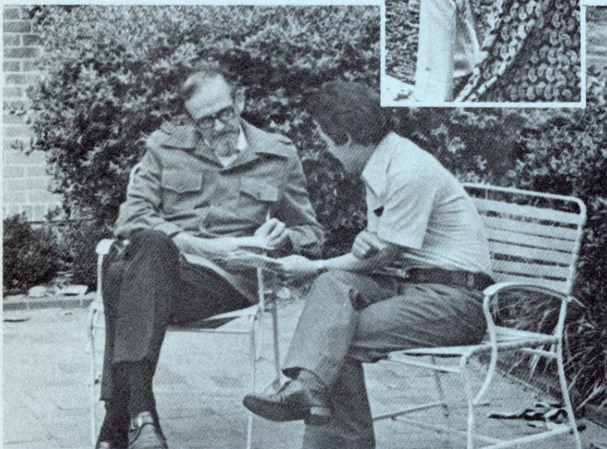
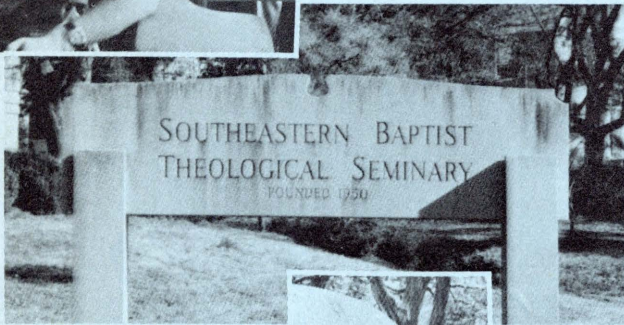
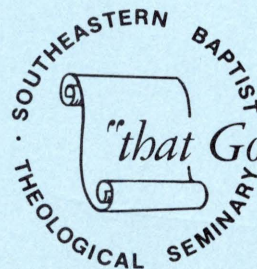


THE LIBRARY
SOUTHEASTERN BAPTIST
THEOLOGICAL SEMINARY
BOX 752
WAKE FOREST, N. C. 27587

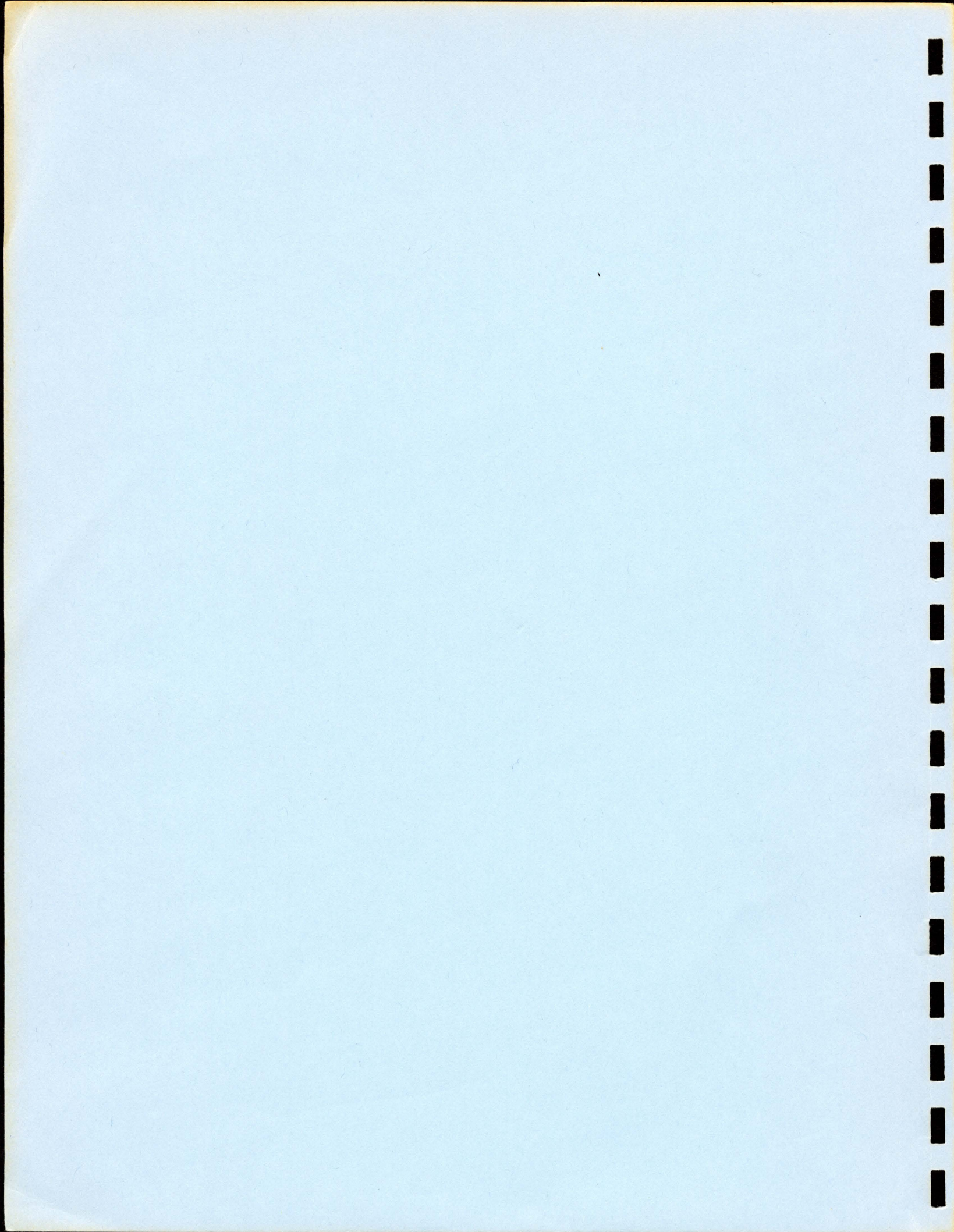


1977-1978

HANDBOOK and ORIENTATION GUIDE



"that God's people may be equipped..."



WELCOME TO THE FAMILY!

We are glad that you are 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 you have a thousand questions and no idea where to begin. But ultimately, 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 get the greatest benefit from this book. Its main purpose is to work with the information found in the Catalog and the Directory and 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.

