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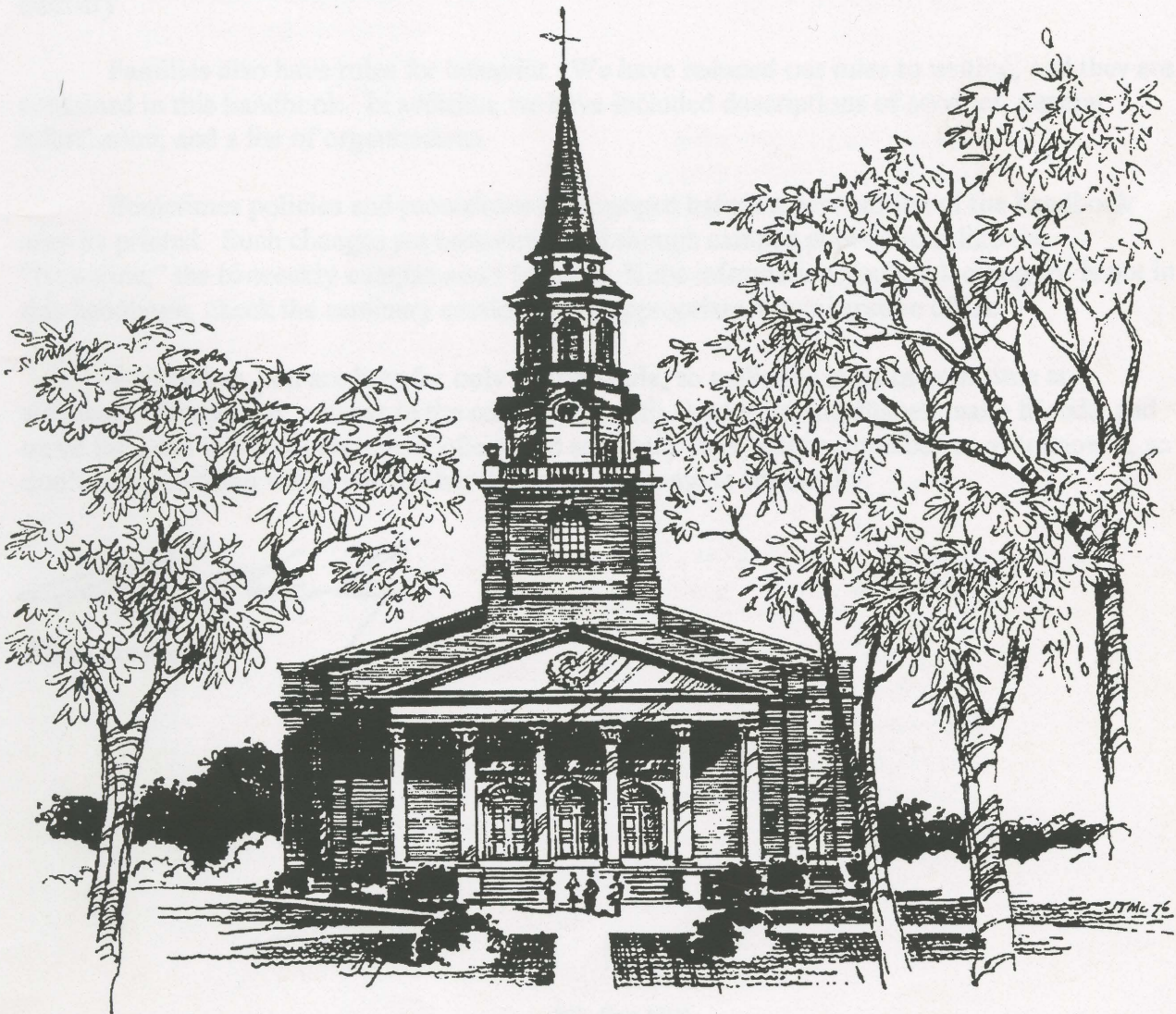
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STUDENT HANDBOOK



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MAR 12 2002



Dr. N. Allan Moseley

Vice President for Student Services

Dean of Students

II Timothy 3:17

Welcome to the Southeastern Family!

Like all families, this seminary is a group of folks who love one another. Also, we are proud of every new addition to the family, so we're glad you are here. Families are also loyal, and you will find that we believe this is the best place on the planet to prepare for Christian ministry.

Families also have rules for behavior. We have reduced our rules to writing, and they are contained in this handbook. In addition, we have included descriptions of services, general information, and a list of organizations.

Sometimes policies and procedures are changed before a new edition of the handbook may be printed. Such changes are communicated through campus publications like the "Newslines," the bi-weekly campus news bulletin. If the information you are looking for is not in this handbook, check the seminary catalog or the appropriate administrative office.

Remember, you are here for only a little while, so make the most of your time at seminary. Study hard, witness to the community with *Doulos*, attend chapel, make friends, and serve the Lord in a local church. College and seminary days will be gone before you know it, so don't miss anything while you are here! Again, welcome to the family.

Allan Moseley



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Student Services: Personal and Family

Campus Security

Southeastern security officers are on duty 24 hours a day. Security officers make rounds of campus buildings and housing. The seminary also has an excellent relationship with the Wake Forest Police Department, which regularly patrols seminary property. 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. Local insurance agents can handle any questions concerning renters' insurance or automobile insurance. In case of theft, contact the Wake Forest Police Department (554-6150) and the Southeastern telephone operator (556-3101). Security will respond to needs such as safety, lock-out, maintenance, etc. The after hours number is 302-2485.

Campus Visitors and Tours for Churches and Community Organizations

The Admissions Office welcomes opportunities to give tours of the Southeastern campus to church groups, community organizations, etc. Visitors are invited to attend chapel services Tuesday through Thursday at 10:00 a.m. in Binkley Chapel. To make tour arrangements, please contact the Admissions Office, (919) 863-8280. Please make reservations in advance.

Child Care & Parents' Night Out

Ruby Reid Child Development Center serves the seminary family by caring for children ages two through five. The center is open year-round, except for one week in August and one week during the Christmas season and selected holidays. Enrollment is limited. Parents' Night Out is scheduled each semester for a minimal cost and publicized through the NewsLine.

