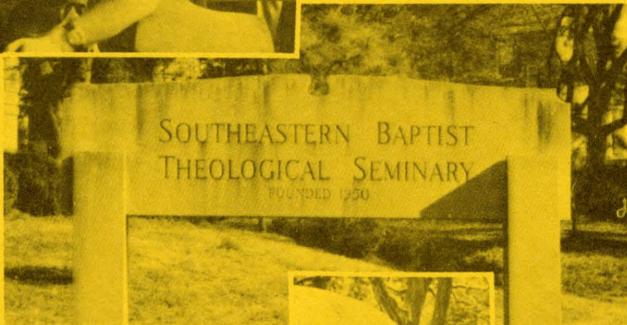
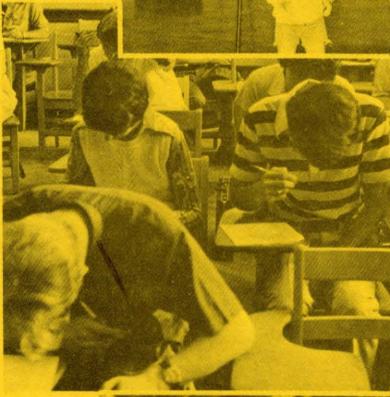
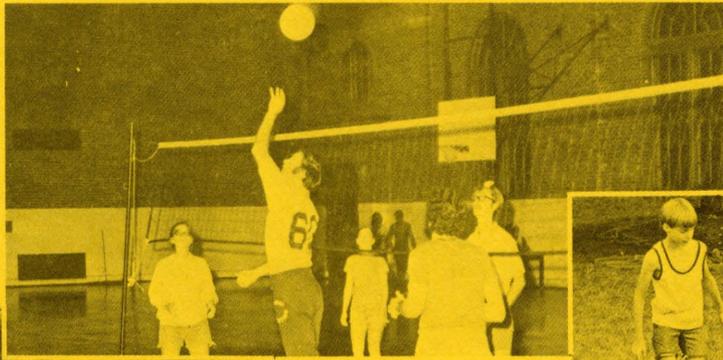
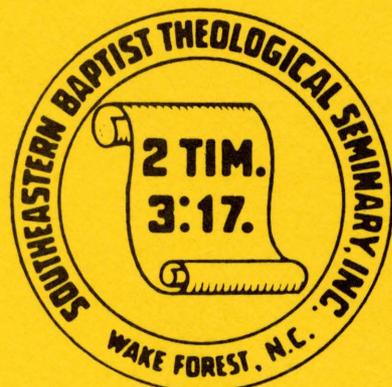


1976-77



HANDBOOK and ORIENTATION GUIDE





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. Since this is our first attempt at this type of handbook, your input on its contents will be invaluable for future editions. Please take a moment to complete the evaluation sheet in the back and turn it in to the Student Activities office, second floor Mackie Hall, at your earliest convenience.

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

Woody Catoe
Director of Student Activities

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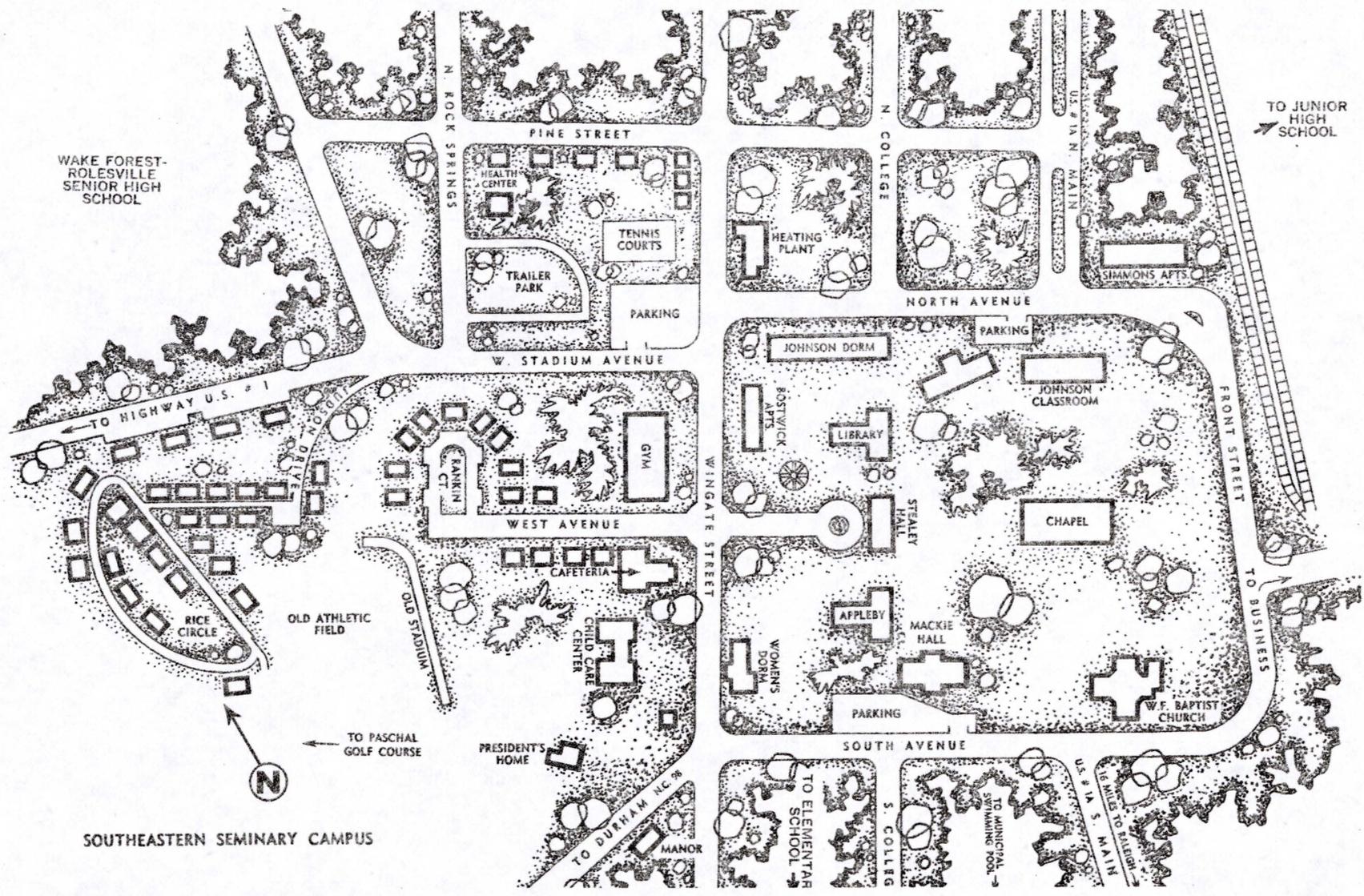
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WAKE FOREST-ROLESVILLE SENIOR HIGH SCHOOL

TO JUNIOR HIGH SCHOOL

SOUTHEASTERN SEMINARY CAMPUS





UNIVERSITY OF CALIFORNIA, BERKELEY

1960

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 6-7 |
| Extended absences due to hospitalization or illness | Dean | 207 Stealey Hall, ext. 249 or 265 |
| <u>Academic Advisement</u> | See "Counseling Services" | |
| <u>Academic Procedures</u> | Dean | 207 Stealey Hall, ext. 249 or 265 |
| | Registrar | 104 Stealey Hall, ext. 214 or 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) | 556-3131 |
| | Ambulance | Bright Funeral Service-556-581 Willis Funeral Service-556-346 |
| 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-Mackie Hall | Director of Student Activities | Mackie Hall, ext. 263 |
| Appleby Building | Associate for Student Development | 102 Stealey Hall, ext. 2 |

