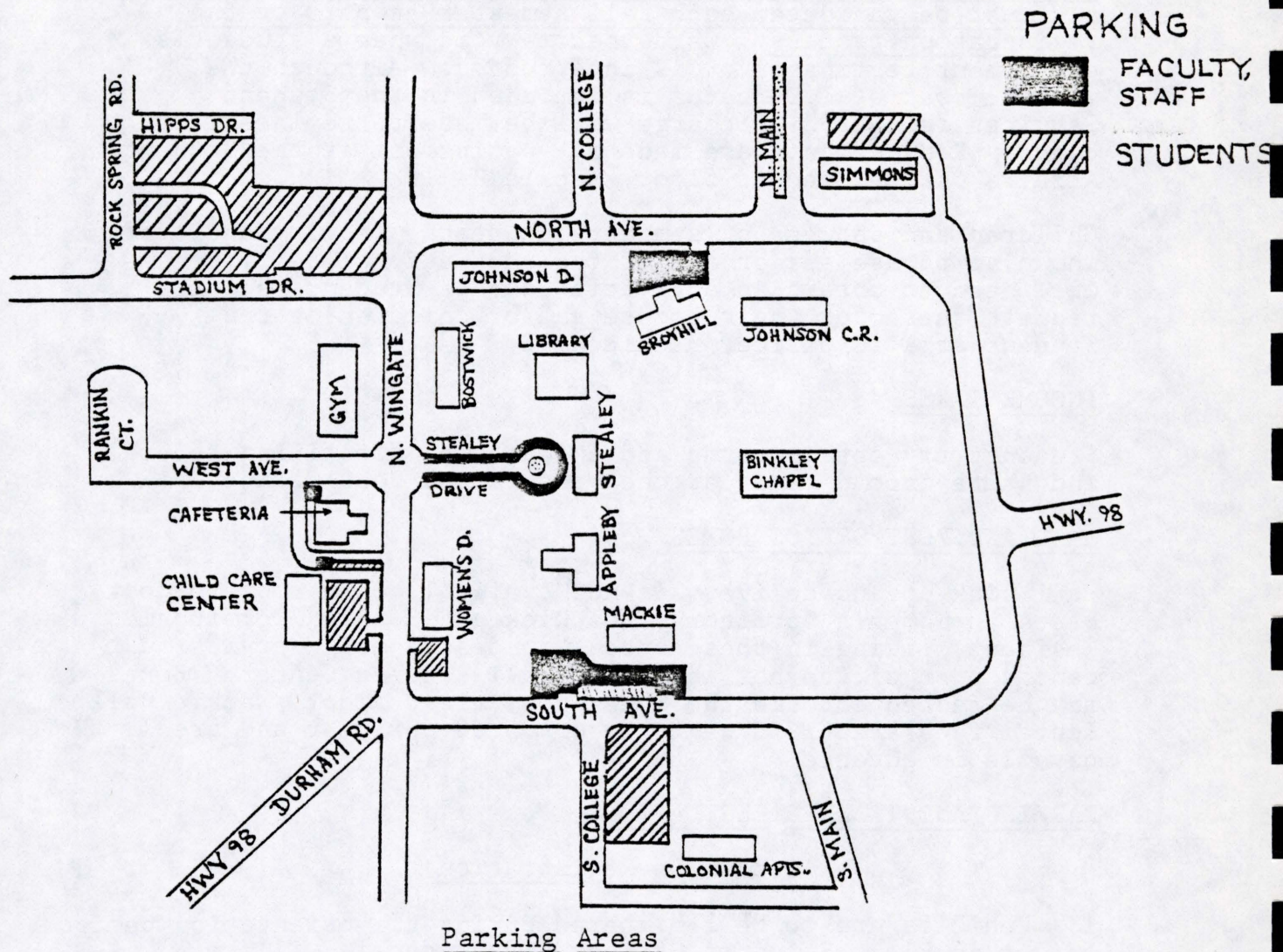
Mail pick-up and delivery is not available on a door-to-door basis in Women's Dormitory, Bostwick and Johnson Dormitories. Residents living in these areas who desire mail service must rent a post office box in Mackie Hall Student Center. Boxes may be rented through the Soda Shop, first floor, Mackie Hall. Rental fees are \$1.75 per term or \$5.00 per year and are payable in advance.

PARKING AND TRAFFIC REGULATIONS

Automobile Registration

1. Vehicles are to be registered during the orientation period or in Plant Services Office. Staff decals will be limited to one per employee, unless otherwise approved by the Director of Plant Services. All vehicles parked on Seminary property, except visitors, must have a current decal properly displayed.
2. Decals must be placed in a clearly visible location on the rear bumper of the vehicle.
3. Cost Center supervisors must send a list of persons eligible for Staff parking to the Plant Services Office no later than Monday, August 23, 1982. These lists will include Support personnel, part-time Faculty, and Special Instructors.
4. If a vehicle is traded during the school year, the owner must register his/her new vehicle and be issued a new decal. The old decal should be removed before a vehicle is traded.

5. Lost or illegible decals may be replaced at the Plant Services Office.



1. Faculty and Staff

- a. Stealey Hall Drive and Circle. Reserved for Faculty, Executive Council Officers with offices in Stealey Hall, and Visitors (2 spaces). Total spaces 35.
- b. Mackie Hall. Student parking (15 spaces) on street side between driveways. All other spaces reserved for Faculty, Staff members, and Handicapped parking (2 spaces). Total spaces 52.
- c. Broyhill Hall. Reserved for Faculty, Staff members, and Handicapped parking (2 spaces). Total spaces 21.
- d. Child Care Center/Cafeteria Drive. Child Care Center Staff 3; Cafeteria Staff 3.

2. Students
 - a. South College Street. Total spaces approximately 105.
 - b. Women's Dorm. Total spaces 8.
 - c. Wingate Street (in front of Child Care Center). Total spaces 25.
 - d. Child Care Center/Cafeteria Drive. Total spaces 13.
 - e. Stadium Road/Wingate Street (including Trailer Park). Total spaces approximately 300.
 - f. Simmons Dormitory/Apartments. approximately 40 spaces for residents only.

Violations

1. Parking in driveways, loading zones, areas marked "no parking", or as to take up more than one space.
2. Driving and parking on lawns or sidewalks.
3. Blocking dumpsters or obstructing movement of traffic.
4. Failure to have a valid decal properly displayed and legible.
5. Parking in spaces reserved for persons other than the owner of the vehicle.

Administration-Fines and Enforcement

Parking violation tickets will be issued by persons designated by the Director of Plant Services. Schedules will vary according to the need for enforcement in a daily routine. Regulations are subject to enforcement on a twenty-four hour basis.

1. Vehicles parked illegally will be fined \$5.00 per recorded violation on an issued ticket. Flagrant and/or repeated violations may result in towing without warning at the owner's expense.
2. Vehicles not having a properly displayed, valid decal will be traced for ownership through the appropriate State Division of Motor Vehicles, at the owner's expense.
3. Fines not paid within one week will be charges to the owner's account in the Business Office. Appeals with regard to parking tickets may be made through an appointment with the Director of Plant Services. Appointments must be arranged within one week of the issue date of the parking ticket.
4. Visitors are not required to pay fines, but are asked to observe regulations.

TAXES, PERSONAL PROPERTY

Students living in Seminary housing and owning personal property are subject to county and city tax assessments. Representatives come to the Wake Forest Town Hall to assist local residents with filing. Or, students may write the Wake County Tax Collector, P.O. Box 427, Raleigh, N. C., 27602 or call 755-6550 and request filing forms and information. Wake Forest city taxes are automatically figured from the county tax listings. The usual deadline for filing without penalty is January 31.

USE OF SEMINARY FACILITIES

All student meetings or activities involving the use of seminary facilities should be cleared and scheduled through the Student Affairs office, Mackie Hall. On-campus events must also be entered on the seminary calendar in the Student Development office, Stealey Hall.

The privilege of open and fair inquiry into any subject by any member of the Seminary community is inherent in the life of Southeastern Seminary. To guide the seminary community in its responsibility to the Southern Baptist Convention and the seminary's broader constituency, the following channels have been established for determining the use of seminary facilities by speakers and/or programs other than in regularly scheduled or authorized classes and activities:

1. a. Requests by Students: These will be brought initially to the Director of Student Affairs, second floor, Mackie Hall. The nature, scope and sponsorship of the event/speaker will be determined as well as matters of scheduling and location.
- b. Requests by faculty and/or administrative officers: Where seminary personnel are directly involved in the event and/or selection of the speaker, such requests will be channelled through the appropriate Executive Council member.
- c. Other requests: Inquiries not directly involving any of the above will be referred to the Assistant to the President for Communications.
2. Requests receiving a positive response in 1. above will then be channelled to the Executive Council by one of its members for review and determination.
3. In addition to seeking approval for the event/speaker, the Seminary officer or faculty member channelling the request will also determine availability of date and facilities from the Student Development Office, Stealey Hall.
4. The President of the Seminary, as the spokesman responsible to the public and the Convention, will be the final authority on such requests.