Emergency Messages

Emergency messages may be transmitted to students in class by way of the **Student Life Office** at 863-8305. An emergency is defined as death of a family member, accident involving a family member, or crisis situation requiring immediate attention. An effort to contact the needed person will be made only if that person can be located by class schedule or other efforts. Unfortunately our workers are not able to search the campus for someone.

Family Crisis Communication

One of the advantages of being in a community is the readily available base of support for members who experience a crisis in their lives. Southeastern has devised a family crisis communication procedure to provide a way for the major areas of the administration to be aware of crises which arise within the Southeastern family. If you are aware of a birth, serious illness, accident, major material loss, death in the immediate family, or other situations which should be

communicated, you may call the Dean of Students Office at 863-8306 and report as many details as possible. This, in turn, will be communicated immediately to all major offices and areas of the campus, and the seminary family will be asked to pray for each emergency situation.

Financial Aid

A. Program

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

Financial aid is administered through a five part assistance program. These are: **(1) Off-Campus Jobs:** The Director of Employment will assist any student or spouse of a student with finding a job in the community. **(2) On-Campus Jobs:** Students awarded work grant positions are employed for a limited number of hours on campus. **(3) Emergency assistance:** Occasionally, a student may experience a financial emergency due to unpredictable circumstances. Qualified students may receive aid through low interest loans. Loans are usually limited to \$600.00 per semester with the maximum loan balance not to exceed \$1,800.00. **(4) Scholarships:** Through the generosity of individual donors, a limited number of scholarships are made available to qualified students who make application. Applications may be submitted by first semester students November 15 - December 15 for the Spring semester and by returning students April 15 - May 15 for the next school year. **(5) Matriculation Deferment Plan:** A payment plan is available for the Fall and Spring semesters (matriculation only) through the Business Office. Students must sign an agreement in the Business Office before classes begin to participate in the plan.

Students seeking financial assistance must be currently enrolled full-time in a degree program. An application form obtained from the Student Life Office must be completed and returned. In some cases an interview with the Director of Student Life may be required for a final decision.

In the event that a student receiving financial aid withdraws from school before a semester is completed, Southeastern may require that all scholarships be repaid to the foundations from which they were awarded. This includes any scholarships and grants awarded by Southeastern, The Charles B. Keesee Foundation, The Frasier Scholarship Fund, The Georgia Baptist Foundation, and any other scholarships where full-time enrollment is required. Upon withdrawal, the student's account will be charged the amount of the scholarship(s) and the foundations from which the awards were given will be notified and refunded.

Southeastern does not participate in federally funded student financial aid programs involving loans and grants. Prospective students should not anticipate such aid being available while enrolled as a student at Southeastern. However, Southeastern is approved to recommend repayment deferments on Guaranteed Student Loans which students received prior to enrolling at

Southeastern. Deferment applications may be obtained from your lender and brought to the Office of the Registrar for processing. Federal education loans provided through other programs may be subject to immediate repayment schedules. Qualified students who are veterans are eligible to receive V.A. benefits. Forms may be obtained in the Office of the Registrar.

B. Guidelines

The basic premise of student financial aid is that it is provided on the basis of demonstrated financial need, unless otherwise dictated by the qualifications of a particular fund. However, several specific guidelines are applicable in the administration of loans:

1. All loans must be paid in full before graduation. Students with an unpaid loan balance will not be eligible for graduation.
2. Loans are available in amounts up to \$600.00 per semester with the maximum loan balance due not to exceed \$1,800.00. Loan notes of up to two years are available with an interest charge of 4% (APR).
3. No additional loans will be provided if a student has an overdue loan.
4. No loans can be provided for graduating students with a balance due on their school account unless a written account resolution plan is filed with the Southeastern Comptroller in the Business Office.
5. Loans are provided only on the basis of the stated need of the student and for the purpose of meeting that need.

Food Services

Our Daily Bread Café provides food service in the Ledford Center for students, staff, and the community. Short order menus and soda shop selections are available. Snack shop hours are posted in the Ledford Center

Health Center

During sessions, the seminary operates an on campus Health Center directed by a physician. Students and their spouses may use the physician's services without costs during regular office hours. Appointments are required. Call to check office hours. Insurance will be filed if applicable. Students may purchase general medicine and blood tests as prescribed by campus physician. For a minimal cost the Health Center will offer various wellness services such as: dietary services, cholesterol and blood pressure screening, also foreign travel consultations and immunization service for mission trips.

Library

For information about the Library, pick up a Library User's Handbook at the Circulation Desk or go to the Library web site at: <http://library.sebts.edu>

Lifeway Christian Book Store

The bookstore is located on the first floor of the Ledford Center. Store hours are 9:00 a.m. - 4:30 p.m., Monday through Friday and 10 a.m. - 2 p.m., Saturday. The store is operated under the auspices of Lifeway Christian Resources of the Southern Baptist Convention and has a variety of books and materials as well as all required texts, school supplies, gift items, and customized clothes with Southeastern's logo. Bob Walker is the Bookstore Manager.

The assignment of a dormitory room is not a commitment on the part of the student. A student may request a room change at any time. A student who requests a room change must be notified at least 30 days in advance. A student who requests a room change must be notified at least 30 days in advance. A student who requests a room change must be notified at least 30 days in advance. A student who requests a room change must be notified at least 30 days in advance.

The location of Southeastern provides access to a number of areas with a variety of job opportunities. In addition, work opportunities are available in the campus and community. A student who requests a job opportunity must be notified at least 30 days in advance. A student who requests a job opportunity must be notified at least 30 days in advance. A student who requests a job opportunity must be notified at least 30 days in advance.

Employment

The location of Southeastern provides access to a number of areas with a variety of job opportunities. In addition, work opportunities are available in the campus and community. A student who requests a job opportunity must be notified at least 30 days in advance. A student who requests a job opportunity must be notified at least 30 days in advance. A student who requests a job opportunity must be notified at least 30 days in advance.

An I.D. card is issued when the student registers. For information and applications see the following persons: (1) Student Employment Office, Ledford Center. (2) Student Employment Office, Ledford Center. (3) Student Employment Office, Ledford Center.

Alumni may purchase I.D. cards for an annual fee of \$2.00. There is a \$2.00 charge for each I.D. card. There is a \$2.00 charge for each I.D. card. There is a \$2.00 charge for each I.D. card. There is a \$2.00 charge for each I.D. card.