| | | |
|-------------------------------------|---|--|
| Other Areas | Director of Student Activities | Mackie Hall, ext. 263 |
| <u>Adding or Dropping Classes</u> | Registrar | 104 Stealey Hall, ext. 214 or 215 |
| <u>Alumni Affairs</u> | Ass't. to President: Student Development | 102 Stealey Hall, ext. 216 |
| <u>Athletics</u> | Director of Student Activities | Mackie Hall, ext. 263 |
| | Athletic Director | 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. 216 |
| <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 | Dir. 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, 21 or 227 |
| <u>Degree Requirements</u> | Registrar | 104 Stealey Hall, ext. 214 or 215 |
| | Dean | 207 Stealey Hall, ext. 249 or 265 |
| <u>Driver's License Information</u> | Motor Vehicles Division Raleigh | 829-4241 |
| <u>Employment</u> | | |
| Career Placement | Field Education Office | Appleby Building, ext. 248, 21 or 227 |

| | | |
|--|----------------------------|--|
| Church and other Ministries | Field Education Office | Appleby Building, ext. 248,219 or 227 |
| On Campus | | |
| Students | Dir. of Student Activities | Mackie Hall, ext. 263 |
| Students' spouses | Business Manager | 103 Stealey Hall, ext. 211 |
| Off Campus (secular) | | |
| Full or parttime | Dir. of Student Activities | Mackie Hall, ext. 263 |
| | Field Education Office | Appleby Building, ext. 248,219 or 227 |
| <u>Financial Aid, Scholarships</u> | Dir. 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 | 104 Stealey Hall, ext. 214,215 |
| | Dean | 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 | Dir. of Student Activities | Mackie Hall, ext. 263 |
| Recreation (Spouses and children) | Dir. of Student Activities | Mackie Hall, ext. 263 |
| Guests | Athletic Director or | Gore Gym |
| | Dir. of Student Activities | Mackie Hall, ext. 263 |
| <u>Insurance</u> | | |
| Information | Business Office | 103 Stealey Hall, ext. 211 |
| <u>Library Services</u> | | |
| | | See Library Guide, Appendix A |
| <u>Loans, Emergency</u> | Dir. of Student Activities | Mackie Hall, ext. 263 |
| <u>Lost and Found</u> | Switchboard, Stealey Hall | Dial "0" (if on campus) Dial 556-3101 (if off campus) |
| | Student Activities Office | Mackie Hall, ext. 263 |

Manor Reservations

Deborah Rivers,
Manor Hostess

Manor Guest House-556-5677
Alumni Office-102 Stealey Hall,
ext. 253

Notary Public

Central Carolina Bank
White Street
Fidelity Bank
White Street

556-5101
556-2021

Organizations and Clubs

See pages 17-19

Parking Fines

Business Office

103 Stealey Hall, ext. 263

Post Office Boxes

Jeanette Scott, Seminary Store

Mackie Hall, 556-3481

Public Relations, News Releases

Institutional Dev. Office

206 Appleby Bldg., ext. 270,271

Publications

Directory
Outlook

Institutional Dev. Office
Associate Director of
Institutional Development
Editor

206 Appleby Bldg., ext. 270,271
103 Appleby Bldg., ext. 241
Mackie Hall, second floor

Enquiry

Southeastern Campus Bulletin

Sec., Student Activities
Office

Mackie Hall, ext. 263

Southeastern Seminary Catalog

Assoc. Director of
Institutional Dev.
President's Office

103 Appleby Bldg., ext. 241
101 Stealey Hall, ext. 210,223

Update

Recreation Program

Facilities, hours, regulations,
key checkout

Dir. of Student Activities

Mackie Hall, ext. 263

Registration

Registrar

104 Stealey Hall, ext. 214,215

Scheduling Meetings

Associate for Student
Development

102 Stealey Hall, ext. 216

Student Council

Constitution
Information

Student Council President
See appendix B
See page 18

Mackie Hall, second floor

Testing, Personal

Director of Counseling

Health Center, ext. 217

Transcripts

Registrar 104 Stealey Hall, ext. 214 or 215

Veterans Benefits

Registrar 104 Stealey Hall, ext. 214 or 215

Voter Registration

Wake Forest Public Library
S. White Street 556-2276

Withdrawal

From course or seminary

Registrar 104 Stealey Hall, ext. 214 or 215

Who To See For Help

| | <u>Office</u> | <u>Extension</u> |
|------------------------------|--------------------------|------------------|
| <u>Alumni Office</u> | Stealey Hall 102 | 253 |
| Rivers, Debbie | Secretary | |
| <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 |
| <u>Child Care Center</u> | | |
| M 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 P. | 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 Counselor | 261 |
| | Women's Dormitory | 556-9982 |
| <u>Faculty</u> | | |
| Adams, Theodore F. | Stealey Hall 208 | 222, 217 |
| Blackmore, James H. | Appleby Bldg. 301 | 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 |
| Durham, John I | Stealey Hall 304 | 226 |
| Eddins, John W. | Stealey Hall 314 | 233 |
| Green, J. Leo | Stealey Hall 311 | 237 |
| Harris, J. Colin | Stealey Hall 212 | 239 |
| Hendricks, Garland A. | Appleby Bldg. | 227 |
| Hester, Richard | Stealey Hall 203 | 264 |
| Hewitt, T. Ferman | Stealey Hall 316 | 218 |
| Hollon, Ellis W., Jr. | Stealey Hall 204 | 255 |
| Humble, Barbara G. | Chapel | 254 |

| | | |
|---|--|--------------------|
| Johnson, Ben S. | Stealey Hall 307 | 243,254 |
| Miller, Glenn T. | Stealey Hall 206 | 275 |
| Nations, Archie L. | Stealey Hall 313 | 236 |
| Neely, Alan P. | Appleby Bldg. 201 | 220 |
| 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 Director | 227 |
| Richardson, Robert | Associate Director | 248 |
| Myers, Donald Graham | Assistant | |
| Renn, Lydia | Graduate Studies Sec. Secretary | 248,269 248,227 |
| <u>Health Center</u> | | |
| Moseley, James R. | Rock Spring Road Seminary Physician | 245 |
| May, Norma | Nurse | 246 |
| <u>Institutional Development Office</u> | | |
| Byard, Rod | Asst. to President-Appleby 206 | 270,271 |
| Blackmore, James R. | Associate - Appleby 103 | 241 |
| Watson, Kay M. | Secretary | 270,271 |
| <u>Library</u> | | |
| McLeod, H. Eugene | Chapel Basement Librarian | 250,225 |
| Tuttle, Walter Alan | Asst. Librarian | 268 |
| Brown, Debbie | Cataloging Asst. | 267 |
| Childs, Jane | Secretary | 250,225 |
| Lee, Ethel | Head of Circulation | 251 |
| Pleasants, Audrey | Acquisitions Super. | 267 |
| Smith, Betty Anne | Catalog Librarian | 267 |
| Wilson, Mary | Acquisitions Asst. | 267 |
| | Reference Services Super. | 268 |
| <u>Manor, The</u> | | |
| Jim and Debbie Rivers | Durham Road Hosts | 556-5677 |
| <u>President's Office</u> | | |
| Lolley, W. Randall | Stealey Hall 101 President | 210,223 |
| Holden, Anna C. | Secretary | 210,223 |
| <u>Receptionist/Operator</u> | | |
| Susan Clawson | Stealey Hall 102 | 0 |
| <u>Registrar's Office</u> | | |
| Sandusky, Fred | Stealey Hall 104 Registrar | 214 |
| Thompson, Gaye | Asst. to Registrar Secretary | 215 214 |
| <u>Seminary Stores</u> | | |
| | Mackie Hall, First Floor | 556-3418 |

| | | |
|-----------------------------------|---------------------------|-----|
| <u>Student Activities Office</u> | Mackie Hall, Second Floor | |
| Catco, Woody | Director | 263 |
| Barrett, Vickie | Secretary | 263 |
| <u>Student Development Office</u> | Stealey Hall 102 | |
| Niswonger, Jerry L. | Asst. to President | 216 |
| Weathers, Betty E. | Associate | 216 |
| Rivers, Debbie | Alumni Secretary | 253 |

STUDENT SERVICES: PERSONAL AND FAMILY

Cafeteria

Southeastern 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 Mondays 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. The bookstore is operated under the auspices of the Sunday School Board of the Convention as a Baptist Book Store. It 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 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. 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.

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.

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 for groups and individuals, also without charge. 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 9:00 a.m. - 11:00 a.m.
(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.

Student Housing

Detailed information and regulations are provided when a student moves into 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. See the Business Office for more complete information concerning housing policies and regulations.