5. Approval or disapproval of a request will be communicated to the person making the request by the appropriate Seminary Officer, faculty member, or the President.
6. The above procedures do not apply to: (a) speakers, lecturers, and Chapel personnel arranged by or through appropriate faculty committees, and; (b) resource persons invited by or approved by the professors in scheduled courses.

VOTER REGISTRATION

Voters may register at the Wake Forest Public Library, on S. White Street, from 10:00 a.m. to 5:00 p.m., Monday and Tuesday and Thursday through Saturday. Some form of identification which has your current address will be required. Absentee ballots must be written for or requested in person from the county in which you are registered or from the State Board of Elections (if you are a N.C. resident) at P.O. Box 695, Raleigh, N. C. 27602.

Elections and registration dealines are as follows:

- October 4 -- 5:15 p.m. registration books are closed.
- October 4 -- Request for absentee ballot may be made.
- October 28 -- 5:00 p.m. - Last day to request absentee application
- November 1 -- 5:00 p.m. - Deadline for returning absentee ballots
- November 2 -- General elections

ACADEMIC INFORMATION

The Seminary Bulletin (catalog) is the official source of academic information. Students who have questions concerning degree requirements, curriculum, enrollment, grading and related matters should refer to the latest Seminary catalog. Copies are available in the Registrar's Office.

If additional information or advisement is needed, students should contact their faculty advisor, the Registrar, or the Dean.

PERSONAL ENRICHMENT AND DEVELOPMENTCAMPUS CALENDAR

The Seminary calendar is kept by Mrs. Betty Weathers, Associate for Student Development, 102 Stealey Hall, (ext. 221). Campus events including organizational meetings, special classes, lectures, worship services and other activities should be entered on the calendar in order to avoid schedule conflicts. Those responsible for scheduling events should clear dates with this office.

CULTURAL AND SOCIAL OPPORTUNITIES

The Seminary's location in the Research Triangle provides easy access to a number of opportunities for social and cultural enrichment. In addition to restaurants and theaters, the colleges and universities, especially in the Raleigh area, provide numerous concerts, plays and other events, most of which are available for nominal charges. Special events and programs are presented by various groups in Wake Forest throughout the year usually for special occasions or holidays. Local newspapers provide regular schedules and details of upcoming events.

At Christmas and Easter and at various chapel services the Seminary choirs present concerts and programs of special music. Spouses of seminary students are especially encouraged to participate in these programs by enrolling and singing with the Mixed Choir. Spouses are not charged a course fee and rehearsals are held each Tuesday evening.

EVENING CLASSES

Classes for laypersons are offered, usually on Thursday evenings, during the academic year. Offerings are available for both high school and college graduates. Spouses of students are especially encouraged to enroll. Two hours of credit may be earned each semester. However, students pursuing degrees in regular programs are not permitted to enroll in evening classes. See Registrar for current information.

SEMINARY YOUTH MINISTRY

For the past three years, the seminary has sponsored a specialized ministry for youth ages 13-19 of seminary students, faculty and staff members. The position of Campus Minister to Seminary Youth was established in 1979 and is filled by qualified seminary students employed by Southeastern. This ministry seeks to address the special needs of seminary youth while providing opportunities for personal growth, spiritual formation, fellowship and service to the community. Inquiries concerning this program may be directed to the Student Affairs office or to Ken Boettcher, Campus Minister for 1982-83, (556-2394).

WORSHIP

The experience of worship is at the center of Seminary life. Because of this importance, numerous worship opportunities are provided throughout the year. Chapel services led by professors, staff members, students and guest speakers are held each week, Tuesday through Thursday at 10:00 a.m. in Binkley Chapel. At designated times each semester, special lectures are also presented by prominent scholars in various fields. In addition to the regular chapel services a special evening worship for the Seminary family is held each semester. While attendance is not compulsory at any worship services, students and their families are urged to participate for the purpose of personal and community spiritual growth.

All seminary worship services are open to members of the surrounding community.

GENERAL INFORMATION RESOURCES

CAMPUS BULLETIN

The Southeastern Campus Bulletin is a weekly publication of the Student Affairs Office and is a primary means of communicating information concerning activities and events on the Seminary campus. It is made available each Friday at various locations in all of the major buildings on campus. At weekly schedule of events and notices of interest to all members of the Seminary family are included in each issue.

Anyone wishing to place a notice in the Bulletin should get the information to the Student Affairs Office, second floor, Mackie Hall by 12:00 noon each Wednesday. All written notices must be signed. Information may also be called in at 556-3101, extension 263.

CATALOG

The annual catalog, a special issue of the seminary bulletin, is prepared by the Office of Communications and is available upon request, at the Registrar's Office for prospective students, students and other interested persons. Release date: February 1 for the following year.

DIRECTORY

The office of Communications publishes the Directory each fall for the primary purpose of providing pictures and information to aid in the process of getting to know each other. Pictures of the faculty, staff and students are coupled with addresses, phone numbers, and other biographical information. In addition, a summary of basic regulations and policies is also included for quick reference. The Campus Bulletin will carry notices concerning its availability in the fall.

ENQUIRY

The Enquiry is a student newspaper, written by students for the Seminary community. Issues are published approximately once every three weeks and distributed throughout the campus. Student contributions are welcomed and should be turned in at the editor's office, second floor, Mackie Hall. Editor, 1982-83: David Fischler

OUTLOOK

The Outlook is a bi-monthly, general interest magazine, published by the Office of Communications for students, alumni and other friends of Southeastern Seminary. The information contained in it is of interest to all members of the Seminary family. Copies are mailed to alumni, trustees, denominational leaders and other friends of the seminary.

SWITCHBOARD OPERATOR

The switchboard is located at the main entrance of Stealey Hall and serves as the primary communications center for the campus. In addition to coordinating the telephone service, the operator also has access to general information concerning campus offices as well as the addresses, phone numbers and class schedules of students. Emergency messages may be transmitted to students in class by way of the operator. The switchboard is open Monday - Friday from 7:30 a.m. - 10:30 p.m. and on Saturday from 9:00 a.m. - 4:00 p.m. during regular semesters. To reach the switchboard while on campus, dial "0". Off campus, dial 556-3101.

ORGANIZATIONS AND OPPORTUNITIES FOR PARTICIPATION
IN STUDENT LIFE

F.O.C.U.S.

F.O.C.U.S. mean Fellowship of Christians United in Service. A volunteer ministry, F.O.C.U.S. is designed to provide a ministry to churches in need of a special emphasis weekend, day or service. F.O.C.U.S. provides a place for practical experience in ministry for Southeastern students and an outreach from the Seminary. Each program, which is adapted according to needs of the particular church and the gifts of team members, is designed to provide for fellowship, teaching, preaching, worship, evangelism, and ministry. Organized and developed by students, F.O.C.U.S. is open to all students who wish to be involved in this ministry. F.O.C.U.S. works in cooperation with the Formation in Ministry Office.

STATE ORGANIZATIONS

Students from states represented on campus often form organizations to promote fellowship and to provide a setting for sharing mutual concerns and interest among those from the same state. Past organizations have included groups from South Carolina, Georgia, Florida, Virginia, Alabama, and Tennessee. Students interested in forming organizations for other states may obtain assistance from the Student Affairs office. Meetings are announced in the Campus Bulletin.

STUDENT COUNCIL

The Student Council is an elected body of students that seeks to minister to the needs of the Seminary family. Programs to foster personal, family and community growth are implemented through various kinds of religious, social and educational opportunities. The Council shares responsibility for all projects but Committee work allows for concentration in specific areas. For a more extensive description of the organization and its involvement in Seminary life, see Appendix B.

SEMINARY WIVES FELLOWSHIP

The Seminary Wives Fellowship is an organization which responds to the unique needs of seminary wives. Through small group fellowships, special events, missions awareness and out-reach opportunities, the organization seeks to help seminary wives prepare themselves as partners in ministry. As a part of this growth, the Esther Adams Seminars are sponsored throughout the year. Meetings are announced through flyers and the Campus Bulletin. President: Judy Pettit.

SOUTHEASTERN BLACK THEOLOGICAL FORUM

The Southeastern Black Theological Forum was formed to stimulate Black awareness on campus. Through regular meetings and the sponsorship of special programs the organization seeks to improve the academic and social quality of life and to promote a consciousness of caring in a way that is informative and beneficial to the Southeastern Seminary community.

SONS AND DAUGHTERS OF THE PROPHETS - Currently inactive

PERSPECTIVES IN MINISTRY - Currently inactive

FORMAL RECOGNITION OF STUDENT ORGANIZATIONS

Student groups seeking to organize on campus must be formally recognized by the Student Council. Formal recognition allows organizations to use seminary facilities, to be listed in seminary publications and to request funds through the seminary. To receive formal recognition, groups must submit the following in writing to the Student Council:

1. A concise statement describing the purpose of the organization.
2. A proposed organizational structure including officers, committees and advisors.

All decisions regarding the recognition of student organizations are subject to review and approval by the seminary administration. Questions concerning student organizations should be brought to the Student Affairs office.