Detailed information and regulations are provided to students who occupy campus housing. Persons occupying campus housing are required to sign a lease agreement and be acquainted with the regulations in the Housing Office. Students should read carefully and be acquainted with the terms of the lease agreement and any other applicable housing regulations. All campus housing regulations are enforced by the Housing Office. Students who violate the regulations may be subject to disciplinary action. Generally, if North Carolina is the primary State of residence, the student should be registered in North Carolina. It is the student's responsibility to obtain a North Carolina license and registration.

Institutional and Personal Obligations

Accounts

Students are expected to keep their accounts up to date. Rent is due in advance, the 10th of each month, and should be paid in the Business Office. To register for classes, students must have a -0- balance and all fees (matriculation, student service fees, surcharges, and music fees) must be paid in full in advance. These fees are due upon registration. A payment plan is available through the Business Office for Fall and Spring matriculation fees. An agreement must be signed before classes begin in order to participate in this plan. 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. Matured student loans must be paid in full prior to registration, and all student loans must be paid in full prior to graduation.

Check Cashing

Personal checks which do not exceed \$100.00 may be cashed at the Campus Post Office in the Ledford Center, during regular office hours. Checks to be cashed for personal use should be made out to "Cash." A charge of \$20.00 is made for returned checks. The Post Office is open Monday-Friday, 8:30 a.m. - 4:00 p.m.

Employment

The location of Southeastern provides access to a number of areas with a variety of job possibilities--secular and church-related, full and part-time. In addition, work opportunities for a limited number of students and student spouses are available on campus. These include work grants which provide part-time jobs for students and some full-time staff positions for student spouses.

For information and applications see the following persons:

- (1) Student or student spouse employment (work grants, off-campus, or on-campus employment)--Student Employment Office, Ledford Center.
- (2) Full or part-time ministry position --Ministry Referral Office, Broyhill Building.

Housing Regulations

Detailed information and regulations are provided to students who occupy campus housing. Persons occupying campus housing are required to sign a lease agreement and housing regulations in the Housing Office. Students should read carefully and be acquainted with the terms of the lease agreement and any other applicable housing regulations.

All campus housing residents are guided by specific policies. Since students are not required to live in campus housing, those who believe these regulations are too confining are encouraged to seek other alternatives for housing.

Campus housing is available to students who are enrolled for at least 9 hours in a graduate degree program or 12 hours in an undergraduate degree program. Housing for Th.M., D.Min., or Ph. D. students will be assigned only if space is available.

The following types of Housing are available:

1. Apartment housing is available for married and single students.
2. Dormitory housing is provided primarily for single students.
3. Commuter housing is provided primarily for students who commute from other areas and need temporary housing during the week.

Housing policies and regulations are devised to be consistent with Southeastern's commitment to its students, to the Southern Baptist Convention, and the people who support it.

The assignment of a dormitory room is not a commitment on the part of Southeastern to the student for continuous occupancy of a particular room. At the discretion of the administration, residence halls may be closed, or students may be required to make moves within dormitories.

Rent payments for each month are due by the 10th day of that month. Residents are responsible for the rent until they have properly checked out.

I.D. and Activity Cards

An I.D. card is issued to each new student upon entering Southeastern. This card will serve a number of functions and should be carried at all times. In addition to identifying a person as a Southeastern student, it is required to check out books and other materials from the Library. An identification card will also be required before recreational facilities and equipment can be used.

An I.D. card is issued when the student enters Southeastern and is valid during periods of continuous enrollment. Cards become void when a student's enrollment terminates or is interrupted. I.D. cards are provided at no charge, but a \$10.00 charge will be made to replace lost cards. Replacements are made at the Student Life Office in the Ledford Center.

Alumni, children and spouses of Southeastern students, and faculty and staff who plan to use the recreational facilities are required to obtain an I.D. card. There is a \$2.00 charge per card to cover the cost of printing. Alumni may purchase I.D. cards for an annual fee of \$60.00 for themselves or a family pass for \$100.00. A \$10.00 fee will be charged for replacement cards.

License Plate Registration

OFF CAMPUS: There are several factors which determine whether students are required to register their automobiles in North Carolina or obtain a North Carolina driver's license. Because of this, there are no specific guidelines which cover all situations. Students who have questions may call the License Information Office of the Motor Vehicles Division in Raleigh (715-7000). Generally, if North Carolina will be the primary State of residence while at Southeastern, it will be to the advantage of most students to obtain a North Carolina license and registration.

Mail and Post Office Boxes

Post office boxes are required for all currently enrolled students attending the main campus, except for those in the Th.M., D.Min., and Ph.D. programs. These boxes are located in the Ledford Center. All campus-related correspondence will be placed in these boxes. Therefore, it is required that all students check their boxes at least once every two weeks. However, unless living in on-campus housing, first class mail should not be received in the student box.

Post office boxes will be assigned during registration. Post office box changes and questions are handled in the Campus Mailroom. Please refer any complaints concerning the mail service on campus to the Director of Student Life in the Ledford Center.

To have packages shipped to the Post Office please address them in the following way:

Your Name
S.E.B.T.S. Box
113 N. Wingate Street
Wake Forest, N.C. 27587

Parking and Traffic Regulations

Southeastern's parking system is designed to provide as many students as possible with adequate parking for attending classes and using the buildings. Color coded signs are posted at every parking area to help facilitate the parking demand and your adherence to the colors is greatly appreciated. Visitors are welcomed on campus and are asked to respect the parking regulations.

Automobile Registration

1. There are several factors which determine whether students are required to register their vehicles in North Carolina or obtain North Carolina drivers' licenses, with no specific guidelines covering all situations. Students who have questions may call the License Information Office of the Motor Vehicles Division in Raleigh (733-3025).
2. All vehicles parked on Southeastern's property must be registered and have current decals properly displayed on the rear-view mirror. Each August, the school year validation sticker will need to be updated on your decal at the Plant Services office located at 150-A North White Street.
3. It is important to keep **all** information on your vehicles current once you have registered them. Any vehicles obtained while enrolled as a student will need to be registered. You can update and register your vehicles at the Plant Services office.
4. Upon graduation, you must return your decals to the Plant Services office so that they can remove information from the computer.
5. Lost, broken, or illegible decals may be replaced at the Plant Services office at no cost.