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 makes available 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' wives. These include work grants which provide parttime jobs on campus for students. In addition, there are some fulltime secretarial and clerical positions for students' wives.

For information and applications see the following persons:

(1) Student employment (work grants, on campus) - Director of Student Activities. (2) Students' wives (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 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.

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 book store, 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. No parking is allowed behind the old student center building known as Lea Lab.
5. Parking is available in the lot on the corner of South Street and South College street across from Mackie Hall.
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 with decal will be fined \$1.00.
2. Cars parked illegally without decal properly affixed to the lower corner of the rear back glass will be fined \$5.00.
3. If fine is not paid within one week, the amount will be charged to the individual's account.
4. All fines collected will be used to defray the expenses of Student Activities.
5. 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 4 - Registration books are closed
- October 3 - Requests for absentee ballots may be made
- October 27 - 6:00 p.m. - Last day to request absentee ballot
- November 1 - 6:00 p.m. - Deadline for returning absentee ballot
- November 2 - General elections

ACADEMIC INFORMATION

Since the primary purpose of the Seminary catalog is to provide academic related 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 DEVELOPMENT

Campus 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 9, classes for laypersons will be held during the fall semester each Thursday evening. 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 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. - 1:00 p.m. 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. PYW 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 is a major goal 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 under the auspices of Student Council, F.O.C.U.S. is open to all students who wish to be involved in this ministry.

Sons of the Prophets

The purpose of the Sons 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 for students religious, social, and athletic opportunities. 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.

United Methodist Fellowship

The purpose of the United Methodist Fellowship is to provide a place of fellowship and spiritual growth for all members of the United Methodist Church. The Fellowship is a voluntary organization of lay members of the Church who are interested in the spiritual and social welfare of the community. The Fellowship is organized on a local level and is subject to the approval of the local conference. The Fellowship is a non-sectarian organization and is open to all persons who are interested in the spiritual and social welfare of the community. The Fellowship is a voluntary organization of lay members of the Church who are interested in the spiritual and social welfare of the community. The Fellowship is organized on a local level and is subject to the approval of the local conference. The Fellowship is a non-sectarian organization and is open to all persons who are interested in the spiritual and social welfare of the community.

Members of the Fellowship are encouraged to participate in the Fellowship's activities and to contribute to the Fellowship's efforts. The Fellowship is a voluntary organization of lay members of the Church who are interested in the spiritual and social welfare of the community. The Fellowship is organized on a local level and is subject to the approval of the local conference. The Fellowship is a non-sectarian organization and is open to all persons who are interested in the spiritual and social welfare of the community.

LIBRARY GUIDE

The Interim Library
Basement of Binkley Chapel

SOUTHEASTERN BAPTIST
THEOLOGICAL SEMINARY

wake Forest, North Carolina
1975
Revised 1976

LIBRARY 3010E

The Interim Library
Basement of Linkley Chapel

SOUTHWESTERN BAPTIST
THEOLOGICAL SEMINARY

Wake Forest, North Carolina
1978
Revised 1978

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I. INTRODUCTION

Welcome to the Interim Library of Southeastern Seminary. Here the library staff seeks to offer the best service possible during the enlargement and renovation of the library building. Though study space is limited and many materials are in storage, all of the Library's usual services are available at least in part, except for the provision of carrels and typing rooms. Materials in storage will be retrieved as needed.

This guide provides the basic information necessary to introduce you to the resources and services of the Library and to set forth the policies and procedures which enable the Library to serve responsibly the needs of the entire seminary community. Additional guidance in fully utilizing your learning opportunities is offered through individual and group instruction.

HOURS OF SERVICE

During Academic Sessions

| | |
|--------------------|-------------------------|
| Monday | 8:00 a.m. to 11:00 p.m. |
| Tuesday - Thursday | 7:45 a.m. to 11:00 p.m. |
| Friday | 7:45 a.m. to 4:30 p.m. |
| Saturday | 9:00 a.m. to 4:30 p.m. |

During Holiday Periods and Between Sessions

| | |
|-----------------|---|
| Monday - Friday | 8:00 a.m. to 4:30 p.m. |
| Closed: | New Year's Day, Good Friday, Thanksgiving Day, Christmas Week, and usually the week following Graduation. |

Note: Library services are fully staffed only between 8:00 a.m. and 4:30 p.m. Monday through Friday.

GENERAL ARRANGEMENT

The Interim Library is entered by means of basement steps outside the southwest corner of Binkley Chapel. The sketch on the last page of the Library Guide shows the general arrangement of the facilities, materials, and services. Please ask for assistance as needed.

II. OBTAINING AND USING LIBRARY MATERIALS

GENERAL APPROACH

Begin with one basic assumption: "No matter what bibliographic item or what information I seek, the Library either has it, can obtain it, can direct me to it, or can provide some helpful information pertaining to it." This assumption should be considered correct until the staff has declared all possibilities exhausted.

Try to help yourself, but be assured that members of the library staff are eager to assist you. If a question is important to you, it becomes important to us when you ask it.

The Card Catalog is the primary bibliographic tool for access to the Library's resources: all books, including other important bibliographic tools; many pamphlets; Th.M. theses and D. Min. project reports completed at this seminary; a portion of the microform collection; and many of the audiovisual materials. Exhaustive use of the card catalog is important in research, but it is only the beginning of discovering available resources related to a given inquiry. The use of special subject bibliographies, bibliographies found in good reference works, indexes to periodical literature, and indexes to other uncataloged materials (see below) will generally be productive.

Materials are represented in the card catalog by author and title entries in one alphabetical arrangement and by one or more subject entries in a separate alphabetically-arranged section. Careful reading of descriptive data on a card is important to insure that the item represented is a desired one. Careful recording of the call number exactly as it appears in the upper left corner of the card is essential for successfully finding the item.

BOOKS

Finding Books

Students, faculty, staff, and approved guest readers have access to open stacks and are normally expected to obtain books for themselves, with assistance from the library staff as needed. Most books are classified and arranged on the shelves according to the Union Classification System, which was used by this library until August 1, 1973. Books added to the collections since that date are classified and arranged according to the Library of Congress (LC) Classification System, as are some that have been reclassified, especially in the reference collection. Successfully finding books will require (1) recognizing whether call numbers are LC or Union (distinctive features of the formats will be easily learned) and (2) understanding some differences in the order of shelving or filing call numbers in the two systems. See Chapter VI for a full treatment of these two important requirements.

Call numbers with either "Ref" (Reference) or "Bibl" (Bibliography) as a prefix indicate books belonging to the reference collection. When reclassification of the reference collection is completed, the prefix "Bibl" will remain only on several important bibliographies shelved in the "Bibliography" room adjacent to the card catalog (available for public use, though used predominantly in acquisitions and cataloging). Meanwhile, "Bibl" appears on some call numbers in the Union portion of the main reference area, where they are shelved just as if the prefix were "Ref".

Books not in the reference collection will generally be part of the circulating collection located either in the stacks or in storage, from which they can be retrieved.

Please observe the following practices:

1. Use reference-collection books only in the Library.
2. If you wish to use a book from the circulating collection,
 - (a) It must be checked out at the Circulation Desk for use outside the Library.
 - (b) It may be used in the reading area without being checked out.
3. Do not attempt to re-shelve books. (A book shelved out of its proper place is a temporarily lost book--let the staff assume this responsibility!)
 - (a) Books from the reference collection should be left on a study-table.
 - (b) Books from the circulating collection which are only examined in the stacks should be placed on a nearby window sill; those used in the reading area should be left on a table unless a specially designated place is provided.

Some call numbers on catalog cards are preceded by the term, "Closed Shelves". Use of books in this closed-shelf collection (in storage) is limited to within the library building. Inquire at the Circulation Desk.

Books that are too tall for the normal shelf spacing are referred to as oversized books and shelved in special sections. Note the word "oversize" stamped above the call number on the catalog cards for such books. Oversized books in the LC classification are at the end of the LC section of the stacks; those in the Union classification are in storage.