Appendix A

THE LIBRARY: A BRIEF GUIDE

DENNY LIBRARY BUILDING
SOUTHEASTERN BAPTIST THEOLOGICAL SEMINARY

Wake Forest, North Carolina

1982-83

1950

THE UNIVERSITY OF CHICAGO

PHYSICS DEPARTMENT
SOUTH LEBLANC HALL, CHICAGO, ILL.

RECEIVED

1950

THE LIBRARY: A BRIEF GUIDE

This brief guide is intended primarily to help you get acquainted quickly with the Library and what it has to offer. It may also serve as a convenient source of reference for certain facts regarding library services. This guide is not, however, a substitute for The Library Handbook, which contains the more detailed information and guidance essential to your using the Library successfully and responsibly.

A genuine welcome awaits you in the Library! If you are married, we also invite your spouse and high school age children to register for "guest-user" privileges.

HOURS OF OPERATION

Academic Sessions (except as noted below for holiday periods):
Monday, 8:00 a.m. to 10:30 p.m.; Tuesday through Thursday, 7:45 a.m. to 10:30 p.m.; Friday, 7:45 a.m. to 8:30 p.m. (to 7:00 p.m. during summer school); Saturday, 9:00 a.m. to 4:30 p.m.

Audiovisual Center hours are somewhat less than the above schedule. A schedule will be posted.

Holiday Periods and Between Sessions: Monday through Friday 8:00 a.m. to 4:30 p.m. except closed New Year's Day, Good Friday, Memorial Day, Thanksgiving Day and the day following, Christmas week, and usually the second week following Graduation. Any modifications will be announced well in advance.

BUILDING: FINDING YOUR WAY

Entrance/Exit: Across patio on north side of Stealey Hall. Entry and all normal exit through glass doors. Exterior doors in stairwells are for emergency use only.

Getting Where You Want To Go: The sections which follow, together with The Library Handbook, will begin to develop an awareness of what is in the Library and why you might want to get to it. To enable you to find your way, layout sketches (maps) are provided in The Library Handbook in addition to signs and other maps at frequent locations in the building.

Use of the elevator is restricted to staff and to persons who are physically unable to use the stairs.

LIBRARY MATERIALS

Circulating Book Collection (2nd floor): Two separate groups, one arranged according to the Union classification, the other according to the Library of Congress (LC) classification (used since August, 1973). Call numbers derived from each classification are distinctive in format; you will learn to copy them carefully from the catalog cards and to identify them as Union or LC. For checkout, present books and your ID card at the Circulation Desk. Return books to the Circulation Desk (return slot) when Library is open; use through-the-wall book depository on loading dock (toward Johnson Dorm) only when Library is closed.

Course-Reserve Collection (Circulation Desk): Lists of materials (generally books) for particular courses maintained at Circulation Desk. Materials requested from and returned to Circulation Staff.

Reference Collection (1st floor, Reference Dept.): Arranged by LC subject classification. Call numbers (from card catalog) have prefix "Ref." Use only in Reference area of Library.

Periodicals Collection (1st floor, Reference Dept.): Magazines, newsletters, scholarly journals received periodically. Current issues shelved in section adjacent to stacks containing back issues. Use only in nearby area of first floor. Indexes to periodical literature are on special tables in Reference area, as is a listing of periodicals in our collection.

Audiovisuals Collection (1st floor, AV Center): Films, filmstrips, slides, records, tapes, etc. for use in Library, classroom, or off campus. Materials and equipment for their use may be reserved in advance. Rental fees are charged for off-campus use of equipment.

Microforms Collection (1st floor, Reference Dept.): Microfilm, microfiche, and microcards containing complete texts of large numbers of valuable books, periodicals, and other documents. Access to most materials is through special bibliographies rather than through the card catalog.

Pamphlets and Papers (1st floor, Reference Dept.): Pamphlets, papers, clippings on subjects of interest kept either in file cabinets (Vertical File) or in pamphlet boxes.

Church Curriculum Materials (2nd floor, upper level):
Current church program and curriculum materials from the Southern Baptist Convention. Materials are to be used only in the Curriculum Center, which is managed by the Reference Department.

Baptist Association and Convention Annuals: Current issues in Reference area. Back issues are available on second floor, with staff assistance.

Newspapers and Popular Magazines (1st floor, near entrance): Convenient reading area includes latest issues of Baptist news publications, several daily and Sunday newspapers, and the latest issues of several popular magazines.

College and Seminary Catalogs (1st floor, Reference Dept.): Recent catalogs from many colleges, universities, divinity schools, and theological seminaries are available.

SERVICES AND FACILITIES

Reference Department: Seek assistance from Reference Staff in use of the card catalog, periodical indexes, other bibliographies, reference collection, microforms, vertical files, pamphlets in boxes, Church Curriculum Center, Baptist annuals. Assistance given in information searches, including resources outside this library.

Circulation Department: In addition to checking circulating materials out and in at the Circulation Desk, you may ask there for general information and assistance regarding the Library, and, in particular, you should consult the Circulation Staff regarding searches for books not found on the shelves, use of the typing rooms, interlibrary loan service, guest-user privileges for family members, and any questions pertaining to your own borrowing privileges.

Interlibrary Loan Service: Materials which are needed for research and not owned by the Library may in many cases be borrowed from another library. Requests may be made at the Circulation Desk or at the Reference Desk.

Audiovisual Department: You will find in the audiovisual collection many resources for study and enjoyment. The AV Department provides for their use in the AV Center, in the Library Auditorium, in classrooms and other campus facilities, and in your home or church. Services provided for modest fees include the lending of equipment for off-campus use and the reproduction of some sound recordings on cassettes.

Intercom Phones: Located on both the second and the third floors, these wall-mounted phones enable you to communicate with staff persons.

Copier Service: Located on the first floor across from the AV Center are copiers which serve both library users and the library staff. Please give careful attention to the policy and procedures for the use of this service, and follow them precisely.

Typing Rooms: Three typing rooms--one on second floor, two on third floor--are furnished with typewriters for personal use. Request a key at the Circulation Desk.

Group Study Rooms: Rooms on second and third floors enable two or more persons to study without others being disturbed by low-volume conversation.

Graduate-Student Carrels: Students in either the Th.M. or the D.Min. programs may apply for an assigned carrel on the third floor. See the Secretary to the Librarian.

A FEW THINGS THE LIBRARY DOES NOT HAVE

The Library does not have:

- any area in which you may smoke.
- any area in which you may consume food or beverages.
- a public telephone (one is available on the first floor of Stealey Hall, just a few yards away).
- any policy or procedure that is not considered necessary in order for the Library to meet its responsibility to the entire seminary community (which, of course, requires that individual freedom be limited in some ways). Nevertheless, your suggestions for changes will be welcomed.
- patience, understanding, or tolerance in dealing with those seminarians who, failing to exercise Christian responsibility, are inconsiderate of the needs of others or elevate self-interest to the point of abusing either library materials or library policies and procedures.

Appendix B

STUDENT COUNCIL INFORMATION

1982-83

Officers, Committees, Constitution

Southeastern Baptist Theological Seminary

Appendix B

STUDENT COUNCIL INFORMATION

1982-83

Officers, Committees, Constitution

Southeastern Baptist Theological Seminary

STUDENT COUNCIL

1982-83

Officers

President: Ron Wilkins

Vice President: David Morrow

Secretary: Babs Eubanks

Treasurer: John Archibald

Committee Chairpersons

Arts Committee: To be elected

Spiritual Life Committee: James Smith

Communications Committee: Christine Milam

Ethics Committee: To be elected

Off-Campus Ministries Committee: Dianne Sexton

Student Welfare Committee: To be elected

Social Committee: Lawrence Bell

Class Representatives

D. Min. Program: To be elected

Th. M. Program: To be elected

M. Div. Senior Class: Paul Raines, Jr.

*Mary Frances Thompson

Sheree Jones

M. Div. Middler Class: Mark Holland

*Jeanne Hollifield

M. Div. Junior Class: To be elected

M.R.E. Senior Class: To be elected

M.R.E. Junior Class: Mike Davis

A. Div. Senior Class:

A. Div. Junior Class:

Seminary Council Representative (not members of the Student Council):

Darrah Degnan

STUDENT COUNCIL COMMITTEES

Arts Committee

This committee shall recognize the ministries of drama, music and other worship media. They shall promote and sponsor these media forms through various programs and activities such as movies, plays, concerts, art festivals and other means.

Spiritual Life Committee

This committee shall be concerned with promoting services of worship and other meetings designed to strengthen the spiritual life of the Seminary community. In this task the Chapel Committee shall work with the Faculty Chapel Committee.

Ethics Committee

This committee shall be responsible for receiving input from the members of the seminary community regarding matters of ethical concern; for reflecting these matters to the seminary community through whatever means of communication may be deemed appropriate; and for suggesting appropriate action or response to these problems.

Off-Campus Ministries Committee

This committee shall serve as a liaison between students, churches, and other institutions in planning, promoting, and coordinating off-campus ministries. These will include tutoring programs, rest home ministries, world relief drives, and other Christian social ministries. This committee will work with local churches in developing student led programs in evangelism, drama, music, art, and worship.