Violations

Violations that may result in a fine (not exhaustive):

1. Parking in driveways, loading zones, areas marked "no parking," outside designated areas, taking up more than one space, blocking the dumpsters, or obstructing movement of two way traffic.
2. Driving and/or parking on lawns, grassy areas, flower beds or sidewalks can result in a **\$50.00** fine. No driving on campus without permission from the Plant Services office / Sid King.
3. Failure to have a valid decal properly displayed and legible.
4. Parking in spaces reserved for persons other than the owner of the vehicle: Faculty, Staff, Visitors, or Disabled.
5. Improperly parking in spaces designated as "head-in" parking only.

Administration, Fines, and Enforcement

Parking violation tickets will be issued by persons designated by the Director of Plant Services. Regulations are subject to enforcement on a twenty-four-hour basis.

1. Vehicles parked illegally will be fined \$20.00 per recorded violation on an issued ticket. Flagrant and/or repeated violations may result in towing without warning.
2. All expenses such as verification of registration and towing will be at the owner's expense.
3. Fines will be charged to the owner's account in the Business Office.
4. Appeals are to be made within seven days through the Plant Services office.
5. Anyone parking in Dr. Patterson's parking space **will be towed**.
6. Visitors are not required to pay fines, but are asked to observe regulations.

Parking Assignments

Faculty and Staff

Broyhill Hall	<i>Orange Decals</i>
Child Care Center/Cafeteria Drive	<i>Gold or Red Staff Decals</i>
Stephens-Mackie Hall	<i>Black or Blue Decals</i>
Stealey Hall Drive and Circle	<i>Black or Blue Decals</i>

Students

College Street Lot (Across from Stephens-Mackie Hall)	<i>Green Decals</i>
Ledford Paved Lot	<i>Blue or Silver Decals</i>
Ledford Gravel Lot	<i>Blue, Silver, or Green Decals</i>
North Wingate Lot (Behind the Boiler Plant)	<i>OPEN</i>
South Avenue Lot (Across from Wake Forest Baptist Church)	<i>Green Decals</i>
West Avenue Gravel Lot (Behind Cafeteria)	<i>Green Decals</i>
Wingate Street (In front of Child Care Center and Ledford Center)	<i>OPEN</i>
Women's Dorm Lot & Ruby Reid Lot	<i>Red Student or Staff Decals</i>

Student Excursions

The seminary regularly sponsors off-campus trips for personal enrichment and academic credit. Students also initiate occasional trips, but in order to be officially associated with the seminary, approval of the Academic Vice-President and the Vice-President for Student Services is required. The three primary types of seminary-sponsored excursions are mission trips, Holy Land trips, and conferences. Student behavior during such travel opportunities is required to be consistent with both the purpose of the trip and the established policies of the seminary. If the purpose of the excursion is mission work, students will be available at all times to do mission work. If the purpose of the excursion is archaeological work, students will apply themselves to their work. If the purpose of the excursion is attendance of a conference and/or seminars, students will attend all such meetings.

While on mission trips, students are expected to comply with the standards of conduct and dress that are appropriate for Christians in the culture in which they are serving. Students are also expected to sign any waivers that are applicable to their work and travel. When work is to be done on any school trip, students are expected to work diligently, without complaining. All conduct that is prohibited by this handbook in the section dealing with discipline is also prohibited on student excursions. Fraternization with the opposite sex is forbidden. All seminary-sponsored excursions will be accompanied by a member of the faculty or administration of the seminary. When such trips are for academic credit, students are responsible to meet the academic requirements specified by the supervising professor.

Use of Southeastern Facilities

Southeastern Seminary is responsible to the Board of Trustees and to the Southern Baptist Convention to insure that all uses of seminary facilities promote the purpose and mission of the seminary. To guide the Southeastern community in this responsibility, the following channels have been established for the potential use of campus facilities by speakers or programs other than regularly scheduled classes or activities authorized by the administration of the seminary.

Students who desire to schedule an event will submit a written request to the Dean of Students office, specifying all relevant information. Requests by faculty members will be submitted in writing to the Dean of the Faculty (this does not apply to resource persons invited or approved by professors in scheduled courses). Administrative officers will submit requests to the Vice President to whom they report. If deemed necessary, such requests will be brought to the President's Cabinet for consideration and a decision.

Part of the process of approval for special speakers or events is determining the availability of a date and facilities. All events must be entered on the seminary calendar, which is managed in the Public Relations Office. Meetings involving the use of campus facilities will be approved and scheduled through the offices listed below:

Physical Plant ext. 420, 421

Appleby Chapel

Bethea Room

Binkley Chapel

(Appleby and Binkley Chapels are available for weddings and are reserved for Seminary Family only.)

Student Life Office, ext. 305

Ledford Center facilities, Intramurals Field, and Outdoor Tennis Courts

Student Field Ministries, ext 316, 317

Broyhill Conference Room A and C

Hall of the Presidents

Registrar's Office, ext. 215

Classrooms

(Scheduling the use of classrooms during normal class time / business hours will be handled by the Registrar's Office. The Physical Plant will handle the scheduling of classrooms for after hours use.)

Library AV Services, ext. 259

Library AV Auditorium

Voter Registration

Voter registration forms may be picked up from the Town Clerk at the Wake Forest Town Hall at 401 Elm Avenue. Registration forms can be picked up at any Public Library, and may be mailed to the address included on them. If you have any questions, call 856-6240.

Student Development

Music Opportunities

A. Chapel Choir

The Seminary Choir rehearses on Tuesdays from 7 to 9 p.m. Many couples make this choir a family affair. Spouses are encouraged to sing in this group without audition or fee. The choir performs some of the great classics of Christian music as well as contemporary music, and performs regularly in chapel.

B. The Male Chorale

The Male Chorale is an un-auditioned ensemble which performs a wide variety of sacred music in seminary chapel services and occasionally in local churches. Participation may be for credit or voluntary without fee.

C. Faithful Men

Faithful Men is an auditioned ensemble from the Male Chorale. Those selected sing in chapel and elsewhere and have even produced their own CD.