When a book is not found in the stacks, it may be on closed reserve, charged to another person, temporarily off the shelf for some other reason, or it may be in storage. Inquire at the Circulation Desk. If the book is charged to another person, you may request a "hold" on it when it is returned. You then will be notified, and the book will be held for you at the Circulation Desk for a period of three days. Books in storage will be retrieved on a schedule as indicated at the Circulation Desk.

Borrowing Books Not On Reserve

Procedure

Bring books that you wish to borrow to the Circulation Desk and present your identification card for use in the charging machine. The number of books that may be checked out from the stacks by one person is not prescribed but may be restricted at the discretion of the Circulation Services Supervisor. Books should be checked out prior to 15 minutes before closing time.

Time limit

Most books are loaned for a period of two weeks, subject to renewal for an additional two weeks on or before the due date, provided that no one has requested that it be held. The first renewal may be requested by either a visit or a phone call to the Circulation Desk; in either case, it is necessary to know the call number of the book. Additional renewals may be granted if the need exists, if circumstances permit, and if the book is brought by the borrower to the Circulation Desk.

Some books are only loaned for periods less than two weeks because of intensive demand. These vary from two hours to one week.

Borrowing Books On ReserveGeneral

A list of books on reserve for each course may be consulted at the Circulation Desk. Books on reserve may be obtained there upon request by call number.

Reserve books are checked out for use in the Library for a two-hour period, except as follows:

- (1) The two-hour period may be exceeded by renewal at the Circulation Desk, with the understanding that a book may be recalled when needed by another person.
- (2) Books may be checked out for overnight use beginning two hours before closing time to be returned at opening time the next day (this may at times be limited to one book per person per course);
- (3) when more than one copy of a book is on reserve and demand is not heavy, a commuting student may be allowed to check out a duplicate copy at 1:00 p.m. and to return it on the next class day by 9:00 a.m.; under the same conditions, any student may check out a duplicate copy at 4:30 p.m. and return it at open-time the next day;
- (4) books on 3-day reserve are to be returned by 1:00 p.m. on the third day after they are checked out.

Procedures

1. Write the call number of the desired book on a slip and present the slip at the Circulation Desk.
2. (a) For two-hour use, follow the self-service check-out procedures outlined at the Desk.
 (b) For overnight or 3-day use: the book will be charged out by the attendant on duty.

Returning Books

Regular-loan (non-reserve) books are to be placed in a clearly-marked location at the Circulation Desk.

Reserve-books are to be given to an attendant at the Circulation Desk; please state that you are returning a reserve book.

Fines and Lost Books

(1) In order to emphasize the importance of books being available for use by all who need them, small fines are imposed for failure to return books on time. We prefer not to collect fines, but we do so in the hope that a memory or a sense of community-responsibility may be improved. A fine is not, and should never be thought of as, payment for the privilege of using materials beyond the date or hour they are due; no borrower will be permitted to act on the basis of such an interpretation.

(2) A schedule of fines is available at the Circulation Desk.

(3) The maximum fine for one book is \$5.00; the maximum fine for each additional book involved in a single offense is \$2.00.

(4) The maximum fine should only occur when the borrower has failed to respond to notices from the Library. In such a case, the Library reserves the right to replace the book and to charge the borrower the replacement price of the book and a processing cost of \$4.00 in addition to the fine.

(5) If a book is lost, the borrower will be charged the replacement costs indicated in (4) above plus any fine which may be assessed. The earliest possible reporting of a lost book will be to the advantage of both the borrower and the Library.

(6) All charges not collected at the Circulation Desk will be reported for collection by the Business Office.

(7) Continued or repeated failure to cooperate with the policies of the Library will result in restrictions upon library privileges or in disciplinary action.

MATERIALS OTHER THAN BOOKS

Newspapers

Several daily and Sunday newspapers are available in the entrance lobby. These are retained for only a few days; however, back-issues of The New York Times are available, mostly on microfilm. The New York Times Index provides research-access to this "newspaper of record".

Baptist papers (mostly from state conventions) are shelved along the partition which faces the ends of the stacks. Posted there is a list of states and regions corresponding to the titles by which the papers are arranged alphabetically.

Periodicals

A listing of titles of the periodicals (magazines, scholarly journals, newsletters, etc.) held by the Library is found on a circular visible-file near the indexes; a more detailed account of the Library's holdings of each title, including any parts reproduced in microform, is available by asking the staff for assistance.

Current issues of most periodicals are shelved in the central corridor. Current issues of curriculum-related Baptist periodicals will be found in the Church Curriculum Center on the aisle opposite the stacks. Back issues for several recent years are shelved in the stacks. Holdings for earlier years are in storage and may be consulted by requesting the necessary volume and year at the Circulation Desk. Current issues of curriculum-related Baptist periodicals will be found in the Church Curriculum Center on the aisle opposite the stacks.

Periodical indexes are indispensable for locating articles by author, title, or subject. These are located on the shelves in the center of the central corridor. Some are indexes to several or many periodicals. Others are cumulated indexes to only one periodical title.

Be sure to seek staff assistance as needed in the use of periodical indexes and in locating periodical literature. If you do not find a particular issue of a periodical, please inquire of the Reference or Circulation staff; you will possibly help the Library as well as yourself.

Microforms

Microcards and a microcard reader (together with an enlarger-printer when copies are desired) make available many early American books, pamphlets, and other materials published from the beginning of printing in America in 1639 to the early 19th century. Many of these works are represented in the card catalog by cards containing the location symbol "Microcard Evans."

Microfilm (rolls or reels of micro-images) and several microfilm readers (including a reader-printer) also make valuable resources available. One group is cataloged and represented in the card catalog. Much more has not been fully cataloged, but can nevertheless be used. A collection of books based on Pollard and Redgrave, A Short-Title Catalog of Books Printed in England, Scotland, Ireland and of English Books Printed Abroad, 1475-1640 is being purchased; much is already available. Significant periodical backfiles will be found as will The New York Times since 1953.

Microfiche (sheets rather than rolls of film) is an increasingly important microform being acquired by the Library. Both the reader-printer and the enlarger-printer mentioned above, in addition to several microfiche readers, are used with microfiche.

Assistance in using microforms may be obtained by consulting the Reference or Audiovisual staff. (Though not a part of the Audiovisual collection, microforms are housed with audiovisual materials at present).

Baptist Association and Convention Annuals

These primary historical documents from North Carolina and nearby states are located in the stacks following books in the Union Classification. Many others are in storage. All are for use only in the Library. Please ask the staff for assistance. Do not replace annuals in boxes; leave them with the boxes on a table.

Pamphlets and Papers

Pamphlet boxes and the Vertical File, under supervision of the Reference staff, contain valuable material arranged topically. Please request access to these materials.

Audiovisuals

The Audiovisuals (AV) Department has materials (movies, filmstrips, slides, tapes, records, etc.) and equipment available for both on-campus and off-campus use. See Chapter III for further information on audiovisual services.

Church Curriculum Center

The Center, located on the aisle opposite the stacks, brings together the complex array of current church program and curriculum materials produced in the Southern Baptist Convention, as well as representative materials from other denominations. Materials in the Curriculum Center do not circulate. The audiovisual parts of the curriculum materials are kept in the AV collection, available for the normal short-term loan. Assistance in using the Curriculum Center is provided primarily by the Reference staff.

III. AUDIOVISUAL SERVICES

GENERAL

The Southeastern Seminary Library makes available to its resident users a collection of audiovisual materials and related equipment to serve a variety of needs and interests. Among

these are resources suitable for: (1) seminary classroom instruction; (2) individual study; (3) use with a variety of group situations; and (4) recreational listening and viewing.

All materials and equipment may be used in the Library by individuals or groups except as limited by interim facilities; with but few exceptions, they may be checked out for official on-campus use; most may be checked out for personal use by individuals or groups. For personal use of equipment and certain materials, a modest rental fee is collected to help defray maintenance and replacement costs.

A card catalog of the audiovisuals collection may be consulted in the Audiovisuals Department office. The Library has recently begun giving full cataloging to audiovisual materials; increasingly, these materials will be represented in the main card catalog.

AUDIOVISUAL FACILITIES

The Audiovisual (AV) Department office and resources are located in the central core of the Interim Library.

Groups may be accommodated in the auditorium of the Amos Johnson Classroom Building. Reservations for the auditorium are made in the AV office, where the key to the projection room must also be obtained.