Social Committee

This committee shall be responsible for the following tasks:

- 1) New Student Reception
- 2) Cooperating with the chairperson of the Mission and Ministry Conference as specified in the Student Mission and Ministry Conference Handbook
- 3) Chrismon Tree
- 4) Coordination of parties, fellowships and picnics when deemed appropriate

Student Welfare Committee

This committee shall help to provide necessary social services for the student body. It shall be concerned with housing, employment, financial and other personal difficulties of the students and their families.

Communication Committee

This committee shall be responsible for the flow of information from the Student Council to the student body and for the communication of needs of the student body to the Student Council. This shall be implemented in the following ways:

- 1) Placement and maintenance of suggestion boxes at strategic locations on campus
- 2) Sponsorship of special interest seminars according to the expressed needs of the students
- 3) Distribution and evaluation of "Needs Survey" each semester, and revision of the survey as necessary
- 4) Dissemination and explanation of information about Student Council actions through available seminary publications and other means
- 5) Communication of faculty, administrative and trustee actions to the student body
- 6) Maintenance and policing of Student Council bulletin boards in Mackie and Appleby Halls
- 7) Posting of Student Council publicity on other accessible bulletin boards and Student Council easel
- 8) Placement of notices when appropriate in Campus Bulletin and Enquiry
- 9) Working in conjunction with all other committees to provide assistance in the area of publicity.
- 10) Maintenance of supplies for publicity in Student Council Committee Room

DESCRIPTION OF FACULTY COMMITTEES

WITH STUDENT MEMBERS

Student members are appointed in the spring semester.

1. Academic Policy and Procedure - This is an advisory and study committee on academic policy and procedure with special attention to curriculum, credits, requirements, and schedules. Four student members represent the Associate, M.R.E., M.Div. and Th.M. programs.
2. Chapel - This committee prepares the chapel schedule and cooperates with the Committee on Convocations, Lectures and Missionary Days. Two student members.
3. Convocations, Lectures and Missionary Days - This committee, in consultation with the President, secures speakers for Missionary Days, Convocations, Special Lectures and Commencement (Sermon and Address). This includes plans for academic regalia and procession at Fall Convocation and arrangements for local transportation of guests. In the event that special printed programs are needed, copies are submitted to the Office of Communications three weeks prior to date of event. This committee is also responsible for establishing dates of missionary emphasis for publication in the Catalog. Three student members.
4. Graduation and Commencement - Plans and supervises all procedures essential to an orderly commencement and graduation. Two student members.
5. Student Discipline - This committee handles matters of student discipline by serving as part of the Judicial Process Organization. Three student members.
6. Library Committee - This committee works with the Librarian in an advisory capacity on decisions regarding library services and library resources. Four student members represent the Associate, M.R.E., M.Div. and Th.M programs.

The new Faculty Committees begin their terms May 31.

CONSTITUTION OF THE STUDENT COUNCIL

SOUTHEASTERN BAPTIST THEOLOGICAL SEMINARY

Prologue

We the students of Southeastern Baptist Theological Seminary, in order to provide communication between Administration and students, Faculty and students and students and students; to establish rules of order and to equally promote the general welfare of all students establish this Constitution for the Student Body of Southeastern Baptist Theological Seminary.

Article I-Name

The co-ordinating organization of the Student Body shall be called the Student Council of Southeastern Baptist Theological Seminary.

Article II-Purpose

It shall be the purpose of the Student Council to: (a) promote the general welfare of all students, (b) stimulate participation on campus and off-campus activities and ministries which are vital for the total well-being of students and their communities and (c) assist the Faculty and Administration at all times in the planning, preparation, and execution of those activities which require the co-operation and support of the Student Council.

Article III-Membership

Section 1. Officers of the Student Council

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer

Section 2. Representatives

- a. One representative from the D.Min. degree program
- b. One representative from the Th.M. degree program
- c. M.Div degree program
 - (1) Three representatives from the senior class
 - (2) Three representatives from the middler class
 - (3) Three representatives from the junior class
- d. M.R.E. degree program
 - (1) One representative from the senior class
 - (2) One representative from the junior class

- e. Associate degree program
 - (1) One representative from the senior class
 - (2) One representative from the junior class

Section 3. The Committee Chairpersons

Elected chairpersons of the constitutional standing committees.

Article IV

The Executive Committee of the Student Council

Section 1. Purpose

The purpose of the Executive Committee shall be to serve as a forum to ascertain which proposals justify further consideration by the Student Council, and to submit recommendations concerning the same to the Student Council where all final action is taken.

Section 2. Members of the Executive Committee are as follows:

- a. President of the Student Council
- b. Vice-President of the Student Council
- c. Secretary of the Student Council
- d. Treasurer of the Student Council
- e. The representative from the D.Min. or Th.M. program with the highest vote
- f. The representative with the highest vote from each class of the M.Div. degree program elected in the spring
- g. The senior representative from the M.R.E. degree program
- h. The senior representative from the A.Div. degree program

Article V-Duties

Section 1. The Student Council

The Student Council shall meet regularly, at least once a month or upon the request of two thirds of the Council members, the time and place to be decided upon by the Council, to conduct its business in accordance with the purpose of this constitution; to receive and act on recommendations from the Executive Committee and from any Council member; and to supervise the nomination and election of officers, representatives, and committee chairpersons.

Section 2. The Executive Committee

The Executive Committee shall meet at the discretion of the President of the Student Council or upon the request of two-thirds of the Committee members to determine the agenda for Student Council meetings. The Executive Committee may also upon two-thirds vote of its committee call the Student Council into session.

Section 3. Officers and Class Representatives

- a. President
 - The President shall preside over all meetings of the Student Council and the Executive Committee, be responsible for the execution of their duties, and call special

meetings as needed. The President is an ex-officio member of all committees.

b. Vice President

The Vice-President shall preside in the absence of the President or he/she may succeed to the office of President when it becomes unoccupied by the current President. The Vice-President shall serve as Parliamentarian of the Student Council. He/She shall also serve as chairperson of the Nominating Committee.

c. Secretary

The Secretary shall keep the minutes of all meetings of the Student Council and the Executive Committee, file all records of the organization, and conduct all correspondence. The Secretary, in the absence of the President and Vice-President at a Student Council meeting, shall call the Student Council to order and preside over the election of a Pro-Tem President from the Student Council for that session. Minutes of meetings shall be posted and made accessible to the Student Body one week after meetings.

d. Treasurer

Treasurer shall keep all funds and records of the same and disburse the same as authorized by the Student Council. The Treasurer in the absence of the President, Vice-President and Secretary at a Council meeting, shall call the Student Council to order and preside over the election of a Pro-Tem President from the Student Council for that session.

e. Class Representatives

Class Representatives and degree program representatives shall represent their respective classes and degree programs at the Student Council meetings. They shall have authority to call class meetings on a regular basis. They shall provide leadership in the organization and functions of their classes according to current seminary policies. They shall carry concerns of their classes and degree programs to the appropriate persons. They shall assist in communicating campus events.

Section 4. Responsibilities of Committee Chairpersons and Purposes of Committees

a. Developing Committee Responsibilities

Upon assuming office, at the first two meetings, the Student Council shall be responsible for adopting specific responsibilities for each committee. This may be accomplished in consultation with the outgoing council, committee persons and/or other available resources.

b. Responsibilities of Chairpersons

The chairpersons shall be responsible for directing the

activities of their respective committees within the context of the following purposes, and for appointing other students to assist them. Chairpersons shall be responsible for conveying their activities to the communication chairperson and to other appropriate chairpersons. Chairpersons shall be responsible for working in accord with current seminary policies and appropriate offices and committees. All committees shall meet once a month and submit written reports and recommendations to the Student Council.

c. Purposes of Committees

- (1) Communication Committee
This committee shall be responsible for the flow of information concerning the needs of the student body to the Student Council and the communication of information to the student body from the Student Council.
- (2) Arts Committee
This committee shall sponsor and promote the use of drama, music and other media in worship and special programs in the arts.
- (3) Spiritual Life Committee
This committee shall be concerned with promoting programs designed to strengthen the spiritual life of the Seminary Community.
- (4) Ethics Committee
This committee shall be responsible for receiving input from the members of the Seminary community regarding the ethics of personal and community decisions; for disseminating information on these matters to the Seminary community and for initiating appropriate action or response to these issues.
- (5) Off-Campus Ministries Committee
This committee shall serve as a liaison between students, churches and other institutions in planning, promoting, and co-ordinating off-campus ministries.
- (6) Social Committee
This committee shall develop activities which promote a spirit of fellowship and community among students, faculty and administration.
- (7) Student Welfare Committee
This committee shall sensitively investigate and appropriately respond to the personal needs of students.

c. Ad Hoc Committees

The Executive Committee shall recommend Ad Hoc committees

for specific issues that are not assigned to other committees and which have been approved by the Student Council. The Executive Committee shall define the tasks of the Ad Hoc Committees. The chairpersons shall be appointed by the President.