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

Woody Catoe
Director of Student Activities

September, 1977



CONTENTS

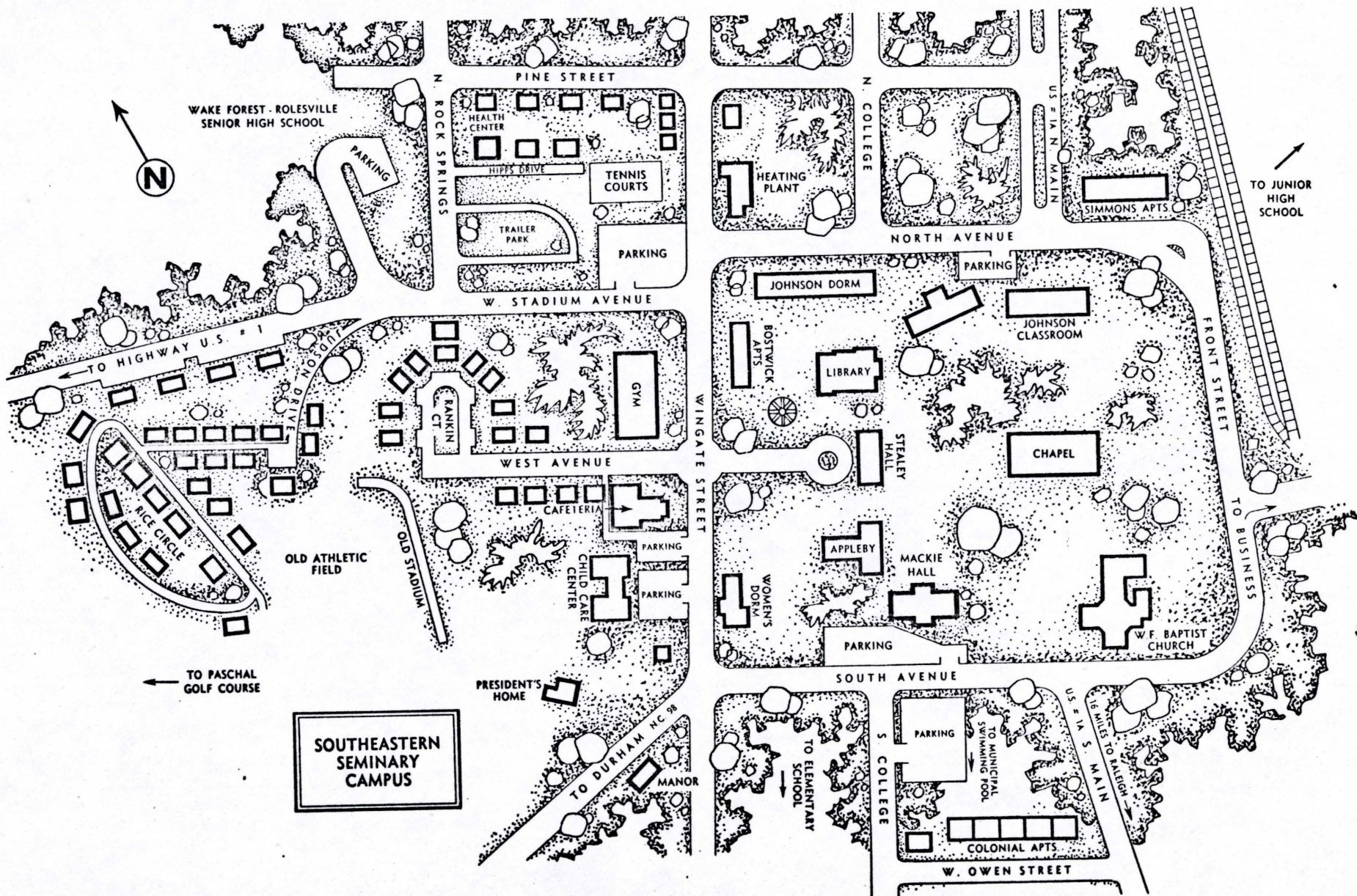
I.	MAP OF THE CAMPUS	iii
II.	WHERE TO FIND HELP	1
III.	WHO TO SEE FOR HELP	6
IV.	STUDENT SERVICES: PERSONAL AND FAMILY	
	Cafeteria	8
	Campus Security	8
	Campus Stores	8
	Child Care Program	9
	Crisis Communication	9
	Financial Aid Program	10
	Guidance and Counseling	10
	Health Center Program	11
	Health Insurance	12
	Student Housing	12
V.	BUSINESS AFFAIRS AND OBLIGATIONS	
	Accounts	14
	Automobile Registration	14
	Check Cashing	14
	Employment	14
	I.D. and Activity Cards	15
	Income Taxes	15
	Mail and Post Office Boxes	15
	Parking Regulations and Fines	15
	Taxes, Personal Property	16
	Voter Registration	17
VI.	ACADEMIC INFORMATION	17
VII.	PERSONAL ENRICHMENT AND DEVELOPMENT	
	Campus Calendar	17
	Cultural and Social Opportunities	17
	Evening Classes	18
	Worship	18
VIII.	GENERAL INFORMATION RESOURCES	
	Campus Bulletin	18
	Catalog	19
	Directory	19
	Enquiry	19
	Outlook	19
	Switchboard Operator	19

IX. ORGANIZATIONS AND OPPORTUNITIES FOR PARTICIPATION
IN STUDENT LIFE

Baptist Young Women	20
Fellowship Club	20
F.O.C.U.S.	20
Sons and Daughters of the Prophets	20
Student Council	21
United Methodist Fellowship	21

X. Apendices

Appendix A - The Library: A Brief Guide	A1
Appendix B - Student Council Information	B1
Appendix C - Recreation and Athletic Programs and Facilities	C1





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	See pages 6 and 7
Extended absences due to hospitalization or illness	Dean	207 Stealey Hall, ext. 249,265
<u>Academic Advisement</u>	See "Counseling Services"	
<u>Academic Procedures</u>	Dean	207 Stealey Hall, ext. 249,265
	Registrar	104 Stealey Hall, ext. 214,215
<u>Accident</u>		
Auto Injury	Town Police	556-3176
Mon-Fri, 8:00-12:00 noon and 1:00- 3:00 p.m.	Seminary Health Center Rock Spring Road	556-3101, ext. 245,246
Other hours	Physician of your choice Northern Wake Hospital S. Allen Road	See Yellow Pages 556-5151
Emergency Services	Rescue Squad (includes ambulance) Ambulance	556-3131 Bright Funeral Service-556-5811 Willis Funeral Service-556-3460
Emergency Room Services	Wake Medical Center New Bern Ave., Raleigh	755-8000
<u>Activities</u>		
Approval and Scheduling of Ad Hoc Projects	Director of Student Activities	Mackie Hall, ext. 263
Room Reservations	Director of Student Activities	Mackie Hall, ext. 263
Mackie Hall	Associate for Student Development	102 Stealey Hall, ext. 221
Appleby Building	Associate for Student Development	102 Stealey Hall, ext. 221
Chapel		
Cafeteria	Director of Food Services	Cafeteria, ext. 262

Other Areas	Director of Student Activities	Mackie Hall, ext. 263
<u>Adding or Dropping Classes</u>	Registrar	104 Stealey Hall, ext. 214,215
<u>Alumni Affairs</u>	Ass't. to President: Student Development	102 Stealey Hall, ext. 221
<u>Athletics</u>	Director of Student Activities Student Athletic Director	Mackie Hall, ext. 263 Gore Gym
<u>Automobile Registration</u>	Business Office	103 Stealey Hall, ext. 211
<u>Bills, Fees, and Accounts</u>	Business Office	103 Stealey Hall, ext. 211
<u>Calendar, Campus Activities</u>	Associate for Student Development	102 Stealey Hall, ext. 221
<u>Check Cashing</u>	Business Office	103 Stealey Hall, ext. 211
<u>Child Care</u>	Director, Child Care Center	Ext. 257
<u>Counseling Services</u>		
Academic	Faculty Advisor, Dean, Registrar	See pages 6-7
Financial	Director of Student Activities	Mackie Hall, ext. 263
Health	Seminary Health Center	Ext. 245,246
Personal	Director of Counseling	Ext. 217
Vocational	Field Education	Appleby Building, ext. 248,219,227
<u>Degree Requirements</u>	Registrar	104 Stealey Hall, ext. 214,215
	Dean	207 Stealey Hall, ext. 249,265
<u>Driver's License Information</u>	Motor Vehicles Division	829-4241
	Raleigh	
	Wake Forest Police Department	556-3176
<u>Employment</u>		
Career Placement	Field Education Office	Appleby Building, ext. 248,219,227
Church and other Ministries	Field Education Office	Appleby Building, ext. 248,219,227

On Campus		
Students	Director of Student Activities	Mackie Hall, ext. 263
Students' spouses	Business Manager	103 Stealey Hall, ext. 211
Off Campus (secular)		
Full or parttime	Director of Student Activities	Mackie Hall, ext. 263
	Field Education Office	Appleby Building, ext. 248,219,227
	Library-Reference Department	Up-to-date job listings from Employment Security Commission
<u>Financial Aid, Scholarships</u>	Director of Student Activities	Mackie Hall, ext. 263
<u>General Information and Assistance</u>	Switchboard, Stealey Hall	Dial "0" (if on campus) 556-3101 (if off campus)
<u>G.I. Bill Information</u>	Registrar	104 Stealey Hall, ext. 214,215
<u>Graduation Requirements</u>	Registrar Dean	104 Stealey Hall, ext. 214,215 207 Stealey Hall, ext. 249,265
<u>Health Care</u>	Seminary Health Center	Rock Spring Rd., ext. 245
<u>Housing</u>		
Including application, assignment, rent payment, termination	Business Office	103 Stealey Hall, ext. 211
Maintenance, Repairs, Regulations	Buildings and Grounds	Maintenance Plant, ext. 229,260
<u>Identification Cards</u>		
Students and Employees	Director of Student Activities	Mackie Hall, ext. 263
Recreation (Spouses and children)	Director of Student Activities	Mackie Hall, ext. 263
Guests	Athletic Director or Director of Student Activities	Gore Gym Mackie Hall, ext. 263
<u>Insurance</u>		
Information	Business Office	103 Stealey Hall, ext. 211
<u>Library Services</u>	See THE LIBRARY: A Brief Guide, Appendix A	
<u>Loans, Emergency</u>	Director of Student Activities	Mackie Hall, ext. 263