RESERVATIONS

Materials, equipment, and the viewing room mentioned above may be reserved at the AV office well in advance of the desired date of use. A reservation is a commitment which is taken seriously by the Library; it should likewise be a serious commitment for the prospective user, since it involves holding items which others may desire to use.

Applicable rental fees will be charged for items which are reserved but not picked-up, unless the reservation is cancelled by noon on the day appointed for pick-up.

CHECK-OUT AND RETURN OF MATERIALS AND EQUIPMENT

Materials and equipment are checked out at and returned to the AV office. Returned items should be received by a staff member.

Items on the rental schedule are checked out either on Monday - Thursday afternoon for overnight-use or any time from noon Friday to 4:30 Saturday for weekend-use. Overnight loans are due for return by 9:15 a.m. Weekend loans are generally due by 9:15 a.m. on Tuesday; however, in some cases, Monday return may be required by a previous reservation.

Materials not on the rental schedule are loaned for one week. These may be returned at any time during hours of service up to the end of the date due.

Prompt returns are extremely important, since someone else may have reserved the items and urgently need them. Fines are imposed for late return of materials and equipment according to the procedures stated below. We hope never to impose a fine, because, obviously, the payment of a fine can in no way compensate for the possible inconvenience, embarrassment, or lost opportunity suffered by others who depended upon the return of items when due.

RESPONSIBILITIES OF THE BORROWER

Equipment and materials are carefully checked after each use and are in good operating condition when loaned again. The borrower assumes responsibility for the care and proper use of items while in his possession. The following specific responsibilities must be assumed by the borrower:

- (1) To gain the necessary understanding of the proper use of equipment and materials by means of instruction in the AV office and/or careful study of the available operator's manual.
- (2) To report any malfunction, damage, or loss which might occur.
- (3) To pay for repairs or replacements which are necessitated by obvious misuse or mishandling or by accidental damage or loss.
- (4) To attempt no repair of equipment or materials.
- (5) To return borrowed items to the AV office for check-in by the time they are due.

RENTAL FEES

For those items that are subject to rental fees, the fees apply to all loans except: (1) those for use in the library and (2) those for use outside the library either in a course of study offered by this seminary or in connection with some other seminary function.

The following fees are payable at check-out time:

| <u>Item</u> | <u>Fee</u> |
|---|----------------------|
| <u>Materials*</u> | |
| Filmstrip | \$.25 |
| Motion Picture Film | .50 |
| Multi-Media Kit | .25 |
| Simulation Game | .25 |
| Slide Set . . variable at | .01 per slide |
| Transparency Set. . variable at | .05 per transparency |

| <u>Item</u> | <u>Fee</u> |
|---|------------|
| <u>Equipment*</u> | |
| Projector, Filmstrip/Slide | \$1.00 |
| Projector, Motion Picture | 3.00 |
| Record Player. | 1.00 |
| Screen | .25 |
| with projected materials and projector -- no charge | |
| Phonotape Recorder--Cassette | .50 |
| --Reel-to-Reel | 1.00 |
| Phonotape Player--Cassette | .25 |

FINES FOR OVERDUE LOANS

For the reason stated above under "Check-out and Return....," relatively large fines are imposed for the late return of materials and equipment.

1. (a) For the rental items listed above: \$1.00 per day or part thereof for one item, plus \$.25 per day for each additional item in the loan transaction. In addition to the fine, rental fees will be due for the total period involved.
- (b) For non-rental items: \$.10 per day or part thereof for one item, plus \$.05 per day for each additional item in the loan transaction.
2. The maximum fine levied will be the total which accumulates when the loan is 10 days overdue.
3. If the maximum fine is reached and reasonable efforts to communicate with the borrower yield no satisfactory response, the item or items will be assumed lost. The borrower will then be liable for both the maximum fine and the replacement costs.

IV. USING OTHER LIBRARY SERVICES

XEROX COPIER

Located near the end of the Circulation Desk, the Xerox Copier serves both the library staff and library users. The price of copies is kept as low as costs permit. Self-service procedures are simple but must be followed as prescribed. Request access to and guidance in the use of the copier at the Circulation Desk.

*This is not a complete list of types of materials and equipment available in the AV collection; it is only a list of those subject to rental fees for personal use outside the library.

Copying of pages from library materials is to be done only with the approval and possibly the assistance of a staff member, in order to avoid damage to the materials. Books, periodicals, and pamphlets should be brought to the Circulation Desk.

Copyright law and practice with respect to photocopying in libraries are currently under study by a congressional committee and are the subject of litigation. Lawful fair use of commercially available copyrighted materials (without permission of the copyright holder) seems to clearly extend only to photocopying of limited portions of a work for private use. Fair use may be difficult to determine from both a legal and ethical standpoint. A suggested guideline is: copy portions of works for a purpose comparable to your limited use of the Library's copy of the work.

INTERLIBRARY LOAN

Some materials needed for research and not available in this library may be borrowed from another library. Requests should be made to the Circulation Services Supervisor.

EXTENSION SERVICE

The Library extends borrowing privileges by mail to alumni and other friends of the Seminary. A modest fee is charged for annual membership in the Extension Service. Information is available at the Circulation Desk.

V. MISCELLANEOUS INFORMATION

Outerwear and briefcases preferably are left in the entrance area near the Circulation Desk. Members of the library staff may at times--and do reserve the right to--inspect briefcases and books being taken from the Library.

Noise is a special problem in the Interim Library. Please do your part to keep the study area as quiet as possible. Conversations, both social and studious, are inappropriate in the study area; let us so remind each other as needed.

Fire exits are clearly marked and are never to be used except for emergencies. Only the main entrance of the Library is to be used for normal entrance and exit.

Consumption of food and beverages is not allowed in the Library, primarily to avoid attracting insects that are harmful to library materials.

Smoking is not permitted anywhere in the Library.

No public telephone is available in the Library. Students will be called to the telephone only in case of emergency. Public telephones are located at the switchboard in Stealey Hall and in Mackie Hall.

Notices or posters may be placed in the Library only with proper approval. Please submit them to the Librarian's Secretary.

VI. TWO CLASSIFICATION SYSTEMS: WHAT YOU NEED TO KNOW AND A BIT MORE

THE ESSENTIALS

Identifying Call Numbers as LC or Union

Since books with Library of Congress (LC) call numbers are shelved in a separate sequence from those with Union call numbers, it is necessary to identify a call number as belonging to one of the two systems in order to search efficiently for its shelf-location. Fortunately, there are distinctive features of the call-number formats that will be apparent upon comparison.

The two call numbers below contain exactly the same letters and digits, but note the differences in appearance.

Union Call No.

BR53
W951

LC Call No.

BR
53
.W951

The first line of an LC call number will always be one or two letters; the second line will always be a number; the third line will begin with a decimal point which is followed by a letter and a number (except in the small percentage of call numbers in which the line is simply the year of an edition of a version of some text such as the Bible or the Koran). The first line of a Union call number will be a combination of letters and a number, except in a very few cases where letters stand alone; the second line will be a letter (not preceded by a decimal) followed by a number (again, with the exception cited above for texts such as the Bible).

Difference in Order of Shelving LC and Union Numbers

Though decimal points generally have not been used in the Union System, all numbers are treated as decimal numbers in shelving. In the example above, the number on the first line is treated as if it were written 0.53; thus, in Union, BR53 would be shelved ahead of BR6 because 0.53 is less than 0.6 on a numerical scale.

In the LC system, the numbers are treated as they appear; i.e., the number on the second line is a whole number (in some cases, a combination whole number and decimal number), and the number on the third line is a decimal number. Thus, in the LC example above, BR/53 would be shelved after BR/6 because 53 is larger than 6 and BR/53/.W951 would be shelved before BR/53/.W96 because 0.951 is less than 0.960.