Section 5. Student Appointments to Faculty Committees

The Student Council shall appoint students to serve on those faculty committees which are deemed appropriate for cooperation of students and faculty. The procedure for appointment shall be as follows: The Student Council shall inform the student body as to the number of students that can serve on each faculty committee then submit their names and the names of the committees on which they desire to serve and a resumé of qualifications for those committees. The Nominating Committee shall study these requests and then submit a final listing to be approved and/or amended by the Student Council.

- a. Students shall be appointed to those faculty committees as outlined in the Statement of Purpose, submitted to the Faculty in 1968-1969 and revised thereafter.
- b. Revision by the faculty shall not have to be voted upon by the student body, but the Student Council shall be informed of changes in the spring semester when appointments are made.

Article VI-The Seminary Council

The Seminary Council shall facilitate communication within the Seminary and foster a climate of mutual interest and understanding between students, faculty and administration. It shall meet three times each semester. Special meetings of the Seminary Council may be called by that chairperson as needed and/or upon the request of two-thirds of the Council members.

Section 1. The Seminary Council shall be composed of nine members as follows:

- a. The President of the Student Council and two students elected annually by the Student Body during the spring election. The nomination of students to serve on the Seminary Council shall follow the procedure outlined in the By-Laws.
- b. The Academic Dean and two members of the faculty, elected annually by the faculty.
- c. The President of the Seminary and two administrative officers, selected annually by the Administrative officers.

Section 2. The chairperson of the Seminary Council shall be chosen by the Seminary Council from its membership.

Article VII-Amending the Constitution

The Constitution may be amended by a two-thirds majority vote of those students voting, provided such amendments have been introduced and approved in a meeting of the Student Council and have been publicized at least two weeks before a vote is taken.

Article VIII-Adopting the Constitution

This Constitution shall be considered to be in effect upon a two-thirds majority vote of those students voting, provided the constitution has been introduced and approved in a meeting of the Student Council and has been publicized at least two weeks before a vote is taken.

Article IX-Enquiry Editor Selection and Dismissal

The Enquiry editor is selected by the outgoing Student Council following the spring semester elections. Interested students may submit resumes to the nominating committee during the week following the spring elections. Following a review of the recommendations of the nominating committee, the Student Council shall select an editor to serve a one year term to begin at the close of the spring semester. The editor shall not be a member of the Student Council. A two-thirds majority vote of the Student Council shall be necessary to dismiss the editor.

BYLAWS

Article I-Nomination of Officers

Section 1. Nomination of officers, class representatives, chairpersons, and Seminary Council members shall take place at least five weeks before the spring semester ends. Nominations shall be made under the following provisions:

a. The Vice-President of the Student Council shall appoint a nominating committee the composition and procedure of which are to be as follows:

- (1) A nominating committee shall handle all elections and recommend appointments to faculty committees for the coming year.
- (2) The Committee is to be composed of three Student Council members (including the Vice-President) and three non-Student Council members. Their names shall be published upon appointment for the information of the student body.
- (3) The first Nominating Committee meeting shall be announced by the Vice-President in the campus publications three (3) weeks prior to the meeting to enable students to express to the Committee members via resumes their interest in running for various offices.
- (4) The Committee shall examine the eligibility of applicants and determine whether or not resumes are in order.

- (5) The Nominating Committee shall post the slate of candidates for the officers, chairpersons, and class representatives immediately after the close of nominations at least two weeks before the elections.
 - (6) A petition of nominations may be submitted to the Nominating Committee on the initiative of any member or members of the student body, under the following stipulations.
 - (a) Such petitions must contain the signatures of twenty-five students.
 - (b) Such petitions must be presented to the Nominating Committee within one (1) week following the posting of the list of candidates submitted by the Nominating Committee.
 - (c) When additional nominations are received the Nominating Committee shall post a revised list including the names of all students who are candidates for each office. This shall be done at least one (1) week before the election.
 - (7) The Nominating Committee shall provide a forum for the candidates for Student Council offices as designated in Article 1, Section 1 of the By-Laws to present themselves to the students.
- b. Qualifications of candidates for officers, representatives and chairpersons for the spring elections.
- (1) All candidates shall be currently enrolled, fulltime students in good standing with Southeastern Seminary.
 - (2) Candidates for President shall be seniors as of the beginning of the fall semester of the year in which they may serve and may be from the M.Div, M.R.E. or A.Div programs or a member of the Th.M or D.Min. programs.
 - (3) Candidates for Vice-President shall be seniors or middlers in the M.Div. program, or seniors in the M.R.E. or Associate programs.
 - (4) Candidates for Secretary, Treasurer, and Committee Chairperson shall be any currently enrolled student.
 - (5) Candidates for class representatives shall be members of their respective classes as of the beginning of the fall semester of the year in which they may serve.
- c. Nominations and elections shall be held in the fall to fill positions remaining after the spring semester elections.
- (1) The Nominating Committee shall examine the eligibility

of applicants and determine whether or not resumes are in order.

(2) The Nominating Committee shall post this slate of candidates and provide for a petitioning period in accordance with Article I, Section 1, sub-paragraphs (3) and (6) of these By-Laws.

(3) Nominations shall be posted at the end of the fourth week of school in the fall at least two weeks before the elections.

Section 2. No one shall nominate a candidate for any office without receiving prior permission from the student.

Section 3. No student shall be nominated for more than one office.

Article II-Election of Officers

Section 1.

The election of officers, chairpersons, and representatives shall take place a minimum of two weeks and a maximum of three weeks following the posting of nominations. The voting shall take place on two consecutive school days as agreed upon by the Nominating Committee and the Student Council.

a. The voting shall be by secret ballot and as follows:

(1) All students who are eligible to vote shall cast votes for the President, Vice-President, Secretary, Treasurer, Committee Chairpersons, and two members to the Seminary Council.

(2) Only those students in each corresponding rising or incoming class shall vote for their respective representatives. Each student shall vote for as many candidates as there are representatives to be elected from his/her class.

b. The election of officers and chairpersons shall require a majority of votes cast. The election of class representatives shall require a plurality of votes.

Section 2.

In the case of the necessity of a run-off for an office or committee chairperson position, the two candidates receiving the highest number of votes cast shall be voted upon the following week. There shall be one day of voting with the plurality of votes as the deciding factor.

Section 3.

The election in the fall shall adhere to the above sections and clauses that shall control the election of those representatives.

Article III-Voting Eligibility

For all Student Council elections, student voting eligibility shall be determined by a student being registered for at least eight semester hours in the basic degree programs. Th.M and D.Min students must be enrolled for the current semester.

Article IV-Filling Unexpired Terms

Section 1.

In the event that a position becomes vacant in the Student Council prior to the fall election, the position shall be announced and filled by an election to be held concurrently with the fall elections.

Section 2.

The nominating committee shall adhere to Articles I and II of these By-Laws to fulfill that position.

Section 3.

In the event that a position becomes vacant following the fall election, the vacancy shall be filled by appointment by the nominating committee with the approval of two-thirds of the Student Council at its regular meeting. The appointee shall have full voting privileges.

Article V-Term of Office

Section 1.

The spring installation of incoming officers, chairpersons, and representatives shall take place within three weeks of their election. The outgoing Student Council shall arrange for the installation.

Section 2.

Following the spring election the official duties of their office shall be turned over to them by the outgoing Student Council at the first meeting of the Student Council following the election. The outgoing Student Council shall make adequate provision to fulfill the obligations of actions taken prior to this time. Under no circumstances shall the new Council be responsible for actions or programs of the previous Council except by specific vote of the new Council. Funding for actions or programs initiated by the previous Council shall not extend beyond this date except by specific vote of the new Council.

Section 3.

In the event that a class representative, chairperson or officer of the Student Council should terminate their enrollment as a full-time student, his/her resignation shall be assumed and appropriate action taken in accord with Article IV, 1 or IV, 3 of the By-Laws.

Articles VI-Meetings and Quorum

Section 1.

The meetings of the Student Council are open to all members of the student body, faculty and administration. The Student Council may call for a vote to close doors but only for a specified time to transact the necessary business.

Section 2.

To transact business, a quorum shall be a simple majority of student council members. The Executive Committee must have a quorum to transact business and it shall be a simple majority.

Section 3.

Attendance requirements for members shall be determined by the Council following the Fall elections.

Article VII-Budget and Fiscal Arrangements

Section 1.

Funding for the Student Council shall be provided through the usual budgeting process of the seminary. Additional funds may be acquired through special projects or programs in accord with current seminary policies. Use and disbursement of funds shall be the responsibility of the Student Council.

Section 2.

The Student Council fiscal year shall begin and end with the first meeting of the new Student Council in the spring semester. Since this does not coincide with the seminary's fiscal calendar, 1/6 of the current seminary budget for the Student Council shall be provided for the incoming Council until additional funding is available in the new seminary fiscal year.

Article VIII-Rules of Order

Robert's Rules of Order, revised shall govern in all cases where applicable and where not inconsistent with the provisions of this constitution.

Article IX-Amending the By-Laws

The By-Laws may be amended by a two-thirds majority vote of those students voting, provided such amendments have been introduced and approved in a meeting of the Student Council and have been publicized at least two weeks before a vote is taken.