D. Instrumental Ensemble

The Instrument Ensemble is composed of seminary students and faculty with talent for playing musical instruments. Common performances in chapel and constant encouragement from the President add to the fun of using their talent to glorify God.

E. Handbell Ensemble

The Handbell Ensemble is comprised of a selected number of students who diligently perfect their ability to make a joyful noise unto the Lord. Those interested should contact Chris Haire.

F. Student Recitals

Students studying Church Music present periodic recitals, to which all members of the seminary community are invited. The schedule will be announced in the NewsLine each semester.

Student Activities

The Ledford Center is the focus of a comprehensive activities program which provides opportunities for all members of the Southeastern family. Specific activities are designed to promote physical health, social development, and personal growth. Guidelines for the use of the Ledford Center are published in the Student Activities Guide in the back of this handbook.

Announcements of specific events and programs are communicated through various campus media. Ledford Center programs are coordinated through the Student Life Office. Students participate in intramural sports such as flag football, basketball, volleyball, and weightlifting.

Worship

Worship is at the center of campus life. Because of this, numerous important worship opportunities are provided during the year. Chapel services are held each week that classes meet, Tuesday-Thursday, from 10:00 - 11:00 a.m. in Binkley Chapel. In chapel, the seminary community hears the preaching of some of the most effective pastors, evangelists, and missionaries. Southeastern professors also preach occasionally, and each year the seminary schedules a "Student Preaching Week." The annual Sandy Creek Revival is celebrated each fall semester. Special lectures are also presented by prominent scholars in various fields. 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 Southeastern worship services are open to members of the surrounding community. All administrative centers are closed during chapel services, including the Library and the Ledford Student Center.

Child Care	Child Development Office	863-8306
Counseling	Counseling Center	863-8306
Academic	Academic Vice President	863-8225
Outlook	Outlook Editor	863-8306
Outlook	Outlook Editor	863-8306
Discipleship	Discipleship Office	863-8306
Doctoral Studies	Academic Vice President	863-8225
Emergency	Switchboard Operator	863-8245
Clinic	Health Center	863-8245
Student Security	Student Security Office	863-8306
Church	Ministry Referral	863-8306
Financial Aid	Financial Aid Office	863-8310
General Information	Switchboard	556-3101
Graduation Requirements	Dean of Students Office	863-8306

Information Resources

Campus Directory

The Directory is a pictorial handbook of students, faculty, and administrative personnel, with addresses, phone numbers, and other biographical information. It is a publication of the Public Relations Office.

Catalogs

The Catalog contains information on the educational policies and programs of the seminary. It is published by the Public Relations Office and is available upon request from the Admissions Office.

NewsLine

The NewsLine is a bi-monthly newsletter announcing campus activities and events and is published by the Public Relations Office.

Olive Press

The Olive Press is published in the spring and winter and serves as a news journal of the exciting things God is doing in and through the Southeastern family and the Southern Baptist Convention.

Outlook

Outlook is a general interest alumni magazine, published annually by the Public Relations Office. Upon request, copies are sent gratis to alumni, trustees, 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 has access to general information concerning campus offices as well as addresses, phone numbers, and class schedules of students. The switchboard is usually open Monday-Friday from 8:00 a.m.- 5:00 p.m. during regular semesters. To reach the switchboard while on campus, dial "0," and off campus dial 556-3101.

Student Activities

The Ledford Center is the focus of a comprehensive activities program which provides opportunities for all members of the Southeastern family. Specific activities are designed to promote physical health, social development, and personal growth. Guidelines for the use of the Ledford Center are published in the Student Activities Guide in the back of this handbook.

WHERE TO FIND HELP AND INFORMATION

Academic Information	Academic Vice President or Registrars Office	863-8225 863-8215
Activities	Student Life	863-8305
Admissions	Admissions Office	863-8280
Audiovisuals	Audiovisual Services	863-8259
Billing	Business Office	863-8207
Bookstore	Lifeway Christian Bookstore	556-3481
Calendar	Public Relations	863-8270
Child Care	Child Development Center	863-8248
Counseling		
Academic	Academic Vice President	863-8225
Career	Ministry Referral	863-8317
Financial	Employment	863-8365
Fitness	Sports and Facility Manager	863-8309
Personal	Director of Student Life	863-8305
Discipline	Director of Student Life	863-8305
Doctoral Studies	Academic Vice President	863-8225
Emergencies		
Clinic	Health Center	863-8245
Student	Student Life	863-8305
Security	Security	302-2485
Employment		
Secular	Student Employment Office	863-8365
Church	Ministry Referral	863-8317
Financial Aid	Financial Aid Office	863-8310
General Information	Switchboard	556-3101
Graduation Requirements	Dean of Students Office	863-8306

Guest Reservations	Housing Office	863-8400
Housing	Housing Office	863-8400
Identification Cards	Student Life Office	863-8305
Information	Switchboard	556-3101
Injury or Illness	Health Center	863-8245
International Students	Student Life	863-8305
Library	Circulation Desk	863-8251
Library	Reference Desk	863-8258
Loans	Financial Aid	863-8310
Lost and Found	Switchboard	556-3101
Ministry Positions	Ministry Referral	863-8317
Name Change	Registrar's Office	863-8215
Notary Public	Business Office	863-8207
Organizations	Student Life	863-8305
Orientation	Student Life	863-8305
Parents' Night Out	Student Life	863-8305
Parking	Physical Plant	863-8420
Postal Service	Post Office	863-8311
Publications	Public Relations	863-8270
Recreation	Ledford Center	863-8309
Registration	Registrar's Office	863-8215
Scholarships	Financial Aid	863-8310
School Supplies	LifeWay Christian Bookstore	556-3481
Security	Security	302-2485

Special Events	Public Relations	863-8270
Switchboard	Switchboard	556-3101
Telephone Numbers	Switchboard	556-3101
Tours of Campus	Admissions Office	863-8280
Transcripts	Registrar's Office	863-8215
Veteran Benefits	Registrar's Office	863-8215

Student Leadership Team

The Student Leadership Team (SLT) is a group of students who work in the Student Center to share the Gospel message and to help evangelize throughout the town of West. The SLT members are from various ministries and are responsible for implementing various projects on campus.