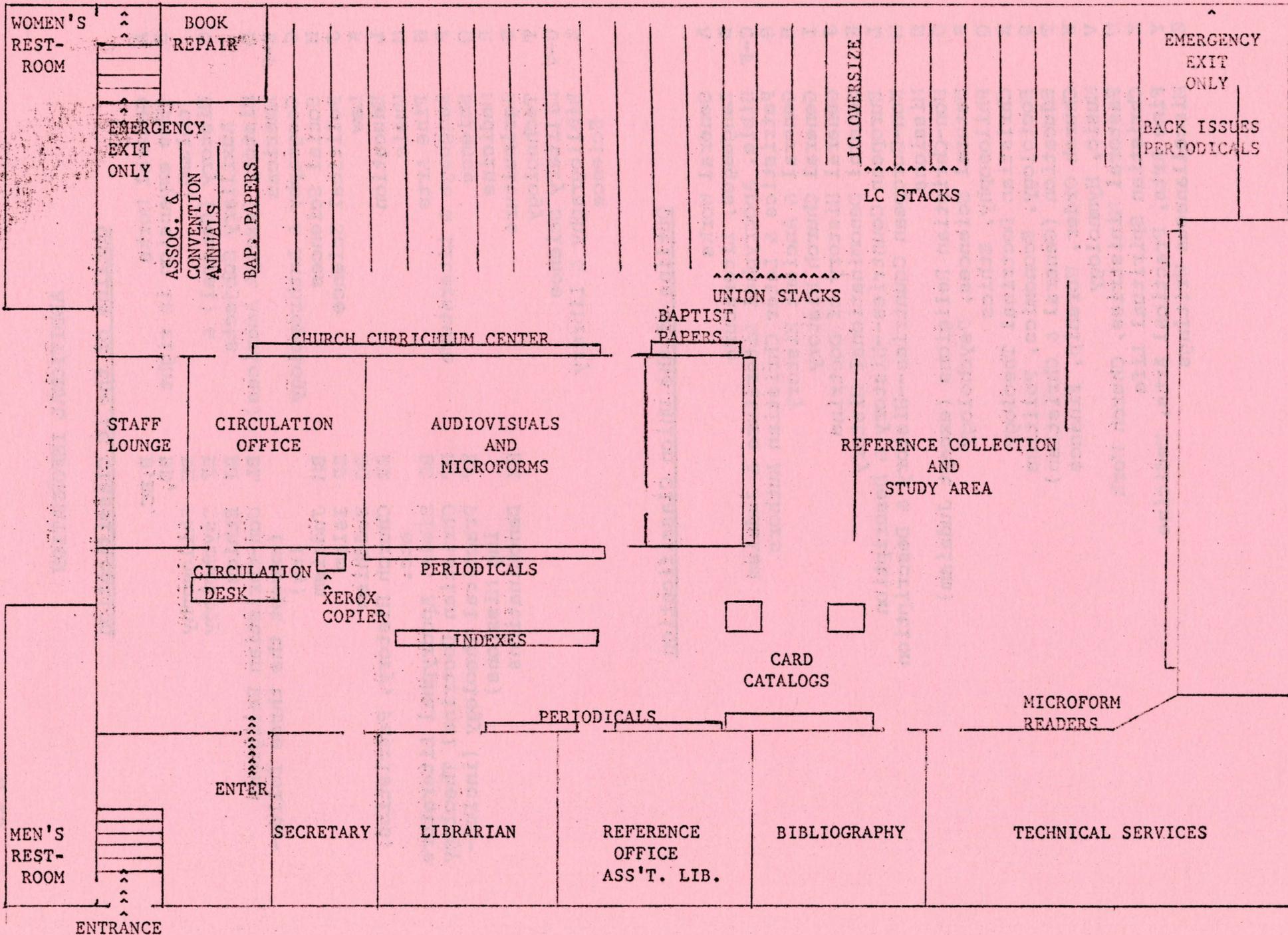
ADDITIONAL INFORMATION

Outline of the LC Classification

| | | |
|-----|--|---|
| A | General Works | B,BC, |
| B | (See expansion in right column) | BD, |
| C | History (General) & Auxiliary Subjects | BH Philosophy |
| D | History (except Americas) | BF Psychology |
| E-F | Americas | BJ Ethics |
| G | Geography & Anthropology | BL Non-Christian Religions (except the three following) |
| H | Social Sciences | BM Judaism |
| J | Political Science | BP Islam |
| K | Law | BQ Buddhism |
| L | Education | BR Church History, Patristics, etc. |
| M | Music | BS Bible, Apocryphal Literature |
| N | Fine Arts | BT Christian Doctrinal Theology |
| P | Language & Literature | BV Practical Theology (including Missions) |
| Q | Science | BX Denominations |
| R | Medicine | |
| S | Agriculture | |
| T | Technology | |
| U-V | Military Science | |
| Z | Bibliography & Library Science | |

Outline of the Union Classification

| | |
|-----|---|
| A | General Works |
| B | Languages, Literature |
| C-F | Bible, Apocryphal Literature & Judaism |
| G | Patristics & Later Christian Authors |
| H | General & Ancient History |
| I | General Church History |
| J | General History of Doctrine |
| K | General Denominational History |
| L | European Countries--History & Description |
| M | Non-European Countries--History & Description |
| N | Missions |
| O | Non-Christian Religions (except Judaism) |
| P | Natural Sciences, Psychology |
| Q | Philosophy, Ethics |
| R | Christian Doctrinal Theology |
| S | Sociology, Economics, Politics |
| T | Education (General & Christian) |
| U | Church Order, Worship, Finance |
| V | Music, Hymnology |
| W | Pastoral Ministries, Church Work |
| X | Christian Spiritual Life |
| Y | Fine Arts, Practical Arts, Medicine |
| Z | Miscellaneous Writings |