Article X-Adopting the By-Laws

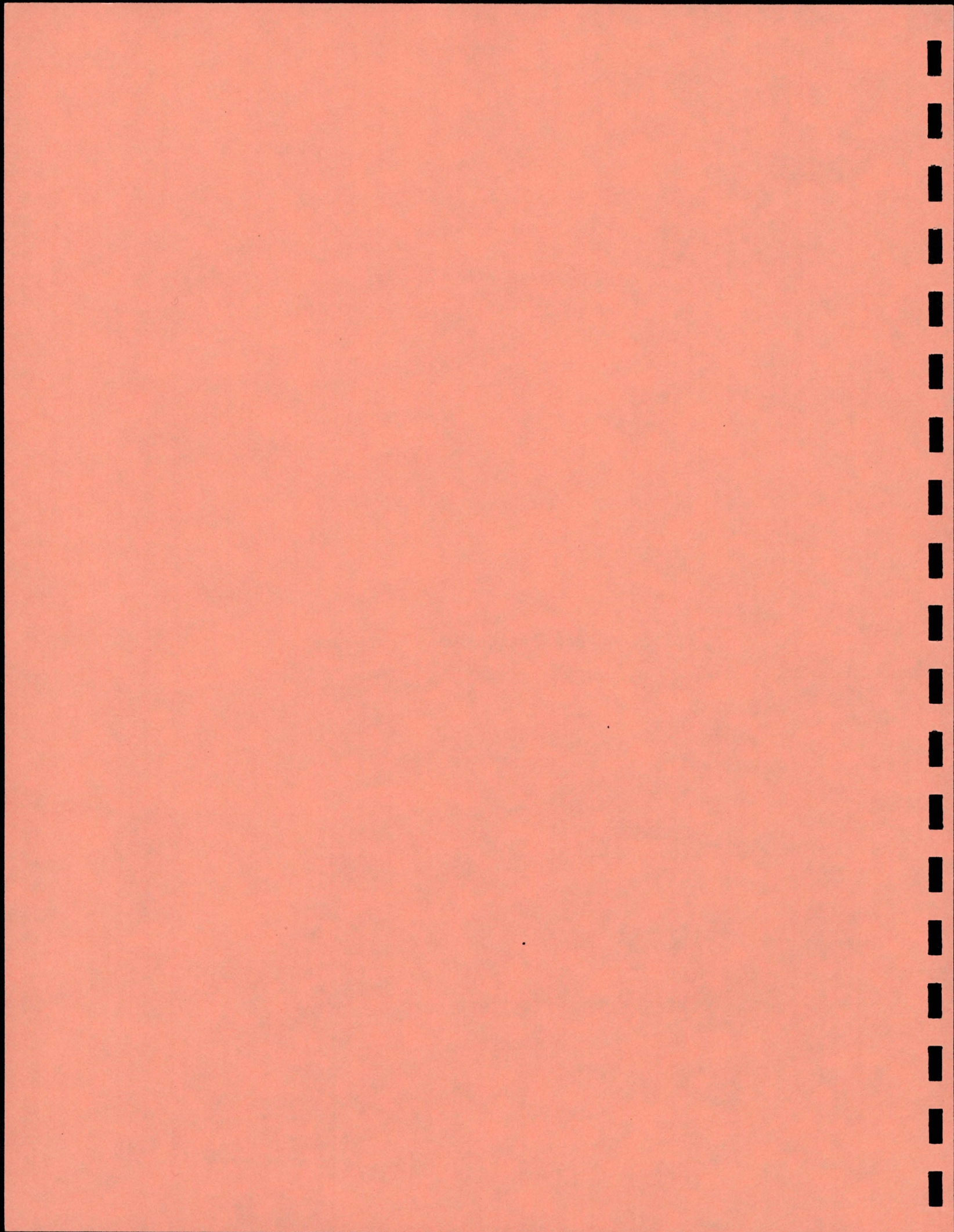
The By-Laws shall be considered to be in effect immediately upon a two-thirds majority vote of those students voting, provided said By-Laws have been introduced in a meeting of the Student Council and have been publicized at least two weeks before a vote is taken.

Appendix C

RECREATION AND ATHLETIC
PROGRAMS AND FACILITIES

Policies, Regulations and Procedures
1982-83

SOUTHEASTERN BAPTIST THEOLOGICAL SEMINARY
Wake Forest, N. C.



Southeastern Seminary has recreational facilities which provide for a variety of athletic and activities programs for all members of the Seminary family. Recreation is considered a vital part of the development of the total person at Southeastern. It is felt that one's spiritual and emotional growth can be positively influenced by regular, physical activity. Because of this, all members of the Seminary community are encouraged to take part in the various recreation and athletic opportunities offered throughout the year.

Because the recreation facilities vary in size and in the number of people that each can accommodate, certain policies and regulations have been adopted for each facility in an effort to meet the needs of students and to make the facilities conveniently accessible to the largest number of people. These are provided below in the section on "Policies, Regulations and Procedures." The Seminary reserves the right to alter any schedules as needs and conditions may indicate.

RECREATIONAL FACILITIES

Southeastern's recreational facilities include the following:

Gym: Gore gymnasium, one of the largest buildings on campus, is located at the corner of N. Wingate and West Avenue at the main entrance to the campus. The building was built for Wake Forest College when it occupied this campus. The first floor contains offices for the athletic director, equipment storage areas and a full size basketball court. Located in the basement area are showers and dressing rooms; a weight room; ping pong tables and two handball-paddleball courts. Equipment available in the gym includes basketballs, volleyballs and nets; paddleballs and raquets; softballs, bats and bases; footballs; tumbling mats and weights.

Athletic Field: The athletic field is located off of West Avenue behind the Seminary apartments on Rankin Court and Judson Drive. The field provides a large playing area to accommodate both the football and softball intramural programs as well as free play use.

Tennis Courts: The Seminary owns and maintains five tennis courts located on N. Wingate across from the heating plant.

Recreation Room: A Recreation Room is provided on the second floor of Mackie Hall, primarily for the use of Seminary students. The "Rec" room provides lounge areas in addition to two ping pong tables, a billiard table, bumper pool table and table games such as chess, checkers and Rook.

Pascal Golf Course: Pascal Golf Club is a nine hole course located off of Stadium Drive in Wake Forest. Through a special arrangement with the club, students, faculty and staff members of the Seminary receive reduced rates on daily greens fees. The present charges are \$2.50 on weekdays and \$3.50 on weekends.

POLICIES, REGULATIONS AND SCHEDULES

Each facility is governed by its own policy based on variations in size, available equipment and the number of people which can be adequately accommodated. In addition, I. D. and activities cards are required in the use of recreation facilities. Students may use the I.D. issued to them when they enroll. Spouses and children of students will need to obtain an activities card. Seminary students and employees may obtain these for their spouses and children from the Director of Student Affairs office, second floor, Mackie Hall. Cards should be available for presentation at all times since they are often required for access to a facility or to check out equipment.

GYM POLICY AND REGULATIONS

The gym is open on the following schedule:

	<u>Regular Session</u>	<u>Summer School</u>
Monday	2:00-6:00, 7:00-9:00 p.m.	Students or staff may check out keys for 2 hours between 8:00-4:30, Monday-Friday from Student Affairs Office.
Tuesday	2:00-6:00, 7:00-9:00 p.m.	
Wednesday	2:00-5:00 p.m.	
Thursday	2:00-6:00, 7:00-9:00 p.m.	
Friday	2:00 p.m. - 5:00 p.m.	

All schedules are subject to revision. Advance notice will be made of any changes.

The gymnasium facilities are provided primarily for the use of Seminary students, faculty, staff and their families. However, under certain conditions guests of individual participants and the seminary or non-sponsored guests may use the facilities as indicated below.

ADMISSION POLICY

Admission to the gymnasium facilities is controlled by means of a sign-in sheet and the use of valid I.D. cards. There are four classifications of participants.

- a. Regular - Regular participants are those who have a valid Seminary I.D. card. The families of students, faculty and staff are required to obtain an "activities card" from the Athletic Director or the Director of Student Affairs. Children 9 years of age and younger will not be required to have an "activities card," but must be accompanied by their parent(s) or an adult who is responsible for them.
- b. Guests - Out of town, overnight guests of faculty, staff or students may use the gym facilities provided they have obtained a temporary I.D. card from the Director of Student Affairs office. Participants must be over nine years of age or accompanied by their parent(s) or an adult who is responsible for them.

- c. Non-sponsored guests - These are individuals not affiliated with the Seminary who may use the gymnasium at specified times arranged by the Athletic Director and the Director of Student Affairs. These participants must be over nine years of age and are required to be properly registered and present valid guest gym I.D. cards. These individuals will be admitted only on a first-come basis and within the maximum number allowed at designated times. Guest I.D. cards must be renewed at the beginning of each academic year and an annual fee of \$2.00 will be charged.
- d. Church groups related to a Seminary student's ministry may reserve use of the facilities as time and space are available. The group or its sponsor must assume payment for utilities and supervision during scheduled hours according to the prevailing rate of charges. Groups planning to use the gym should submit, at least a week in advance, a description of the activities planned for approval and scheduling by the Director of Student Affairs. Approved groups with adult supervision will not be required to have individual gym passes (see below). Those responsible for the group must sign a release-from-liability form for the group.