<u>Lost and Found</u>	Switchboard, Stealey Hall Student Activities Office	Dial "0" (if on campus) Dial 556-3101 (if off campus) Mackie Hall, ext. 263
<u>Manor Reservations</u>	Deborah Rivers, Manor Hostess	Manor Guest House-556-5677 or Alumni Office-102 Stealey Hall, ext. 253
<u>Notary Public</u>	Central Carolina Bank White Street Fidelity Bank White Street	556-5101 556-2021
<u>Organizations and Clubs</u>	See pages 20 and 21	
<u>Parking Fines</u>	Business Office	103 Stealey Hall, ext. 211
<u>Photographs</u>	Institutional Dev. Office	206 Appleby Bldg., ext. 270,271
<u>Post Office Boxes</u>	Soda Shop	Mackie Hall, 556-3481
<u>Public Relations, News Releases</u>	Institutional Dev. Office	206 Appleby Bldg., ext. 270,271
<u>Publications</u>		
<u>Directory</u>	Institutional Dev. Office	206 Appleby Bldg., ext. 270,271
<u>Outlook</u>	Associate Director of Institutional Development	103 Appleby Bldg., ext. 241
<u>Enquiry</u>	Editor	Mackie Hall, second floor
<u>Southeastern Campus Bulletin</u>	Sec., Student Activities Office	Mackie Hall, ext. 263
<u>Southeastern Seminary Catalog</u>	Associate Director of Institutional Development	103 Appleby Bldg., ext. 241
<u>Update</u>	President's Office	101 Stealey Hall, ext. 210,223
<u>Recreation Program</u>		
Facilities, hours, regulations, key checkout	Director of Student Activities	Mackie Hall, ext. 263
<u>Registration</u>	Registrar	104 Stealey Hall, ext. 214,215

Scheduling Meetings

Associate for Student
Development

102 Stealey Hall, ext. 221

Student Council
Constitution
Information

Student Council President
See Appendix B
See page 21

Mackie Hall, second floor,
ext. 274

Testing, Personal

Director of Counseling

Health Center, ext. 217

Transcripts

Registrar

104 Stealey Hall, ext. 214,215

Veterans Benefits

Registrar

104 Stealey Hall, ext. 214,215

Voter Registration

Wake Forest Public Library
S. White Street

556-2276

Withdrawal

From course or seminary

Registrar

104 Stealey Hall, ext. 214,215

Who To See For Help

	<u>Office</u>	<u>Extension</u>
<u>Alumni Office</u>	Stealey Hall 102	
Rivers, Debbie	Secretary	253
<u>Buildings and Grounds</u>	Heating Plant	
Lee, David	Director	229
Pearce, Clarence	Asst. Director	260
Pope, Joyce	Secretary	260
<u>Business Office</u>	Stealey Hall 103	
Cross, O.L.	Business Manager	211
Bobo, W.E.	Asst. Business Manager	212
Dean, Grace	Personnel Clerk	213
Fountain, Jan	Secretary	211
Ward, Evelyn	Secretary	211
<u>Child Care Center</u>		
McLeod, Beth C.	Director	257
<u>Counseling Office</u>	Rock Spring Road	
Adams, Theodore F.	Director	217
Gropp, Pat	Secretary	217
<u>Dean's Office</u>	Stealey Hall 207	
Meiburg, Albert L.	Dean	249, 265
Bailey, Jane	Secretary	249, 265
<u>Dormitories</u>		
Hobgood, Pauline	Johnson Dorm Residence	
	Counselor	256
	Johnson Dorm First Floor	556-3435
	Johnson Dorm First Floor	556-9987
	Johnson Dorm Third Floor	556-9921
Lawrence, Ruth	Women's Dormitory Residence	279
	Counselor	261
	Women's Dormitory	556-9982
<u>Faculty</u>		
Adams, Theodore F.	Stealey Hall 208	222, 217
Blackmore, James H.	Appleby Bldg. 103	241
Bland, Thomas A.	Stealey Hall 201	252
Braswell, George W.	Stealey Hall 205	234
Brown, Raymond B.	Stealey Hall 305	240
Carlton, John W.	Stealey Hall 211	224
Cook, Donald E.	Stealey Hall 317	247
Dale, Robert	Appleby Bldg. 201	220
Durham, John I.	Stealey Hall 304	226
Eddins, John W.	Stealey Hall 314	233
Green, J. Leo	Stealey Hall 311	237

Hendricks, Garland A.	Appleby Bldg.	227
Hester, Richard	Stealey Hall 203	264
Hewitt, T. Furman	Stealey Hall 316	218
Hollon, Ellis W., Jr.	Stealey Hall 204	255
Johnson, Ben S.	Stealey Hall 307	243, 254
Miller, Glenn T.	Stealey Hall 206	275
Morrow, Barbara C.	Binkley Chapel	254
Nations, Archie L.	Stealey Hall 313	236
Neely, Alan P.	Stealey Hall 210	244
Poerschke, Robert E.	Stealey Hall 301	242
Richardson, Robert	Appleby Bldg.	248
Rogers, Max G.	Stealey Hall 303	230
Scoggin, B. Elmo	Stealey Hall 308	231
Spencer, Richard	Stealey Hall 202	228
Steely, John E.	Stealey Hall 309	238
Trotter, J. Carroll	Stealey Hall 315	235
Tull, James E.	Stealey Hall 310	266
<u>Field Education Office</u>		
Hendricks, Garland A.	Appleby Bldg., First Floor	
Richardson, Robert	Director	227
Myers, Donald Graham	Associate Director	248
Renn, Lydia	Assistant	219
	Secretary	248, 227, 219
	Secretary, Graduates Studies	248
<u>Health Center</u>		
Moseley, James R.	Rock Spring Road	
May, Norma	Seminary Physician	245
	Nurse	246
<u>Institutional Development Office</u>		
Byard, Rod	Asst. to President	
	Appleby 206	270, 271
Blackmore, James R.	Associate - Appleby 103	241
Frazier, Dovie	Secretary	270, 271
Johnson, Lynn	Secretarial Assistant	270, 271
<u>Library</u>		
McLeod, H. Eugene	Librarian	250, 225
Tuttle, Walter Alan	Associate Librarian	276
Lee, Ethel	Circulation Services Superv.	251
Barker, Marilyn	Circulation Services Assistant	251
Long, Robyn	Cataloging Assistant	267
Macon, Arlene	Reference Services Supervisor	268
Pleasants, Audrey	Acquisitions Supervisor	267
Sansbury, Ed	A.V. Assistant	259
Smith, Betty Anne	Catalog Librarian	267
Thomason, Pam	Secretary	250, 225
Wilson, Mary	Acquisitions Assistant	267
<u>Manor, The</u>		
Jim and Debbie Rivers	Durham Road	
	Hosts	556-5677

<u>President's Office</u>	Stealey Hall 101	
Lolley, W. Randall	President	210,223
Holden, Anna C.	Secretary	210,223
Carter, Mary	Secretary-President/Dean	
<u>Receptionist/Operator</u>		
Murphy, Kathy	Stealey Hall 102	0
<u>Registrar's Office</u>	Stealey Hall 104	
Sandusky, Fred	Registrar	214
Mosney, Glenda	Secretary	215
Thompson, Gaye	Secretary	214
<u>Seminary Stores</u>	Mackie Hall, First Floor	
Scott, Jeannette	Manager	556-3418
<u>Student Activities Office</u>	Mackie Hall, Second Floor	
Catoe, Woody	Director	263
Barrett, Vickie	Secretary	263
<u>Student Council Office</u>	Mackie Hall, Second Floor	
Duke, Bill	President	274
<u>Student Development Office</u>	Stealey Hall 102	
Niswonger, Jerry L.	Assistant to President	221
Weathers, Betty E.	Associate	221
Rivers, Debbie	Alumni Secretary	253

STUDENT SERVICES: PERSONAL AND FAMILY

Cafeteria

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. The cafeteria is owned and operated by the Seminary to provide good, wholesome food at the most reasonable, minimum cost to the Seminary family and guests. This is possible through the efforts of the Co-operative Program of the Southern Baptist Convention

Hours of Service

(Regular sessions and summer school)

Breakfast on Monday and Sundays	8:00 - 8:30
Breakfast on Tuesday thru Friday	6:45 - 8:30
Lunch on Sundays	12:00 - 1:30
Lunch Monday thru Saturday	11:15 - 1:30
Dinner Monday thru Friday	5:00 - 6:00

There is no breakfast hour on Saturdays and no dinner hour on Saturdays and Sundays. Food services are available during regular and summer sessions.