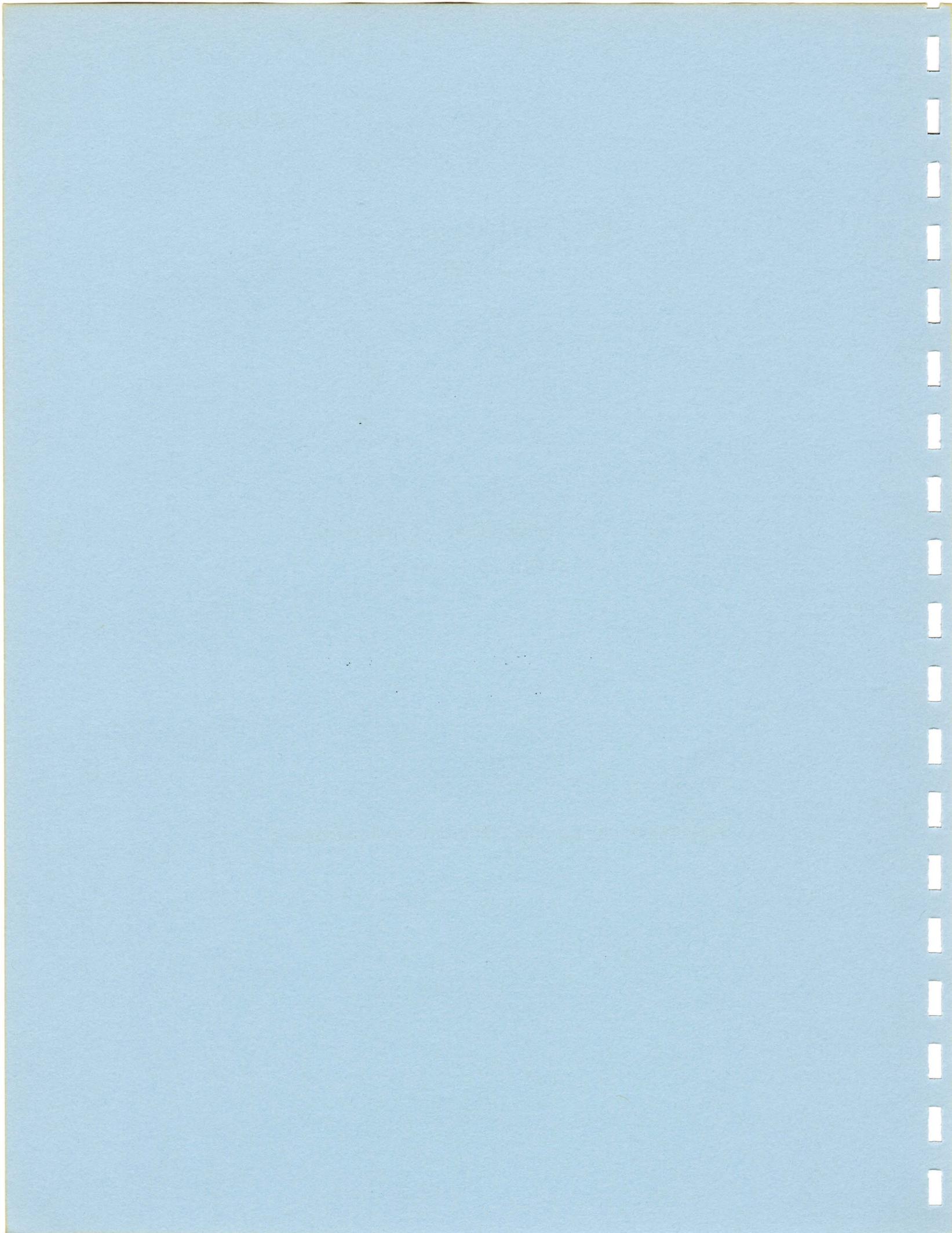


STUDENT COUNCIL INFORMATION

1976-77

Officers, Committees, Constitution,
Seminary Council

Southeastern Baptist Theological Seminary



STUDENT COUNCIL OFFICERS

1976-1977

President: Jim Brown*

Vice-President: John Deeds*

Secretary-Treasurer: Cathy Cole*

Committee Chairpersons

Arts Committee: Steve Jolly
Athletic Committee: David Robinson
Chapel Committee: Clarence Eyerly
Ethics Committee: Wanda Brown
Off-Campus Ministries: Jim Norris
Social Committee: Karen Eodenheimer
Student Welfare Committee: Curtis England

CLASS REPRESENTATIVES

M.Div. Senior Class Representatives:

Debra Griffis
Emory Jones *
Mike Williams

M.Div. Middler Class Representatives:

Beth Collier
Ed Sansbury
Peggy Stout*

M.R.E. Class Representative:

Nora Morris*

Certificate Senior Class Representative:

David Kime*

Seminary Council Student Representatives:

Bill Duke
Jay Lawson

*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 ministry and Missions Conference as specified in 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 shall 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 - Nancy Stanton
M.Div. Program - Skip Pike
Th.M. Program - Tom Poole
2. Chapel - This committee prepares the chapel schedule and cooperates with the committee on Convocations, Lectures and Missionary Days.
Student Members: Beth Collier
Clarence Byerly
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: Betty Wynne
Dawn Sarchet
4. Field Education - This committee cooperates with the field work staff in planning, evaluating and interpreting the field work program.
Student Members: Russell Ford
Steve Allsbrook
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 this 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: To be appointed
7. Student Discipline - This committee handles matters of student discipline.
Student Members: To be appointed
8. Library Committee
Student Members: Th.M. Program - David Stanford
M.Div. Program - David Howell
M.R.E. Program - To be appointed
Certificate Program - To be appointed

The new Faculty Committees begin their terms May 31.

CONSTITUTION OF THE STUDENT BODY
OF
SOUTHEASTERN BAPTIST THEOLOGICAL SEMINARY

Article I - Name

The coordinating organization of the student body shall be called the Student Council.

Article II - Purpose

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

Article III - Membership and Organization

Section 1. Membership

The Student Council shall be composed of:

- a. President
- b. Vice-President
- c. Secretary-Treasurer
- d. One representative from the D.Min. Degree Program
- e. One representative from the Th.M. Degree Program
- f. Three Representatives from the Junior Class of the M.Div. Degree Program
- g. Three Representatives from the Middler Class of the M.Div. Degree Program
- h. Three Representatives from the Senior Class of the M.Div. Degree Program
- i. One Representative from the M.R.E. Degree Program
- j. Two Representatives from the Certificate Degree Program, one from the Junior Class and one from the Senior Class
- k. The Chairmen of Committees

Section 2. Organization

The Student Council shall be organized as follows:

- a. The Executive Committee composed of:
 - (1) President
 - (2) Vice-President
 - (3) Secretary-Treasurer
 - (4) One Representative from the D.Min. Degree Program
 - (5) One Representative from the Th.M. Degree Program
 - (6) One Representative from the Senior Class of the M.Div. Degree Program
 - (7) One Representative from the Middler Class of the M.Div. Degree Program
 - (8) One Representative from the Junior Class of the M.Div. Degree Program
 - (9) One Representative from the M.R.E. Degree Program
 - (10) One Representative from the Senior Class of the Certificate Degree Program
- b. The Chairmen of Committees
- c. The Remaining Class Representatives

Article IV - Duties

Section 1. The Student Council

The Student Council shall meet regularly at least once a month, 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 to supervise the nomination and election of officers.

Section 2. The Executive Committee

The Executive Committee shall meet at the discretion of the President and/or upon the request by two-thirds of the Committee members. 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 3. General 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.

b. Vice-President

The Vice-President shall preside in the absence of the President and be responsible for assisting the Director of Publications.

c. Secretary-Treasurer

The Secretary-Treasurer shall keep the minutes of all meetings of the Student Council and the Executive Committee, file all records of the organization, conduct all correspondence, keep all funds and records of the same, and disburse the same as authorized by the Student Council.

d. Class Representatives

Class Representatives shall represent their respective classes. They shall have authority to call meetings and lead in organization of their classes.

Section 4. Committee Chairmen and Committees

The Committee Chairmen shall be responsible for directing the activities of their respective committees as stipulated in the following summaries, and they shall appoint other students to assist them.

a. Arts

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

b. Athletic

This committee shall provide, promote, and publicize various forms of relaxation and exercise for the student's mental and physical health.

Section 4. Committee Chairmen and Committees (Cont.)

c. Chapel

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.

d. Ethics

This committee shall attempt to stimulate interest and participation of students and faculty in local, national, and international problems of ethical concern.

e. Off-Campus Ministries

This committee shall serve as a liaison between students, churches, and other institutions. It shall plan, promote, and coordinate off-campus ministries such as drives for local and world relief, bloodmobile, mental health institutions, prisons, etc.

f. Social

This committee shall promote those activities which develop and create a spirit of fellowship among students, faculty, and administration.

g. Student Welfare

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.

Section 5. Faculty Advisers

Faculty members shall be selected by the committees to serve in an advisory capacity on each of the committees listed in Article IV, Section 4.

Section 6. Students on Faculty Committees

It shall be the duty of the Student Council to appoint students to Faculty Committees 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 so serving. Interested students shall then submit their names and the name of the committee on which they desire to serve. The Executive Committee shall study these requests and then submit a final listing to be approved and/or amended by the Student Council. Students shall be appointed to the following faculty committees.

a. Academic Policy and Procedure

- (1) One student from the Th.M. Degree Program
- (2) One student from the M.Div. Degree Program
- (3) One student from the M.R.E. Degree Program
- (4) One student from the Certificate Degree Program

b. Chapel

- (1) The Chairman of the Student Council Chapel Committee
- (2) One student at large

c. Convocations, Lectures, and Missionary Days

Three students at large

d. Field Education

Two students at large

Section 6. Students on Faculty Committees (Cont.)

- e. Graduation and Commencement
 - (1) One student from the Middler Class of the M.Div. Degree Program
 - (2) One student from the Senior Class of the M.Div. Degree Program
- f. Student Affairs
One student at large
- g. Student Discipline
Three students at large
- h. Library Committee
 - (1) One student from the Th.M. Degree Program
 - (2) One student from the M.Div. Degree Program
 - (3) One student from the M.R.E. Degree Program
 - (4) One student from the Certificate Degree Program

Article V - The Seminary Council

The Seminary Council shall facilitate communication within the seminary and foster a climate of mutual trust and understanding between Students, Faculty, and Administration. It shall meet three times each semester - October, December, and January during the fall semester; and February, April, and May during the spring semester. Special meetings of the Seminary Council may be called by the chairman as needed and/or upon the request by two-thirds of the committee members.

The Seminary Council shall be composed of nine members.

- a. The President of the Student Council and two students elected annually by the Student Body during the spring elections. The nomination of students to serve on the Seminary Council shall follow the procedures outlined by the Bylaws, Articles I and II. Election of students shall require a plurality of votes.
- 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 Conference.