Leadership Team members are selected by the Student Center and serve for a one-year term. The SLT President is elected by the Student Center and is responsible for leading the team in their ministry. The SLT members are responsible for implementing various projects on campus, such as evangelism, discipleship, and community service.

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1. Be consistent with Southeastern's Statement of Purpose and Statement of Faith. Students or student groups engaged in evangelism or other activities that are inconsistent with Southeastern's Statement of Purpose or policies that serve to protect its reputation, jeopardize its accreditation, or otherwise harm the university are not eligible for membership in the Student Leadership Team.

2. Provide a written statement describing the purpose of the organization and its activities.

3. Provide a proposed organizational structure including officers, committees, and advisors.

Student Organizations

American Association of Christian Counselors (AACC)

AACC is an organization designed to encourage Christian Counselors in their efforts to minister to those in need.

Baptist Student Union

The Baptist Student Union is operated mainly by college students and offers opportunities for spiritual growth and service in an exciting environment of fellowship. Their meetings will be announced in the NewsLine each semester.

Doulos

The Doulos organization is a group which meets each week in the Ledford Center to share the Gospel through door to door evangelism throughout the town of Wake Forest.

Fellowship of Military Chaplain Candidates

This student organization was founded in 1992 with the following threefold purpose:

1. To provide a support group for students planning for service as military chaplains.
2. To educate chaplain candidates about topics relevant to ministry in the military.
3. To promote a heightened awareness of military chaplaincy on campus.

Homeschoolers in Ministry

Homeschoolers in Ministry (HIM) operates to bring together homeschoolers to participate in a community environment which serves to benefit the entire group. They offer many activities and family-oriented functions.

International Student Fellowship

The International Student Fellowship provides an opportunity for all international students to fellowship with one another and encourage one another in adjusting to their new environment. It also serves as an outlet for North American students to get acquainted with the international students.

Patristics Club

This club offers an opportunity for those interested in the church fathers to come together and discuss theological issues that are relevant to this era of the church.

Student Discipline

Southeastern Christian Martial Arts

Southeastern Christian Martial Arts serves as an opportunity for students to exercise, and learn self-discipline and self-control. This group provides a friendly environment of encouragement to learn skills in the Martial Arts in a Christian atmosphere. Scripture memory and prayer times are incorporated with physically challenging work-outs.

Southeastern Women's Fellowship (SWF)

SWF is an organization made up of student wives and women students and is dedicated to ministering to their needs. SWF meets monthly in the Ledford Center, where the ladies hear outstanding speakers and share fellowship. Other ministries include Bible study, clothing ministry, outreach, bread ministry, craft & bake sales, and much more.

Student Leadership Team

The Student Leadership Team is an elected body of four students seeking to minister to the needs of the Southeastern family. The main foci of the Student Leadership Team are campus prayer and community evangelism. Other programs to foster personal, family, and community growth are implemented through various kinds of religious, social, and educational opportunities. The Leadership Team works to unify the campus to accomplish the vision set forth by the Seminary President. Part of bringing about this unity includes enhancing communications between the students and the administration. Southeastern is a faculty/administration run campus which desires to make adequate decisions by being fully informed. The Student Leadership Team works as a liaison to provide this information. The team consist of a President who must be a senior Masters level student, a Vice-President who must be a Masters level student, a 2nd Vice-President and a Secretary/Treasurer, one of which must be a college student.

Formal Recognition of Student Organizations

Student groups seeking to organize on campus at Southeastern must be formally recognized by both the Student Leadership Team and the seminary/college administration. Formal recognition allows an organization to use campus facilities, to be listed in campus publications, and to use the Southeastern name in connection with the organization's name and activities. To receive and retain formal recognition, groups must demonstrate to the Director of Student Life that they meet the following requirements:

1. Be consistent with Southeastern's Statement of Purpose, Statement of Mission, and Articles of Faith. Students or student groups that engage in or promote activities that are inconsistent with Southeastern's purposes or policies, or that serve to threaten Southeastern's public reputation, jeopardize their relationship with Southeastern and may be subject to formal discipline.
2. Provide a concise, written statement describing the purpose of the organization.
3. Provide a proposed organizational structure including officers, committees, and advisors.

4. Report sources and amounts of funding from non-seminary sources on an annual basis.
5. Complement, while not duplicating, the purpose of the Student Leadership Team or one of its ministries.
6. Enlist and maintain an advisor from Southeastern's faculty or administration.
7. Operate within established policies and procedures of the seminary and college.
8. Be reviewed and recommended by the Student Leadership Team.
9. Be approved by the Director of Student Life.
10. Communicate any changes in the nature, purpose, or structure of the organization to the Student Life Office.
11. Renew formal recognition status each spring semester for the next academic year. Failure to renew results in the loss of formal recognition.
12. Publish only materials that are consistent with Southeastern's purpose and mission. Publication, authors, and sources of funding shall be stated publicly or made available upon request.

Student Discipline

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

This purpose assumes a community and lifestyle that are in the world but not of the world. The distinguishing factor is commitment to the vocation of the Christian ministry which signifies not only the role of a Christian but also the role of spiritual and moral leadership in the church of Jesus Christ. Southeastern Baptist Theological Seminary/College is also a Southern Baptist institution. Therefore, those who are part of Southeastern are expected to adhere to the behavioral standards that are normative for Southern Baptist ministers.

Disciplinary action may result whenever students are involved in the violation of the personal or property rights of others, or in behavior which is not acceptable in the Southeastern community. The following are examples of conduct which is unacceptable in the Southeastern community and subject to disciplinary action:

- A. Academic misconduct such as plagiarism, cheating, or making false representations.
- B. Any use or possession of beverage alcohol, or possession of illegal drugs or controlled substances, or flagrant misuse of prescription drugs.
- C. Homosexual behavior or heterosexual misconduct, including possession or viewing of any pornographic material.
- D. Neglect of personal financial obligations.
- E. Giving false information or altering records.
- F. Theft, intentional abuse, or destruction of personal or Southeastern property.
- G. Neglect, disregard or breach of established seminary/college policies which govern the use of any seminary/college properties or facilities.
- H. Behavior (verbal, physical, emotional) which is demeaning, harassing, or abusive of another person; and behavior that is profane or vulgar.
- I. Disrespect or abuse directed toward any faculty member, school administrator, or staff person.
- J. The use of tobacco products anywhere on seminary property. Any use of tobacco is discouraged, and discovery of its use will require a meeting with the Director of Student Life or the Dean of Students.
- K. True ministers of the Gospel must set the standard by modeling biblical marriage. Any active student experiencing a divorce must notify the Dean of Students, and withdraw from classes and campus housing for a period of one year before applying for readmission.
- L. Students and their families are expected to dress in modest attire. The seminary's position is that immodest clothing damages one's Christian testimony, so clothes such as short skirts, and tank tops are discouraged.