REGISTRATION PROCEDURE

1. Regular participants (as defined above) may use the gym facilities by presenting a valid Seminary I.D. and properly signing in.
2. Children and spouses of Seminary students, faculty and staff are required to register and children must provide proof of parental permission through a completed form. A card will be issued and must be presented each time the gym is used. Children nine years of age or under will not be required to have a card, but must be accompanied by their parent(s) or an adult who is responsible for them.
3. Out of town, or overnight guests of Seminary students must obtain a temporary gym I.D. card by being properly registered in the Director of Student Affairs' office, second floor, Mackie Hall or by the Athletic Director.
4. Non-sponsored guests must be properly registered by the Athletic Director. This requires a written form stating the parents' responsibility and permission (not required if 18 or over), a form releasing the school from liability in case of accident, and a completed gym I.D. card.

GYM USE POLICY

1. The gym facilities are provided primarily for Seminary students and they are thus given priority in every consideration.

2. Seminary students, faculty and staff will be responsible for the conduct of their guests.
3. Intramural sports requiring the use of the gym facilities shall have priority over other activities. In extreme cases or where prolonged conflicts exist, attempts will be made to establish a more accommodating schedule.
4. At least one-half of the gym floor will be available for free play. If there are programs requiring use of the entire floor, these are to be announced at least two weeks in advance.
5. A number shall be established and posted at the gym entrance which will indicate the maximum number of people who can be adequately supervised and accommodated in the gym. The Athletic Director (or those in charge) will establish and maintain this number. Individuals will be admitted on a first come basis until the maximum number is reached.
6. All equipment must be signed out and in with the Director or those in charge. Equipment check-out must be done with I.D. cards. The I.D. card is to be left with the Director and may be claimed when the equipment is returned.
7. Tennis shoes are required on the gym floor.
8. Anyone who continually demonstrates an unsportsmanlike attitude; an uncooperative spirit or abuses any equipment or the facilities will be asked to leave the premises. A continuation of these attitudes will result in a permanent loss of gym privileges.
9. At hours (between 8:00 a.m. and 4:30 p.m., Monday - Friday) other than those listed when the gym is open under supervision, a Seminary student may sign out a key from the Student Affairs office and upon his willingness to assume responsibility for whatever activities are undertaken in the gym, can use the gym at hours other than those provided for above. The key is to be returned and signed in no later than 4:30 p.m. on the same day. Students who fail to return the key by this time or who demonstrate an irresponsible attitude in their use of equipment and/or facilities will lose key sign-out privileges indefinitely. At other hours when the gymnasium is desired, the student should contact the Athletic Director and see if it is possible for him to work out the use desired.
10. Use of the gym facilities for special programs or classes should be cleared in advance with the Director of Student Affairs.
11. "Rec Packs" are available for checkout by seminary students and staff. Each pack contains equipment sufficient to provide recreation activities for a group outing or informal gathering on campus. Included are horseshoes, badminton, croquet, soccer ball, frisbees, softball and bat. Individual pieces may be checked out as well. Individuals checking out rec packs will be held financially responsible for items which are lost or damaged. Rec packs may be checked out and returned during regular gym hours.

TENNIS COURT POLICY

Since the use of the tennis courts is largely governed by the weather, supervised court hours are seasonal. Generally, the following schedule will prevail March 15 through the end of the spring semester; during summer school terms, and from the beginning of the fall semester through November 1.

Monday - Friday	2:30 p.m. - 7:30 p.m.
Saturday	9:00 a.m. - 7:30 p.m.
Sunday	2:00 p.m. - 7:30 p.m.

The courts will be closed during inclement weather.

At times other than the above, a key may be checked out by students or staff members at the Director of Student Affairs office. The key must be checked out and returned the same day, and must not be kept over two hours. Keys for weekend use may be checked out after 3:00 p.m. on Friday and must be returned before 9:00 a.m. Monday. Persons checking out keys will be held responsible for the courts.

At the discretion of the Director of Student Affairs, the courts may be opened for general access by the seminary community.

1. The tennis courts are available for use by Seminary students, faculty and staff members, and their children.
2. Non-seminarians may use the courts under the following provisions:
 - a. As a guest of a Seminary member who is present.
 - b. No more than one court is to be occupied by a Seminary member and his visitors at one time.
3. Students, faculty and staff members may reserve courts for themselves or their children during supervised hours. Reservations are for one hour periods and may be made through the Student Affairs office. Courts not claimed within 5 minutes of the reservation time will be opened for general use. Reservations may be made one day in advance or on Friday for the weekend. All reservations should be made before the courts open for supervised hours.
4. Valid I.D. cards will be required when a positive identification is needed. Children and spouses of Seminary students, faculty and staff will need an activities I.D. card. Students should obtain these for their spouses and children from the Student Affairs office, Mackie Hall.
5. The Seminary is open to consider requests by non-seminary organizations or groups for use of the courts. All agreements will be made with the following stipulations:
 - a. that court use be at designated or pre-arranged times only (preferably at normally "slow" times).
 - b. the Seminary will reserve the right to alter any agreements should conflicts occur with normal student activities.
 - c. all agreements will be subject to review and renewal at the beginning of each seminary academic year. At no time will any agreement be valid for more than 12 months without renewal.
 - d. all agreements will be in writing.

6. No bicycles, roller skates, pets, food, drinks or other items which may damage the court surface are allowed inside the tennis court fence. No hardsole shoes are allowed. Participants should use tennis shoes.
7. Questions or concerns related to the tennis court should be referred to the Director of Student Affairs.

RECREATION ROOM POLICY

The Recreation Room is open as follows:

Monday, Tuesday, Thursday, Friday	8:00 a.m. - 4:30 p.m. 5:00 p.m. - 9:00 p.m.
Wednesday	8:00 a.m. - 4:30 p.m.

The summer schedule will be 8:00 a.m.-4:30 p.m. Monday-Friday.

All schedules are subject to revisions as needed.

Students may check out a key for times other than those listed above. Persons checking out a key will be held responsible for the recreation room and properly closing the facility after use. Keys must be returned no later than 9:00 a.m. the following business day.

The recreation room facilities are provided primarily for the use and convenience of Seminary students. In addition, limited space and equipment require that certain restrictions be maintained to insure availability for students. However, provision is made to allow use by Seminary staff members and the children of students and staff members within the following guidelines:

1. Recreation room hours will be posted in the recreation room area. Hours may be changed or adjusted by the Director of Student Affairs as needs indicate.
2. Monday through Friday, between the hours of 8:00 a.m.-4:30 p.m., the facilities are available for use by Seminary students only. Children and youth will be allowed during this time only when accompanied by their parent(s).
3. Seminary students, faculty and staff members may have guests during regular recreation room hours. While no specific limit is imposed, any number of guests exceeding more than two per Seminary student must mbe cleared in advance with the Director of Student Affairs. Seminary persons will be held responsible for the conduct of their guests.

4. Children and youth of Seminary students, faculty and staff may use the recreation room under the following terms:
 - a. After being registered by their parent(s) at the Director of Student Affairs office, and receiving an activities card. This card should be available to be presented to the supervisor when the child is not accompanied by his parent(s).
 - b. During announced or posted times for children and youth.
 - c. Between 8:00 a.m. - 4:30 p.m. Monday - Friday when accompanied by their parent(s).
 - d. They may not bring guests to the recreation room area except in special circumstances through prearrangement by the parent with the Director of Student Affairs.
 - e. Seminary students have priority in the use of the equipment.
 - f. Children 9 years of age and under must be accompanied by their parent(s) or an adult who is responsible for them.
5. Since equipment is limited, all participants should be considerate of others who may be waiting to play. Use of any of the equipment should be limited to a maximum of one hour at any one time when others are waiting.
6. Anyone wishing to use the ping pong tables must supply their own ping pong balls. These may be purchased in the Student Affairs office, or from the recreation room supervisor.
7. While it is recognized that accidental mishaps and normal wear will occur to the equipment, intentional damaging or abuse of the equipment or the facilities will not be tolerated. Participants who abuse equipment and/or demonstrate an unco-operative attitude may be asked to leave and risk the loss of recreation room privileges.
8. Inquiries concerning the recreation room should be brought to the Director of Student Affairs.



THE JUDICIAL PROCESS
FOR STUDENT DISCIPLINE

Adopted March, 1978

SOUTHEASTERN BAPTIST THEOLOGICAL SEMINARY

Wake Forest, North Carolina 27587



The Judicial Process for Student Discipline

PREAMBLE

1. The Southeastern Baptist Theological Seminary is a Christian institution whose primary purpose is to conduct a program of professional and graduate theological education designed to equip both men and women students for effective Christian leadership in church-related ministries and other areas where advanced theological training is required.

This purpose assumes a community in the world but not of the world. The distinguishing factor is commitment to the vocation of the Christian ministry which signifies not only the role of a Christian but also the role of a professional minister of the Gospel of Jesus Christ.