The President of the Seminary shall serve as Chairman of the Seminary Council for the academic year 1971-72. In subsequent years the Chairman shall be chosen by the Seminary Council.

Article VI - Amending the Constitution

This constitution may be amended by a two-thirds vote of the Student Body enrolled, provided such an amendment or 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 VII - Adopting the Constitution

This constitution shall be considered to be in effect upon a two-thirds majority vote of the Student Body enrolled, 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 - Nominations of Officers

Section 1. Nomination of officers shall take place at least eight weeks before the spring semester ends. Nominations shall be made under the provisions of either paragraph (a) or paragraph (b) of this section.

a. The President shall appoint a Nominating Committee whose composition and procedures are to be as follows:

- (1) The Nominating Committee shall be appointed at least ten weeks before the spring semester ends.
- (2) The Nominating Committee shall be composed of six students, three of whom shall have served as members of the Student Council and three of whom shall not have so served. The President shall designate one member of the committee to serve as its chairman; and the President shall serve as an ex-officio member of the committee.
- (3) The Nominating Committee shall nominate two candidates for each office.
- (4) Nominees for the offices of President and Vice-President shall be rising seniors; nominees for Secretary-Treasurer and Committee Chairman shall be either rising seniors, rising middlers, or certificate students; nominees for the office of class representative shall be members of their respective rising classes (Concerning the election of Junior Representatives from the M.Div. Degree Program, the first year representative from the Certificate Degree Program and the Graduate Representative from the D.Min. Degree Program, and the Graduate Representative from the Th.M. Degree Program, see Article III).

b. 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:

- (1) The provisions of paragraph (a), sub-paragraph (4), shall apply.
- (2) All nominees petitioning for office shall present a petition to the Nominating Committee containing the signatures of ten students.
- (3) Such petitions, must be presented to the Nominating Committee within one week following the posting of the list of candidates submitted by the Nominating Committee.
- (4) When additional nominations are received under the provisions of sub-paragraph (4), 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 week before the election.

Section 2. No one shall nominate a candidate for office until he has gained the permission to do so from the student.

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

Article II - Election of Officers

Section 1. Election of officers shall take place during the week following the close of nominations. The voting shall be by secret ballot as follows:

- a. All students are eligible to vote for President, Vice-President, Secretary-Treasurer, and Committee Chairmen.
- b. 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 class.
- c. The one representative in each class receiving the highest number of votes shall serve on the Executive Committee.

Section 2. Election of officers shall require a majority of votes cast, except in the case of class representatives, which shall require a plurality of votes.

Article III

Junior, Certificate Students, and Graduate Representatives

Section 1. Nominations for representatives from the incoming Juniors in the M.Div. Degree Program, Graduates in the D.Min. Degree Program and Th.M. Degree Program and Juniors in the Certificate Degree Program shall take place within eight weeks after the opening of the fall semester as outlined, whenever applicable, in Article I, Section 1, above. Election of these representatives shall take place one week following the close of nominations.

Article IV - Student Enrollment

For all Student Council elections the student body enrollment shall be determined by the following criteria:

Section 1. To be considered a duly enrolled student in the M.Div., M.R.E., or Certificate Degree Program, a student must be registered for at least eight semester hours.

Section 2. To be considered a duly enrolled student in the Th.M. Degree Program, a student must be registered for at least four semester hours.

Article V - Filling Unexpired Terms

Section 1. In the event that an office becomes vacant prior to the elections for Junior Representatives, the vacancy shall be filled by an election to be held concurrently with the Junior Representative elections. The nominations and elections shall adhere, wherever applicable, to Article I and II above.

Section 2. In the event that an office becomes vacant subsequent to the Junior Representative elections, the vacancy shall be filled by appointment of the President, with the approval of two-thirds of the total membership of the Council.

Article VI - Term of Office

Section 1. The installation of incoming officers shall take place at the first Student Council chapel period following the election of officers. The details for this service shall be arranged by the outgoing Student Council.

Section 2. The official duties of office shall be turned over to the incoming officers by the retiring Student Council at the next meeting of the Student Council following the above service.

Section 3. Incoming Junior, Certificate, and Graduate Representatives shall begin their term of office immediately following their election.

Article VII - Meetings

The meetings of the Student Council are open to all members of the Student Body, Faculty, and Administration.

Article VIII - Amending the Bylaws

The Bylaws may be amended by a majority vote of the Student Body enrolled, provided such an amendment or amendments have been introduced in a meeting of the Student Council and have been publicized at least two weeks before a vote is taken.

Article IX - Adopting the Bylaws

The Bylaws shall be considered to be in effect upon a majority vote of the Student Body enrolled, provided said Bylaws have been introduced in a meeting of the Student Council and have been publicized at least two weeks before a vote is taken.

A SEMINARY COUNCIL

1. The purpose of the Council is to facilitate communication within the school and to foster a climate of mutual trust and understanding. Members of the Council will speak with friendly candor on any subject discussed.
2. The Council will be composed of nine (9) members:
 - (1) The General Chairman of the Student Coordinating Council and two (2) students elected annually by the student body.
 - (2) The Academic Dean and two (2) professors elected annually by the Faculty.
 - (3) The President of the Seminary and two (2) administrative officers selected annually by the Administrative Conference.
3. The Council will meet three (3) times each semester. The schedule of six (6) regular meetings for the academic year will be arranged by the Council prior to each annual Commencement. Special meetings of the Council may be called by the Chairman as needed.
4. The President of the Seminary will serve as Chairman of the Council for the academic year 1970-71. In subsequent years the Chairman will be chosen by the Council. The Chairman, or member designated by him, will preside at each regular or called meeting.

Appendix C

RECREATION AND ATHLETIC
PROGRAMS AND FACILITIES

Policies, Regulations and Procedures
1976-77

SOUTHEASTERN BAPTIST THEOLOGICAL SEMINARY
Wake Forest, N.C.

Annex 2

REGISTRATION AND ADMITTANCE
PROGRAMS AND FACILITIES

Polices, regulations and procedures
1970-77

SOUTHEASTERN BAPTIST THEOLOGICAL SEMINARY
Wake Forest, N.C.

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 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."

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 | 2:00-6:00p.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 parents 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.

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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 | 9:00a.m. - 12:00Noon and 2:00-7:30p.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.

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RECREATION ROOM POLICY

The Recreation Room is open as follows:

| | |
|-----------------------------------|--|
| Monday, Tuesday, Thursday, Friday | 8:00a.m. - 4:30p.m.*, 5:00p.m. - 9:00p.m. |
| Wednesday | 8:00a.m. - 4:30p.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 unco-operative attitude may be asked to leave and risk the loss of recreation room privileges.
8. Inquiries concerning the recreation room should be brought to the Director of Student Activities.

- 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 a 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.
- 5. Children 15 years of age and under must be accompanied by their parent(s) or an adult who is responsible for them.
- 6. 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.
- 7. 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.
- 8. 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.
- 9. Inquiries concerning the recreation room should be brought to the Director of Student Activities.

HANDBOOK AND ORIENTATION GUIDE
EVALUATION SHEET

Please return completed form to the Student Activities Office,
second floor, Mackie Hall at your earliest convenience.

1. Check appropriate designation: _____ (Entering Student)
_____ (Returning Student, Indicate which year _____)
_____ (Faculty, Administration or Staff)

2. Please circle the rating below which most nearly expresses
your evaluation.

a. As a new student, I found the book's usefulness as an
orientation aid and an introduction to seminary life
to be _____

_____ of little use
_____ extremely useful

b. As a handbook or resource guide I have found the book to
be _____

_____ of no help
_____ very helpful

c. The way in which information is organized and presented is

_____ contains and unclear
_____ very clear

d. I found the amount of information contained in the handbook
to be _____

_____ too much, (overwhelming) adequate (not enough, inadequate)

3. In addition to the present contents, I would like to see the
following kinds of information included: _____

4. I feel the following information was of little use and should
not be included in the future editions: _____

5. Which areas, in your opinion, need additional information or
clarification? _____

6. Please use the back of this sheet for any additional comments
or observations you may have.

Thank you for your cooperation and help in completing this form.