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 8:00a.m. - 4:30p.m.; Soda Shop 7:30a.m. - 4:30p.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 variety of fountain services, sandwiches and other snack foods. In addition, a varied line of school supplies and personal accessories is available.

Child Care Program

The Seminary Child Care Center, located next door to the Seminary Cafeteria, serves the Seminary family by giving care to children ages 2-5, with priority given to children whose parents are involved in classes and work outside the home. The Center follows the schedule of the Seminary classes. It opens at 7:50 a.m. Tuesday-Friday and at 9:00 a.m. on Monday. Children leave by 3:00 p.m. unless a parent is in a later class. In the case of late classes, special arrangements need to be made with the Director. The pre-school program is certified by the N.C. Dept. of Public Instruction. 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 those 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 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.

The program consists of four categories of student aid. These are (1) Work grants: Students awarded work grants are employed for a limited number of hours in various jobs on campus. (2) Loans: Small sums up to \$250 may be borrowed to meet urgent needs. (3) Grants-in-aid: Occasionally, in emergency situations, direct grants are made in small amounts to assist students. (4) Scholarships: Through the generosity of individual donors, a limited number of scholarships are available to qualified students who make application.

Students seeking financial assistance should first obtain an application form from the Student Activities office. The completed application should be returned and an appointment made for a conference with the Director of Student Activities. 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 Activities, second floor, Mackie Hall.

Southeastern Seminary is not eligible to process 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.

Guidance and Counseling

The Seminary provides a counseling service for members of the Seminary family without charge. An experienced counselor is available to assist with personal and family problems and to provide pre-marital and marital counseling. Dr. Theodore Adams serves as Director of Counseling. Appointments to see

him either at the Health Center or at his office in Stealey Hall may be made by calling the Counseling Office (556-3101, ext. 217).

Through a contractual arrangement with the Seminary, the Life Enrichment Center in Raleigh provides additional counseling services. The Seminary assumes the major financial responsibility for this service, but the counselee is expected to pay an additional minimal fee. Dr. Dwight W. Cumbee serves as Director of the Center. Appointments can be made directly with the Center or through referral by Dr. Adams.

Counseling Office
Rock Spring Road

Campus
Ext. 217

Life Enrichment Center
Suite 226, Wake Building
3203 Woman's Club Drive
Koger Executive Center

Raleigh, N.C. 27612
781-2576

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 policies has been formulated:

General Policy

The Seminary Health Center will be open as follows:

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)

Students needing medical care are asked to report to the Health Center for treatment. Appointments to see the physician should be made several days in advance if no acute illness is involved. Students are seen by the physician without charge, but are responsible for the cost of drugs prescribed by the physician. All appointments with the physician must be kept punctually.

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. Individuals having cancer smears made at the Health Center will be billed for a \$5.00 laboratory fee from Wake Memorial Hospital in Raleigh where the smear is examined. 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 (adjacent to the Trailer Park and 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 students who occupy seminary housing. In addition, persons occupying married student housing are required to sign a lease agreement in the Business Office. Housing regulations are to be signed in the Buildings and Grounds office. Students should read carefully and be acquainted with the terms of the lease agreement and any other applicable housing regulations.

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.

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: The Business Office 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 at the Business Office. Additional cars obtained while enrolled as a student should be registered immediately. Lost or illegible decals may be replaced at the Business Office. Decals are to be placed in the lower corner of the back rear window opposite the driver's side.

(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 blanket requirements which cover all situations. Students who have questions may call the License Information Office of the Motor Vehicles Division in Raleigh at 829-3025.

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." The Business Office is open Monday-Friday from 8:00 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. In addition, there are 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 Activities. (2) Students' spouses.(fulltime on campus employment) - Business Manager. (3) Church Work - Director of Field Education. (4) Secular employment (full and parttime) - Field Education Office or Director of Student Activities.

I.D. and Activity Cards

An I.D. card is issued to each new student when he 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 Activities 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 Activities 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 Johnson Dormitory, Women's Dormitory, or Bostwick Hall. Residents living in these areas who desire mail service must rent a post office box in the Mackie Hall Student Center. Boxes may be rented through the Soda Shop, first floor, Mackie Hall. Rental fees are \$1.50 per term or \$4.50 per year and are payable in advance.

Parking Regulations and Fines

Parking space is available in the following designated areas:

1. Residents of Johnson Dormitory and Bostwick Hall are requested to park their cars in the Parking Lot at the corner of North Wingate and Stadium Road. There are some spaces on North Wingate where residents of Bostwick may park parallel in marked spaces. This space is on a public road, therefore, not under the jurisdiction of Southeastern.
2. The parking lot at Mackie Hall is available for student parking except in spaces that are reserved or in areas that are restricted for access purposes.
3. Residents of Simmons Apartments are requested to park their cars in the lot immediately behind Simmons Building.

4. Parking is available behind the old student center building known as Lea Lab for student parking except in spaces that are reserved for staff or in areas that are restricted for access purposes.
5. Parking is available in the lot on the corner of South Street and South College street across from Mackie Hall and in the lot on Wingate Street in front of the Child Care Center.
6. Spaces in front of Stealey Hall (Administration Building) are reserved for Faculty, Administrative Staff, and visitors.

Violations

1. Parking in driveways, loading zones, or areas marked "no parking." Also it shall be considered a violation when a car is parked so as to take up more than one space.
2. Parking or driving on lawns or sidewalks.
3. Parking so as to block or obstruct movement of traffic.
4. Having a decal which is not legible. (Warning for this violation shall be given before car is ticketed.)
5. Parking in spaces reserved for persons other than yourself.

Fines

Parking violation tickets will be issued by night watchmen and Director of Plant Services or a person so designated by the Director of Plant Services. The following fines will apply:

1. Cars parked illegally will be fined \$5.00.
2. If fine is not paid within one week, the amount will be charged to the individual's account.
3. Visitors are not required to pay fines, but are requested to obey traffic signs.

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 on S. Brooks Street 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. However, this is subject to change and students should be aware of announcements by way of the media and notices on campus.

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 1166, Raleigh, North Carolina, 27602.

Elections and registration deadlines are as follows:

General Elections

- October 9 - Registration books are closed
- September 8 - Requests for absentee ballots may be made
- October 25 - 5:00 p.m. - Last day to request absentee ballot
- November 6 - 5:00 p.m. - Deadline for returning absentee ballot
- November 7 - General elections

ACADEMIC INFORMATION

Since the primary purpose of the Seminary catalog is to provide academic information, such items will not be duplicated in this handbook. 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 the Associate for Student Development, 102 Stealey Hall. 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 holidays or events. 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

Beginning September 8, classes for laypersons will be held during the Fall semester each week on Thursday evenings. These courses may also be continued in the spring semester.

Courses will be available for high school and college graduates and spouses of students are especially encouraged to enroll. Two hours of credit may be earned each semester. Students in the regular seminary programs cannot enroll in evening classes.

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 Activities Office and is a major means of communicating information concerning activities and events on the Seminary campus. It is made available each Monday at various locations in all of the major buildings on campus. A 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 Activities Office, second floor, Mackie Hall by 12:00 noon each Thursday. 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 Institutional Development 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 Institutional Development publishes the Directory each fall for the primary purpose of providing pictures and information which aid all members of the Seminary family 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.

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.

Outlook

The Outlook is a bi-monthly, general interest magazine, published by the Office of Institutional Development 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 available, free of cost, at the switchboard in Stealey Hall, the foyer of the library, the commons room of Mackie Hall and other locations on campus. Upon request, 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

Baptist Young Women

BYW is for women students and wives of students and faculty members. It is an organization which meets the fourth Monday night each month and is for all ages and religious backgrounds. BYW places an emphasis both on missions and personal growth. As such, it promotes opportunities for service as well as dealing with the personal and spiritual needs of women in ministry. Through small groups and personal sharing many friendships are established which extend beyond the Seminary years.