The Southeastern Baptist Theological Seminary, however, is a denominational institution in the sense that the vocation of its faculty, staff, and most of its students and graduates is within the Southern Baptist Convention. Further, the institution is created and sustained by the Southern Baptist Convention. The Southern Baptist Convention has covenanted to provide tuition free education for the students at Southeastern Baptist Theological Seminary. Therefore, it is reasonable for those who are a part of Southeastern Baptist Theological Seminary to respect the behavioral standards which are normative for a Southern Baptist minister.

The covenantal relationship is evident in certain Biblical principles, including "All things are lawful, but all things are not helpful. All things are lawful, but all things do not build up". (I Corinthians 10:23, cf 6:12). "Therefore, if food is a cause of my brother's falling, I will never eat meat, lest I cause my brother to fall". (I Corinthians 8:13). The recognition of the covenantal relationship which exists between the Southern Baptist Convention and Southeastern Baptist Theological Seminary also recognizes that the issue of intrinsic rightness or wrongness of certain conduct may be broader than the question of what is acceptable for a member of the seminary community.

This discipline policy is established and published to provide for fairness in dealing with issues which may arise and also in order that the student might have the basis for fair treatment in the event a discipline procedure is initiated.

2. The Appeals Council and the Judicial Committee described below will deal with cases of unacceptable behavior in the part of students at the Seminary.

3. Disciplinary action may result whenever students are involved in the violation of the personal or property rights of others, or in behavior which is not acceptable in the Seminary community. The following conduct is unacceptable in the Seminary community and is subject to disciplinary action:
 - a. Academic misconduct such as plagiarism, or cheating
 - b. Use or possession of beverage alcohol or illegal drugs on Seminary property
 - c. Homosexual behavior or heterosexual misconduct
 - d. Intentional and flagrant neglect of financial obligations
 - e. Giving false information or altering records
 - f. Theft or abuse of personal or Seminary property
 - g. Neglect, disregard or breach of established Seminary policies regarding the use of the Library (as stated in The Library Handbook or other written Library policies), or housing (as stated in written dormitory regulations and housing lease agreements), or other Seminary facilities.
4. The intention of the Appeals Council and the Judicial Committee is to make all of its discipline transactions with students occasions for learning, personal growth, and professional development. The welfare of the student as well as the welfare of the Seminary community will always be prime concerns.
5. Students involved in civil infractions are accountable to civil authorities, but may also be subject to discipline by the Seminary.
6. Prompt and decisive action is required in cases which involve disciplinary procedures. Therefore, the President may issue at once an automatic suspension to a student charged with an offense pending a full investigation of the matter and referral for due process.

I. ORGANIZATION

1. Appeals Council: This Council shall be composed of two members of the Student Council Ethics Committee (chairperson plus one member); faculty and student members of the Student Discipline Committee; and the Assistant to the President for Student Development. They shall function as a single coordinate Council selecting their own chairperson and secretary. The Assistant to the President for

Student Development shall serve as temporary chairperson until Council officers have been chosen. All Council members shall designate alternates in the event that they are absent from campus when a meeting must be scheduled. Five members present shall constitute a quorum.

2. The Judicial Committee is a special sub-committee of the Appeals Council. It is composed of the chairperson of the Student Council Ethics Committee; the chairperson of the faculty committee on Student Discipline; and the Assistant to the President for Student Development who will serve as chairperson.

II. PROCEDURES

1. In an attempt to make this a truly responsible and redemptive community, it is expected that students, faculty, administration and staff will jointly accept the responsibility of reporting such actions as may be deemed to be unacceptable, unethical, and/or detrimental to a Christian academic community.

Anyone witnessing what he believes to be an infraction, whether involving civil infractions or conduct unacceptable to the Seminary community, is to take the following steps should he desire to report the matter:

- a. The witness shall report the alleged infraction to the appropriate Seminary personnel (faculty member, administrative officer, etc.).
 - b. With or without the accompaniment of the consulted Seminary personnel, the witness shall confront the accused with his knowledge of the alleged infraction and his intentions and actions with regard to the matter.
 - c. If, after such confrontation it is felt by the witness and/or the previously consulted Seminary personnel that disciplinary action may be called for, the alleged infraction will be reported to the Assistant to the President for Student Development.
2. The Assistant to the President for Student Development will collect preliminary data on the case and will conduct an interview with the student(s) involved: (a) to review the charges and (b) to interpret the Judicial Process for Student Discipline including the student's right of appeal.
 3. Should the Assistant to the President for Student Development decide that further investigation or action is necessary, the

full Judicial Committee will be assembled for a hearing in which the student or students involved are present. (Cases of emergency are dealt with in Item III below).

- a. The hearing will include presentation of evidence, including the accused student's statement of facts regarding the case, and questioning of evidence.
 - b. The Committee will review the data and make a decision.
 - c. The student will then hear a statement of the decision of the Committee.
 - d. The student involved shall have seven days in which to decide whether to accept the recommendation of the Committee as a final decision in his case; should he do so, further steps in the disciplinary process will be unnecessary.
 - e. If the student wishes not to accept the decision of the Committee, the Committee's recommendation will be forwarded to the Appeals Council for review.
4. Students under review by the Appeals Council shall have the right to be present, accompanied by counsel (if desired), and to speak at the hearing. They may hear and examine evidence presented against them at the hearing, may question witnesses, and present evidence by witness or by affidavit if a witness is unable to attend. The meeting will be open only to the Council, the student under review, and witnesses as they are needed.
 5. All actions of the Judicial Committee and the Appeals Council shall be implemented by the Assistant to the President for Student Development and/or the President with written notice supplied to students under review.
 6. Appeal from the decisions of the Appeals Council may be made to the President as the Chief Administrative Officer by submitting written notice to the Assistant to the President for Student Development within seven days of the notification regarding the Appeals Council action.

III. EMERGENCY DISCIPLINE ACTION

In cases of emergency, as determined by the President (or acting President), arising from any action which threatens physical injury, property damage, the destruction or disruption of teaching, worship, or administration, the President (or acting President) shall have the power to take whatever immediate action he deems necessary to return the campus to normalcy. Any disciplinary action of students arising out of emergency shall be referred to the Judicial Committee which

will follow the usual procedures of discipline as spelled out previously in this document.

IV. DISCIPLINARY ACTIONS

1. Categories of disciplinary action

- a. Reprimand
 - (1) Private reprimand
 - (2) Private reprimand with probation
 - (3) Public reprimand
 - (4) Public reprimand with probation
- b. Requested Withdrawal
- c. Suspension
 - (1) Private suspension
 - (2) Public suspension
- d. Expulsion

2. Interpretation of Disciplinary Actions

Private: A disciplinary action may be private (e.g. if the offense was committed in private and affected only a few individuals).

Public: A disciplinary action may be public (e.g. if the larger community needs clarification that a public act has been judged impermissible). Public notice is served by placing a statement of the disciplinary action on a bulletin board.

- a. Reprimand (censure). A reprimand is suitable in instances where the degree of the offense does not warrant separation but does indicate the need for a formal declaration of unacceptable behavior. The reprimand may or may not involve probation for a specified period of time, depending on whether there is evident need for required follow-up work and progress reports. In cases involving academic offenses, the Judicial Committee or the Appeals Council may recommend to a faculty member that the grade of a student who has been reprimanded be lowered.
- b. Requested Withdrawal (separation). Requested withdrawal is suitable in instances where a questionable pattern of behavior has threatened the personal and/or professional development of the student as a potential minister or threatened the community fellowship, but

culpable deportment has not been established. Withdrawal does not imply the assessment of guilt and therefore, is normally a private matter. Withdrawal will be for a specified period of time and will normally carry stipulations regarding readmission.

- c. Suspension (separation). Suspension is the right of the institution to require that a student be separated from the institution for a specified period of time. Suspension is suitable in instances where a questionable pattern of behavior has threatened the personal and/or professional development of the student as a potential minister or threatened the community fellowship. In all cases of Requested Withdrawal or Suspension, fulfillment of the discipline contract only insures eligibility to be considered for readmission. The Seminary Committee on Admissions is responsible for making the readmission decision in light of all data available.
- d. Expulsion (termination). Expulsion is suitable in instances where there are repeated offenses, flagrant violations of a disciplinary contract, or where the initial evidence in a case involves a civil or criminal indictment or flagrant violations of Seminary norms. Expulsion also involves automatic public notice to the Seminary community and to the recommending church.

3. Implementation of Disciplinary Actions

In cases of disciplinary action short of expulsion, the Assistant to the President for Student Development will be instructed to act. In cases of recommended expulsion, the President will act.

4. Records of Disciplinary Action

- a. If the student is found by the Judicial Committee or the Appeals Council to be innocent, no records of the proceeding will be retained.
- b. If the student receives a disciplinary action from the Judicial Committee or the Appeals Council, the record of the proceeding will be retained in the office of the Assistant to the President for Student Development and will be judged confidential. The record will contain the statement of the charges against the student; the synopsis of the testimony; the decision of the Committee/Council.