Students involved in civil infractions are accountable to civil authorities, but may also be subject to discipline by Southeastern.

Prompt and decisive action is required in cases which involve disciplinary procedures. Therefore, the Director of Student Life, the Dean of Students, or the President may issue at once an automatic suspension to a student charged with an offense pending a full investigation of the matter.

The intention of the seminary is to make all student discipline occasions for learning and growth in Christlikeness. Most disciplinary action will be handled by the Director of Student Life. If a student feels this action to be unjust the student may appeal to the Dean of Students. If still not satisfied with the decision, the student may go to the President of the institution to appeal to him. Upon the direction of the President a committee may be appointed to hear the appeal of the student; however, this action is not a necessity but only an option. The President of the institution has full authority to handle all cases as he deems necessary.

If the President chooses to appoint a Student Discipline Committee, it will be comprised of the Director of Student Life (who will serve as Chairman), the Dean of Students, one seminary professor, one college professor, one seminary student, and one college student.

Anyone witnessing what he/she believes to be an infraction should inform the appropriate Southeastern personnel (faculty member, administrative officer, etc.) and lovingly confront the perpetrator in accord with the procedure described in Matthew 18. The witness and/or the appropriate Southeastern personnel will also inform the Director of Student Life. The Director of Student Life will collect information on the charge, and meet with the student(s) and witness(es) as needed.

Disciplinary Actions

- 1. Reprimand:** A disciplinary action may be private if the offense was committed in private and affected only a few individuals. If the action committed affected many people publicly, then the reprimand may occur publicly. This action may or may not require a probational period. Records of student violations and disciplinary actions may be retained during a student's enrollment. Decisions containing conditions of continued or future enrollment may be held in a student's academic record until such conditions are met.
- 2. Disciplinary Probation:** This action may be taken by the seminary to indicate to a student who has violated the seminary's standard of conduct that his/her behavior is inappropriate and is not to be repeated. Probation is notice to the violating student that if the inappropriate behavior is repeated, suspension or expulsion is likely. Probation may be for any length of time deemed appropriate by the seminary administration.
- 3. Requested Withdrawal:** Requested withdrawal is suitable in instances where questionable behavior has threatened the development of the student as a potential minister or threatened the community fellowship, but culpable deportment has not been established. Withdrawal does not imply the assessment of guilt, and therefore is normally a private matter. Withdrawal will be for a specified period of time and will normally carry stipulations regarding readmission.
- 4. Suspension:** Suspension is the right of the institution to require that a student be separated from the institution for a specified period of time. Suspension is suitable in instances where questionable behavior has threatened the development of the student as a potential minister or threatened the community fellowship. In all cases of Requested Withdrawal or Suspension, fulfillment of the discipline contracts only insures eligibility to be considered for readmission, following standard Southeastern readmission policies.
- 5. Expulsion:** Expulsion is suitable in instances where there are repeated offenses, flagrant violations of a disciplinary contract, or where the initial evidence in a case involves a civil or criminal indictment or flagrant violations of seminary/college norms. By decision of the President, expulsion may become part of a student's permanent record.

Student Activities Guide

Policies, Schedules, and Regulations for the Ledford Student Center and Campus Recreation Facilities

The Ledford Student Center

The Ledford Student Center and its activities are expressions of Southeastern's commitment to the development of the whole person. This multipurpose facility was made possible by the generous gifts of Mr. and Mrs. Hubert Ledford along with numerous contributions from friends and alumni as well as Convention funding. In combination with other recreation and activities facilities on campus, it provides numerous opportunities for social, physical, and personal development.

Because these facilities vary in size and in the number of people which can be accommodated, certain policies and schedules have been adopted. Each policy has been designed to make the facilities conveniently accessible and to maximize their use by the Southeastern family. In order to be as responsive as possible to the needs of the Southeastern community and to work within staffing and budget limitations, Southeastern reserves the right to alter any schedules or policies as necessary.

Recreation/Activities Facilities

Southeastern's current recreation facilities include the following:

CANNON GYMNASIUM - The gym is located on the upper level of the Ledford Student Center and provides a large area for basketball, volleyball, indoor jogging, and other indoor sports and special events.

RECREATION ROOM - A recreation room is provided on the main level of Ledford, primarily for the use of Southeastern students. The "Rec" room has ping pong tables, billiard tables, an air hockey table, and fooseball tables.

FITNESS CENTER - The fitness center is located on the lower level of the Ledford Student Center. Facilities available include a free weight room; a machine room equipped with weight machines, treadmills, stair-steppers, and exercise bikes; raquetball courts; and men's and women's locker areas with showers and a sauna.

STUDENT CENTER - The Student Center level, located off the main entrance, houses "*Our Daily Bread*" snack bar, postal service, Lifeway Christian Resources bookstore, a study room, a conference room, and the recreation room. These rooms are available primarily for use by the Southeastern community.

OUTDOOR COURTS - The outdoor courts located off Wingate Street provide 3 tennis courts, a kids game court, and an outdoor basketball court for primary use by the Southeastern community.

ATHLETIC FIELD - The athletic field is located off West Avenue and behind the Southeastern apartments on Rankin Court and Judson Drive. The field provides a large playing area to accommodate football, intramurals, and softball games. Also, there is a beach volleyball court.

Regulations, Policies, and Procedures

General Policy Statement

The recreation/activities facilities and all areas of the Ledford Student Center are provided for use by the Southeastern family, including currently enrolled students, faculty, staff, their immediate families, as well as alumni and their immediate families. The Ledford Student Center will be closed during all chapel services.