Fellowship Club

The Fellowship Club has been formed to provide opportunities for Christian fellowship and recreation among the women of Southeastern Seminary's family. It strives to promote programs to develop a fuller understanding and appreciation of the responsibilities, opportunities and joys in Christian service. It seeks to discover and cultivate talents and potential that enable a person to be of greater service to all people. An awareness of the needs of the world and a willingness to fulfill these needs are major goals of the organization. Personal growth is emphasized through discovering the woman's role as a Christian worker in the home, the church and the community. The Fellowship Club meets the second Monday night of each month.

F.O.C.U.S.

F.O.C.U.S. means 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 the 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.

Sons and Daughters of the Prophets

The purpose of the Sons and Daughters of the Prophets is two-fold: to encourage its members to examine the intellectual implications of their faith, and to provide a forum in which members can present their own ideas. The Prophets is a group which encourages its members to explore their faith and ministry intellectually, critically, and spiritually. Each of the 21 men and women who are members are elected to the group and maintain at least a 2.0 average. Dinner meetings are held monthly to give members the opportunity to discuss areas of interest with faculty and outside speakers. Each spring the Prophets sponsor a 3-day symposium. Past symposiums have focused on, "Death and Dying" and "The Minister as Prophet."

Student Council

The Student Council is an elected body of students that seek to provide unity among the Seminary family. They channel student needs and concerns to the faculty and administration as needed and provide religious, social, and athletic opportunities for students. Committees of the council offer opportunities for various ministries to students and others off campus. For a more extensive description of the organization and its involvement in Seminary life, see Appendix B.

United Methodist Fellowship

The purpose of the United Methodist Fellowship is threefold: (1) to promote fellowship among persons related to Southeastern Seminary who are interested in a spirit of understanding and cooperation of all denominations represented on campus; (2) to examine the unique needs of the United Methodist Church; and (3) to enrich a cooperative relationship between United Methodist students enrolled at Southeastern and the various United Methodist Conferences.

Membership in four different categories is open to all persons affiliated with Southeastern Seminary.



Appendix A

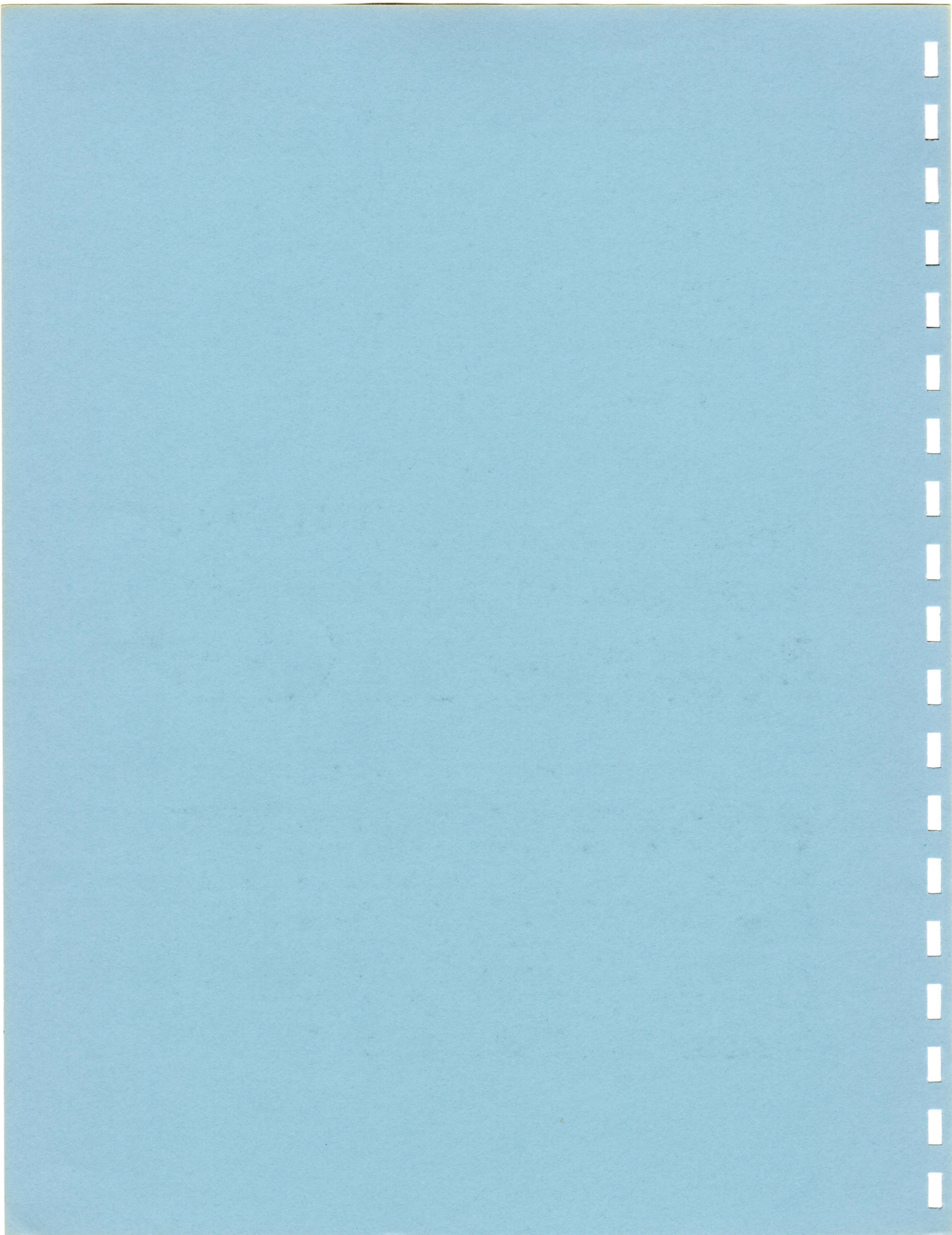
THE LIBRARY: A BRIEF GUIDE

DENNY LIBRARY BUILDING

SOUTHEASTERN BAPTIST THEOLOGICAL SEMINARY

Wake Forest, North Carolina

1977-78



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 members of your family to register for "guest-user" privileges.

HOURS OF OPERATION

Academic Sessions: 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.; 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.

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

BUILDING: FINDING YOUR WAY

Entrance/Exit: Through glass doors on south side, across patio from Stealey Hall. Entry and all normal exit. Exterior doors in stairwells are for emergency use only.

Getting Where You Want To Go: Involves awareness of what is in the Library and why you might want to get to it, as well as some means of finding where a particular thing is and how to get to it from where you are. The sections which follow, together with the Library Handbook and some effort, will begin to develop the awareness; layout sketches (maps) in the Library Handbook and at frequent locations in the building, together with various signs, will enable the finding. 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 check-out, 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: (at 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 subject classification, mostly LC, a few still Union. 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 for back-issues. Use only in nearby area of 1st 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: (1st floor, opposite AV Center) Current church program and curriculum materials from the Southern Baptist Convention along with representative materials from other denominations. Materials may be used primarily 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 2nd floor, with staff assistance.

Newspapers and Popular Magazines: (1st floor, near entrance) Convenient reading area includes latest issues of Baptist newspapers, 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 seek general information and assistance regarding the Library there, and you should consult the Circulation staff regarding searches for books not found on the shelves, use of the copier, 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 your personal cassettes.

Intercom Phones: Located on both the 2nd and the 3rd floors, these wall-mounted phones enable you to communicate with staff persons.

Copier Service: Located in an alcove at the rear of the Circulation office is a copier which serves 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 2nd floor, two on 3rd floor--are furnished with typewriters for student-use. Request a key at the Circulation Desk.

Group Study Rooms: Rooms on 2nd and 3rd 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 3rd 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 1st 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.

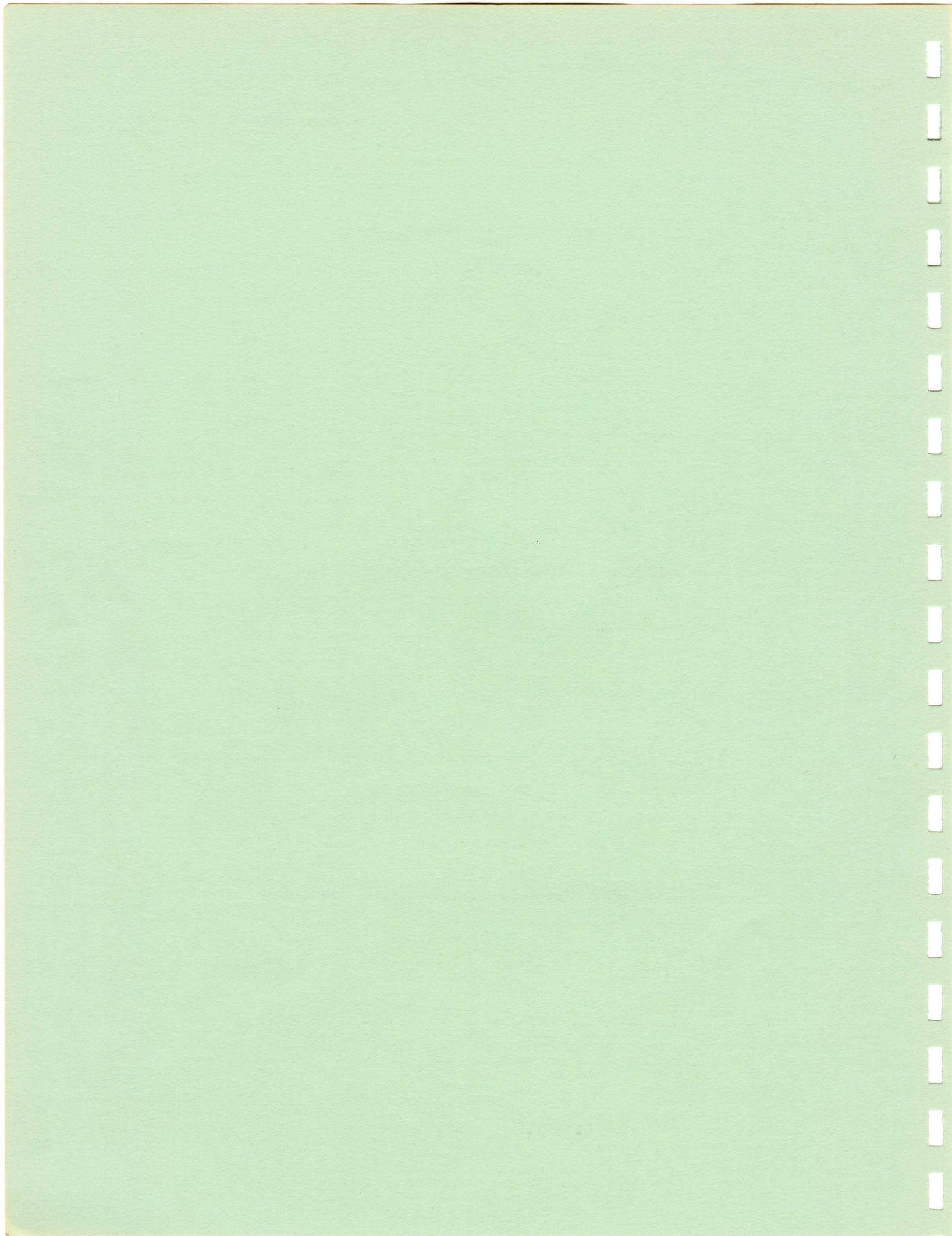
Appendix B

STUDENT COUNCIL INFORMATION

1977-78

Officers, Committees, Constitution

Southeastern Baptist Theological Seminary



STUDENT COUNCIL OFFICERS

1977-1978

President: Bill Duke*

Vice-President: Katherine Karl*

Secretary: Laurie McKee

Treasurer: Keith Schrum

Committee Chairpersons

Arts Committee: Jim Rivers
Chapel Committee: Bruce Johnson
Communication: Daniel Craft
Ethics Committee: To be elected
Off-Campus Ministries: Robert Marchant
Social Committee: Kathy Worley
Student Welfare: Kevin Dyer

CLASS REPRESENTATIVES

M.Div. Senior Class Representatives:
Jim Norris
Alan Gibson
To be elected

M.Div. Middler Class Representatives:
Clyde Deloach
Martha Jean McClellan*
Richard Porter

M.Div. Junior Class Representatives:
To be elected

M.R.E. Class Representative:
To be elected*

Associate Senior Class Representative:
Don Emge*

Seminary Council Student Representatives:

Cathy Cole
Richard Penton

*Members of the Executive Committee

STUDENT COUNCIL COMMITTEES

Arts Committee

This committee shall sponsor and promote the use of drama, music, and other media in worship and various special programs and activities.

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 Study 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

Constitutional Revision Committee

This committee will be responsible for revising the constitution according to these guidelines:

- 1) Gathering and evaluating feedback from the following:
 - a) Committee chairpersons
 - b) Representatives of classes
 - c) Student representatives on faculty committees
 - d) Seminary Council student representatives
 - e) Students at large
 - f) Faculty
 - g) Administration
- 2) Revision of description of duties of officers, committee chairpersons, and student representatives
- 3) Revision of other articles where deemed appropriate
- 4) Determination of material to be included in bylaws or constitution

Publicity Committee

This committee will be responsible for the following tasks:

- 1) Maintenance and policing of Student Council bulletin boards in Mackie and Appleby Halls
- 2) Posting of Student Council publicity on other accessible bulletin boards and Student Council easel
- 3) Placement of notices when appropriate in Campus Bulletin and Enquiry
- 4) Working in conjunction with all other committees in the area of publicity through providing materials and assistance with regards to posters and flyers
- 5) Maintenance of supplies for publicity in Student Council Committee Room

DESCRIPTION OF FACULTY COMMITTEES
WITH STUDENT MEMBERS

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.
Student Members: M.R.E. Program - To be appointed
M.Div. Program - Keith Jones
Th.M. Program - Tom Poole
Associate Program - Charles Trull
2. Chapel - This committee prepares the chapel schedule and cooperates with the Committee on Convocations, Lectures and Missionary Days.
Student Members: To be appointed
To be appointed
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. Arranges with the Office of Institutional Development for entertainment and local transportation of guests. In the event special printed programs are needed, submits copy to the Office of Institutional Development three weeks prior to date of event. This committee is also responsible to establish dates of missionary emphasis for publication in the Catalog.
Student Members: Preston Creech
Roger Thompson
4. Field Education - This committee cooperates with the field work staff in planning, evaluating and interpreting the field work program.
Student Members: John Long
To be appointed
5. Graduation and Commencement - Plans and supervises all procedures essential to an orderly commencement and graduation.
Student Members: To be appointed
6. Student Affairs - The responsibilities of the committee include student social life and activities and student organizations. The committee is subject to call by the President on matters of discipline.
Student Members: David Sumner
To be appointed
7. Student Discipline - This committee handles matters of student discipline.
Student Members: Joseph Hughs

8. Library Committee

Student Members: Th. M. Program - To be appointed
 M.Div. Program - To be appointed
 M.R.E. Program - To be appointed
 Associate Program - To be appointed

The new Faculty Committees begin their terms May 31.

CONSTITUTION OF THE STUDENT COUNCIL
 SOUTHEASTERN BAPTIST THEOLOGICAL SEMINARY

Adopted April, 1977

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 in campus and off-campus activities which are vital for the total well-being of every student, 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. The officers of the Student Council shall be:

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

Section 2. The Representatives

- a. One representative from the D.Min. degree program
- b. One representative from the Th.M. degree program
- c. Three representatives from the senior class of the M.Div. degree program
- d. Three representatives from the middler class of the M.Div. degree program
- e. Three representatives from the junior class of the M.Div. degree program
- f. One representative from the M.R.E. degree program
- g. Two representatives from the Associate degree program

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 what 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 from all of the M.Div. degree programs with the highest vote; elected in the spring
- g. The 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. 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 also 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, conduct all correspondence. Also, 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.
- d. **Treasurer**
The Treasurer shall keep all funds and records of the same and disburse the same as authorized by the Student Council. Also, 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 meetings and lead in the organization of their classes and carry concerns of their classes and degree programs to the proper persons.

Section 4. Responsibilities of Committee Chairpersons and Committees

- a. **Responsibilities of Chairpersons**
The chairpersons shall be responsible for directing the activities of their respective committees as stipulated in the following job descriptions, and they shall appoint other students to assist them.
- b. **Responsibilities of Committees**
 - (1) **Arts Committee**
This committee shall sponsor and promote the use drama, music, and other media in worship and various special programs and other activities.
 - (2) **Chapel 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 undertaking, the Chapel Committee shall work with the Faculty Chapel Committee.
 - (3) **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.