Usage of recreation/athletic equipment requires a valid I.D. card issued by the Student Life Office for spouses, children, alumni, and guests. Guests are permitted on the following basis:

- (1) Southeastern youths 16 or older may bring a younger brother or sister to Ledford Student Center. However, you must be 18 to bring a guest.
- (2) Southeastern students, faculty, and staff may have up to two guests each.
- (3) Guests must be accompanied at all times, and sponsoring persons are responsible for the conduct of their guests.
- (4) Guests must be registered at the reception desk in the lobby prior to any use of the recreation/athletic facilities. Any person persistently violating any of the guidelines for Ledford Center use may be asked to leave by any member of the Student Center staff.

Children are permitted to use most areas and facilities when accompanied by a parent or a sibling at least sixteen years of age with valid Southeastern I.D. School age children are allowed use of the facilities between 2:30 and 5:00 p.m. during the regular school year. Some areas are restricted to adult use only. Please refer to specific policies.

Groups or individuals associated with special events sponsored by Southeastern Seminary/College may have access to all facilities through prior arrangement with the Student Life Office. Requests for special uses by non-Southeastern groups or organizations will be considered by the Facility Manager. Specific fees to recover utilities, supervision, and maintenance expenses will be applicable.

Southeastern sponsored programs and activities will receive priority consideration in any use of the facilities. **NO SMOKING IS ALLOWED IN ANY AREA OF THE LEDFORD STUDENT CENTER.** Modest attire is required in all areas of the building at all times. Behavioral standards described in this handbook are applicable to all individuals using recreation/activities facilities.

Check Out Procedure

Any person wishing to check out equipment must have a valid I.D. issued by Southeastern. Upon presentation of an I.D. and payment of any deposit or fee that may apply, the equipment will be issued. The check-out period lasts for one hour. The equipment may be renewed for one additional hour if no one is waiting to use it.

Failure to return the equipment will result in an assessment appropriate to its cost, charged to the responsible person's Southeastern account. All athletic and recreational equipment must be used in the manner for which it is intended. Any abuse or misuse of the equipment will result in forfeiture of the privilege of continued use, and may require replacement costs to be charged to the responsible party's account in the Business Office. These guidelines are subject to change by the Student Life Office as needs and conditions may indicate.

Use of personal equipment is permitted in all areas of the building.

Breakage Fee

In order to maintain the equipment at the highest possible standard, a non-refundable breakage fee will be charged on some items. Please refer to the fee schedule for information concerning the charges.

Guidelines For Gym Use

1. Only rubber-soled court shoes may be worn in the gym.
2. Dunking any type ball will not be permitted.
3. Kicking balls or throwing balls against the gym walls will not be allowed.
4. Hanging from the basket supports, the baskets or the nets is prohibited.
5. Food and drink are not permitted in the gym area.
6. Any abusive, profane, vulgar, or improper conduct will not be tolerated.
7. All pick-up basketball games must be played cross court, and must follow pick-up rules posted in the gym.

Recreation Room

A person must have a valid I.D. issued by Southeastern in order to use the recreation room. Any person under the age of sixteen must be accompanied by an adult or sibling over 16 years of age with a valid I.D. No one under 16 may check out recreation room equipment.

The recreation area will be open from 9:00 a.m. - 10:00 p.m. on Monday, Tuesday, and Thursday, 9:00 p.m.-5:00 p.m. on Wednesday and Friday, and 10:00 a.m. - 4:00 p.m. on Saturday during the Fall and Spring semesters. Summer and Christmas break hours will be posted. These hours are subject to change by the Student Life Office as needs and conditions may indicate.

Recreation room facilities are available on a first come, first serve basis. Play is limited to a maximum of one hour when people are waiting.

Any abuse or misuse of recreation room facilities by any participant may result in forfeiture of the privilege of continued use.

Fitness Center

A person must present a valid I.D. issued by Southeastern in order to use the Fitness Center. No one under fourteen may use the weight facility. Anyone age 14-17 must have their parents fill out a waiver and go through a scheduled training session with a student worker before using the facility. Children under fourteen may use the racquetball courts only while playing with their parents. Reservations for racquetball courts are recommended, but not required. When people are waiting to use the courts, players must leave the courts on the hour. Reservations will be held until ten minutes after the scheduled start.

Lockers

Lockers are available in the Fitness Center. The cost for locker usage is \$5.00 per semester and must be applied for and reserved each semester in the Student Life Office. Personal locks may not be used on lockers. Failure to renew locker reservations may result in personal belongings being removed from the locker without prior notice.

Multi-Purpose Room

The Multi-Purpose Room, located on the upper level above the main entrance, provides a flexible setting for small or large gatherings. Equipped with a kitchen facility and movable tables and chairs, the room can be divided into two smaller meeting areas.

The room and kitchen facility are available by reservation only. Specific uses and scheduling must be cleared with the Student Life Office in the Ledford Student Center at ext. 305.

Patios/Entrances

Patios and entrances are free-access areas. Any special uses requiring displays, equipment, or large gatherings must be approved and scheduled in advance through the Student Life Office.

Fee Schedule

Classes:	Periodically classes may be offered which require a small fee from participants as compensation for the instructor.
Late Charge:	\$1.00 on any equipment not returned on time.
Locker Rental:	\$5.00 per semester Locks may be rented for \$1.00 per semester
Racquetball Equipment:	No fee.
Recreation Room Equipment:	\$.25 per ping pong ball \$.50 per hour for fooseball \$.25 per hour for pool



Physical Chemistry

A physical chemist should be able to understand the principles of physical chemistry and apply them to the study of matter. He should be able to calculate the equilibrium constants of chemical reactions and to determine the rates of chemical reactions. He should also be able to understand the principles of electrochemistry and to apply them to the study of the properties of electrolytes.

Lectures

Lectures are given in the Physical Chemistry Laboratory. The student should be able to understand the principles of physical chemistry and to apply them to the study of matter. He should be able to calculate the equilibrium constants of chemical reactions and to determine the rates of chemical reactions.

Mathematical Methods

The student should be able to understand the principles of mathematical methods and to apply them to the study of physical chemistry. He should be able to calculate the equilibrium constants of chemical reactions and to determine the rates of chemical reactions.

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Physical Chemistry

Physical chemistry is the study of the properties of matter and the changes that take place in it. It is a branch of chemistry that deals with the physical and chemical properties of matter and the changes that take place in it.

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