- (4) **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. These shall include tutoring programs, rest home ministries, world relief drives, and other Christian social and fellowship ministries.
- (5) **Social Committee**
This committee shall be responsible for the following tasks:
 - (a) New students' reception and fellowship
 - (b) Co-operating with the chairperson of the Mission and Ministry Conference as specified in the Student Mission and Ministry Handbook
 - (c) Seminary Christmas Tree
 - (d) Co-ordination of parties, fellowships, and picnics when deemed appropriate.
- (6) **Student Welfare Committee**
This committee shall help to provide necessary social services for the student body in co-operation with appropriate administrative officers. It shall be concerned with housing, employment, and financial and other personal difficulties of the students and their families.
- (7) **Communication Committee**
This committee shall be responsible for the flow of information of needs of the student body to the Student Council and the communication of information to the student body from the Student Council. This shall be implemented in the following ways:
 - (a) Placement and maintenance of suggestion boxes at strategic locations on campus.
 - (b) Sponsorship of special interest seminars according to the expressed needs of the students.
 - (c) Distribution and evaluation of "Needs Survey" once per year, and revision of the survey
 - (d) Dissemination and explanation of information about Student Council actions through available Seminary publications and other means.
 - (e) Communication of faculty, administrative, and trustee actions to the student body

- (f) Maintenance and policing of Student Council bulletin boards
- (g) Posting of Student Council activities on other accessible bulletin boards
- (h) Placement of notices when appropriate in Campus Bulletin and Enquiry
- (i) Assistance to other committees in the area of publicity
- (j) Maintenance of supplies for publicity in the Student Council Committee Room

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 also write a job description of the Ad Hoc Committees. The chairpersons shall be recommended by the President and approved by the Executive Committee and Student Council.

- d. All committees shall meet once a month and submit written reports to the Student Council.

Section 5. Faculty Advisors

Faculty members shall be selected by each committee to serve in an advisory capacity to each committee listed in Article IV, Section 4. (Committees may wait until the beginning of the fall semester to choose faculty advisors.)

Section 6. Student Appointments to Faculty Committees

The Student Council shall appoint students to serve on those faculty committees deemed appropriate for cooperation of students and faculty. The appointments are to be for each academic year. 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 and the qualifications for serving. Interested students shall then submit their names and the names of the committees on which they desire to serve and a resume of qualifications for those committees. The Executive 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 for appointments in the following fall semester.

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-THE ENQUIRY

Section 1. The Seminary is the publisher of all publications which bear its name and therefore has an obligation to see that publications are in keeping with the aims and character of the institution. The Enquiry is a student publication but the responsibility for the publication is vested in the faculty committee on student affairs.

A. The purpose of The Enquiry is:

1. To report the news of interest to the seminary community.
2. To render through editorial comment its own thoughtfully developed opinion on items of significance to the seminary community.
3. To encourage and express varying opinions in the seminary community on significant items.
4. To encourage and publish a variety of literary productions from the seminary community.
5. To promote excellence in journalistic and literary service to the seminary community.

B. The standards of The Enquiry are:

1. To function within the seminary community. It is free to engage in creative discussion of ethical, moral and theological issues without fear of censorship.
2. To maintain a wholesome balance between news, feature and opinion articles.
3. To report news accurately, objectively and impartially.
4. Not to suppress the fair expression of any significant opinion in the seminary community on any significant issue.
5. Not to publish any materials which are obscene, libelous, or which deride any person because of his race, denomination, theological position or personal affairs. No personal reference to any member of the seminary community will be published without permission of the individual. No reference to any member of the seminary community will be published without prior consultation.
6. With the exception of straight news stories and editorials reflecting the consensus of the editorial staff of The Enquiry, to require that all articles and letters be signed by the actual writer when they appear in The Enquiry. The editor, upon request will make available to any person the names of the actual writers of straight news stories and editorials reflecting the consensus of the staff.

Section 2. A faculty member shall be selected by the editor to serve in an advisory capacity. The faculty advisor works closely with the editor and in liaison with the faculty committee on student affairs.

Section 3. The election and responsibilities of the editor.

- A. After the election of the Student Council officers in the spring semester, a minimum of one week will be set aside for any interested student to submit an application for the position of editor along with a resume of his experience and aims for the paper. Upon receiving these applications the Student Council nominating committee will interview the candidates and make recommendations to the Student Council. After hearing the recommendations of the nominating committee, the outgoing Student Council will elect the editor from those students who submitted applications. The editor will serve for a term of one year beginning at the end of the spring semester. The editor shall not be a member of the newly elected Student Council.

- B. The editor so elected shall have full authority to select a faculty advisor, to select and train the staff, to decide on the material to be published, to determine the number of issues, to establish the procedures for operating within The Enquiry Statement of Policy, "and to to make any other decisions generally considered necessary, insofar ad he/she shall retain the confidence of the Student Council. The Executive Committee of the Student Council and the Faculty Committee on Student Affairs shall be consulted in the interpretation of policy."
- C. The editor shall have the responsibility to accept or reject any article or letter.
- D. The editor shall review final copy with the faculty advisor in ample time for consultation before publication. The faculty advisor will call to the attention of the editor any material proposed for publication which violates the aims and character of the seminary; or the goal and standards of the paper; or the substance of the seminary covenant adopted by the Student Council. The final decision of what is published shall rest with the editor. It is the duty of the editor to keep The Enquiry at a level that brings credit to the Seminary.
- E. A two-thirds majority vote of the Student Council shall be necessary to dismiss the editor.

Section 4. Publication of The Enquiry

- A. The Director of Student Activities shall assist in matters of publication.
- B. A definite schedule of issues shall be established and such schedule shall be conveyed to the faculty advisor and the Director of Student Activities and posted on the Student Council bulletin board.
- C. Income and expenditures shall be handled through the treasurer of the Student Council in collaboration with the Director of Student Activities. The financial affairs shall be in harmony with the policy of the school and with the business plan of the Southern Baptist Convention.
- D. The administration will provide a typist for the paper through the work scholarship program or through the office of student activities.
- E. In accordance with the seminary policies set forth in the Manual of Operations the Office of Institutional Dev.

supervises the off campus distribution of Seminary publications. All publicity pertinent to off campus seminary life is released through this office.

Article VIII-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 IX-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.

BYLAWS

Article I-Nomination of Officers

Section 1.

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

- a. The President of the Student Council shall appoint a nominating committee the composition and procedure of which are to be as follows:
 - (1) A new nominating committee shall be appointed by the newly elected President one week after the spring election, to handle all elections, appointments and recommendations for the incoming year.
 - (2) The Vice-President shall serve as chairperson of the Nominating Committee. 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 their interest in running for various offices.
 - (4) The Committee shall nominate two (2) candidates each for President, Vice-President, Secretary, Treasurer, chairperson of each committee, and Associate program representative. The Committee shall nominate six (6) candidates for the senior M.Div. program representatives and six (6) candidates for the Middler M.Div. program representatives.

Also, they shall nominate four (4) candidates to the Seminary Council. The Committee shall nominate the Junior M.Div. program representatives in the fall.

- (5) The Nominating Committee shall post the slate of candidates for the officers, chairpersons, and class representatives immediately after the close of nominations.
 - (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.
- b. Qualifications of candidates for officers, representatives and chairpersons in the spring
- (1) Candidates for the President shall be rising seniors from the M.Div., Associate, or M.R.E. programs or a member of the Th.M. or D.Min. programs.
 - (2) Candidates for the Vice-President, Secretary, Treasurer, Committee Chairpersons and members of the Seminary Council shall be either rising seniors or middlers in the M.Div. program, or rising seniors in the M.R.E. or Associate programs.
 - (3) Candidates for class representative shall be members of their respective rising classes.
- c. The fall nomination and election
- (1) The Nominating Committee shall nominate two (2) candidates for the M.R.E. program representative six (6) candidates for the Junior M.Div. program representatives, two (2) candidates for the Junior Associate program representative, and two (2) candidates for the D.Min. program and two (2) candidates for the Th.M. program representative.
 - (2) The Nominating Committee shall post this slate of candidates and provide for a petitioning period in accordance with Article I, Section 1, subparagraphs (3) and (6) of these By-Laws.
 - (3) Nominations shall close at the end of the fourth week of school in the fall.

Section 2. No one shall nominate a candidate for any office until permission from the student has been gained.

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

Section 4. 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. This will occur before the spring election and after the last date to petition for office.

Article II-Election of Officers

Section 1.

The election of officers, chairpersons, and representatives shall take place within two (2) weeks following the close 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 class representative 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 highest candidates shall be voted upon in the following week provided more than one vote separates the second and third highest candidates. There shall be one day of voting in the case of a run-off.

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 the following criteria:

Section 1.

To be considered a duly enrolled student to vote in the M.Div., M.R.E., or Associate programs, a student must be registered for at least eight semester hours.

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.

Article V-Term of Office

Section 1.

The installation of incoming officers, chairpersons, and representatives shall take place at the first Student Council meeting following their election. The outgoing Student Council shall arrange for the installation.

Section 2.

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.

Section 3.

Winners of the fall election shall begin their terms immediately after the election.

Section 4.

In the event that a class representative, chairperson or officer of the Student Council should fail to continue to be a duly enrolled student, he/she shall submit a letter of resignation to the Executive Committee after the semester begins.

Article VI-Meetings and Quorum

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

Article VII-Rules of Order

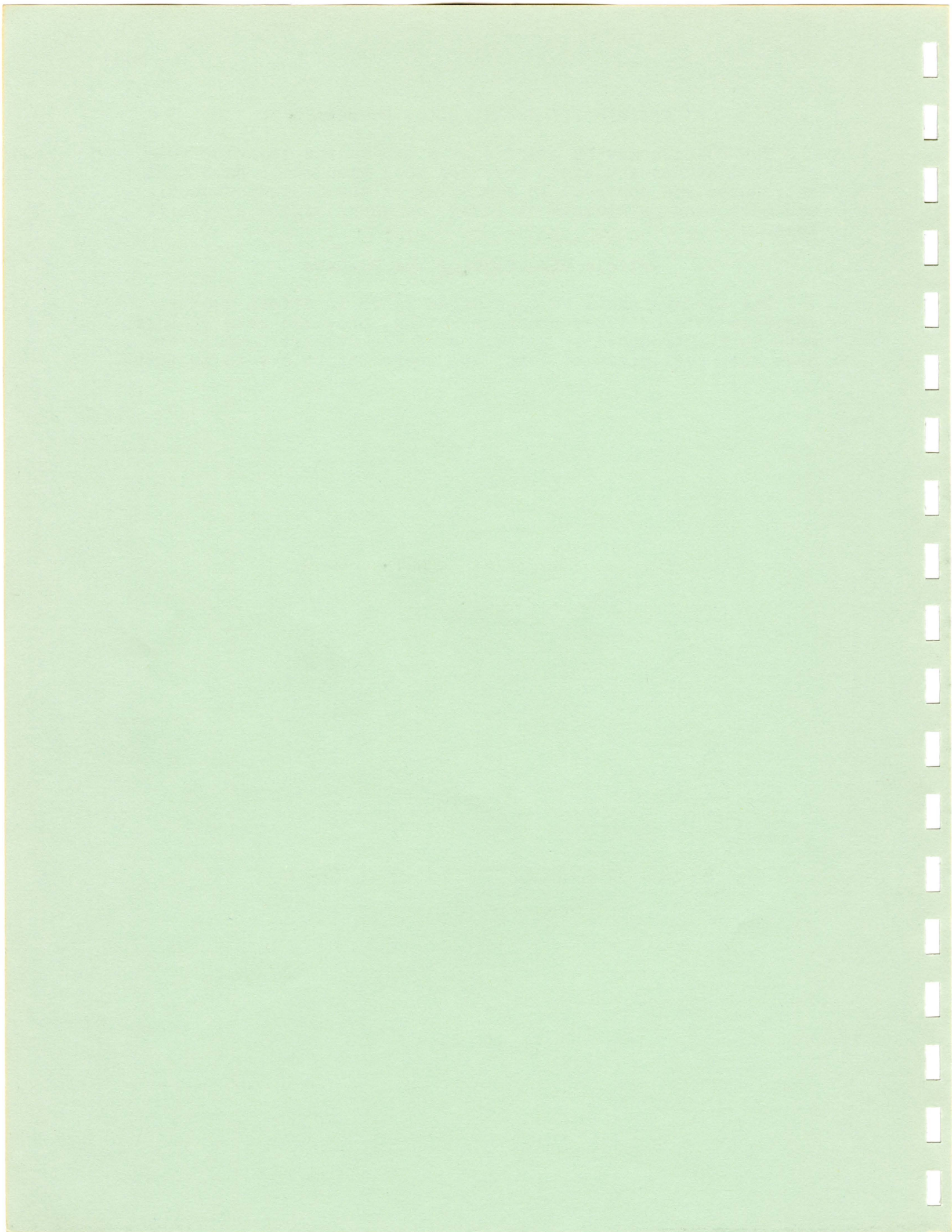
In all matters where the Constitution does not state, we shall conduct matters of concern by Robert's Rules of Order as revised.

Article III-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 VIX-Adopting the By-Laws

The By-Laws shall be considered to be in effect upon a 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
1977-78

SOUTHEASTERN BAPTIST THEOLOGICAL SEMINARY
Wake Forest, N.C.

Appendix C

RECREATION AND ATHLETIC
PROGRAMS AND FACILITIES

Policies, Regulations and Procedures

1977-78

ROTHSCHILD CENTER THEOLOGICAL SEMINARY

Yonkers, N.Y.

Southeastern Seminary is fortunate in that it 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.

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 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 \$1.50 on weekdays and \$2.00 on weekends.

POLICIES, REGULATIONS AND SCHEDULES

As stated above, 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 Activities 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	3:00 p.m. - 5:00 p.m.	3:00 p.m.-5:00 p.m.
Tuesday	3:00 - 6:00, 7:00 - 9:00 p.m.	3:00 p.m.-5:00 p.m.
Wednesday	3:00 p.m. - 5:00 p.m.	CLOSED
Thursday	3:00 - 5:00, 7:00 - 9:00 p.m.	3:00 p.m.-5:00 p.m.
Friday	3:00 p.m. - 5:00 p.m.	3:00 p.m.-5:00 p.m.
Saturday	2:00-6:00 p.m. (Seminary students only)	CLOSED

The gymnasium facilities are provided primarily for the use of Seminary students, faculty, staff and their families. However, under certain conditions guests of the Seminary or of individual participants may use the facilities as defined 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 Activities. 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 Activities 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 Activities. 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 \$1.00 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 Activities. Approved groups with adult supervision will not be required to have individual gym passes (see below). However, 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 Activities 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 the 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.) other than those listed when the gym is open under supervision, a Seminary student may sign out a key from the Student Activities 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 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 Activities.

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.

At times other than the above, a key may be checked out by adults at the Director of Student Activities 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.

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 Director of Student Activities 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.
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 Activities 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, pets, food or drinks 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 Activities.

4/76

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.*

*See number 2 below

Students may check out a key for hours 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 day.

The recreation room facilities are provided primarily for the use and convenience of Seminary students. In addition, limited space and equipment requires 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 Activities as needs indicate. Generally, the room will be closed during the day for chapel services or other special events.
- *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 be cleared in advance with the Director of Student Activities. 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 Activities 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 Activities.
 - e. Seminary students have priority in the use of the equipment.
 - f. Children 12 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 Activities 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 uncooperative 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 Activities.

Children and youth of secondary students, faculty and staff may use the recreation room under the following terms:

a. After being registered by their parents at the Director of Student Activities 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 9:00 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 Activities.

e. Secondary students have priority in the use of the equipment.

f. Children 12 years of age and under must be accompanied by their parents) or an adult who is responsible for them.

g. Since equipment is limited, all participants should be considered of equal value in 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.

h. Anyone wishing to use the ping pong tables must apply their own ping pong balls. These may be purchased in the Student Activities office, or from the recreation room supervisor.

i. While it is recognized that accidental damage and injury may occur to the equipment, intentional damage or abuse of the equipment or the facilities will not be tolerated. Participants who abuse equipment and/or demonstrate an uncooperative attitude may be asked to leave and risk the loss of recreation room privileges.

j. Inquiries concerning the recreation room should be brought to the Director of Student Activities.

with



