

SOUTHEASTERN

BAPTIST THEOLOGICAL
SEMINARY



ANDERSON COLLEGE EXTENSION 2000/2001 STUDENT HANDBOOK







Statement of Institutional Purpose

Southeastern Baptist Theological Seminary is an institution of higher learning established and supported by the Southern Baptist Convention in order to assist Southern Baptist churches by preparing God-called men and women for Christian ministry through theological education and practical training. Southeastern maintains an administration and faculty whose convictions and calling reflect consistent adherence to the institution's *Abstract of Principles*. Southeastern's administration and faculty are qualified by personal commitment to Christ, by academic preparation, and by personal and professional experience to provide guidance in spiritual, intellectual, and practical endeavors.

Through its administration and faculty, Southeastern offers programs of instruction and personal disciplines, preparing men and women for Christian ministry and service consistent with the 2000 *Baptist Faith and Message* in churches, on mission fields, in schools, colleges, and seminaries, and through other Christian ministries throughout the world. Southeastern's purpose is implemented through campus-based and off-campus programs of academic studies and practical preparation for ministry.

Academic Studies – Southeastern seeks to prepare men and women by helping them discern, defend, and proclaim God's revealed truth. Southeastern pursues high academic standards in providing courses of study for understanding the Bible and the history, content, and contemporary relevance of the Christian faith. Southeastern is committed to the complete inerrancy and sufficiency of the Bible as the foundation for effective Christian ministry and service.

Practical Preparation – Southeastern emphasizes a wholesome, intelligent, and intentional evangelism in obedience to Christ's commission to make disciples of all people. Spiritual development in Christ-likeness through Bible-based theological studies will produce a compassionate desire to minister to the human suffering caused by individual, social, and spiritual evils. Southeastern provides practical preparation for a wide variety of Christian ministries, with special focus on proclaiming the Gospel and extending the ministry and influence of the local church.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for ensuring the integrity of the financial data and for providing a clear audit trail. The document also highlights the need for regular reviews and updates to the records to reflect any changes in the underlying data.

In addition, the document outlines the various methods used to collect and analyze the data. It describes the use of both manual and automated processes, and the importance of ensuring that the data is collected consistently and accurately. The document also discusses the various statistical techniques used to analyze the data, and the importance of interpreting the results in the context of the overall business environment.

The document concludes by emphasizing the importance of maintaining the highest standards of accuracy and integrity in all financial reporting. It stresses that this is essential for ensuring the trust and confidence of all stakeholders, and for providing a clear and accurate picture of the company's financial performance.

**SOUTHEASTERN
BAPTIST THEOLOGICAL
SEMINARY**



Dr. N. Allan Moseley

Vice President for Student Services
Dean of Students

II Timothy 3:17

General Information

Southeastern Baptist Theological Seminary extension at Anderson College is located within the city limits of Anderson, South Carolina, on a 32-acre main campus adjacent to 12 additional acres. The city of Anderson is located in the piedmont region of northwest South Carolina, an area noted for scenic beauty of the northern Appalachian Mountains, but for the recreational opportunities provided by several nearby lakes, notably Lake Hartwell.

Welcome to the Southeastern family!

Like all families, Southeastern Seminary is a group of folks who love one another. Also, like a family, we are proud of every new addition, so we're glad you have become part of us by attending the Anderson College extension. Families are also loyal, and we approach our relationship with you with the belief that Southeastern is the best way on the planet to prepare for Christian ministry.

Families also have guidelines for behavior. We have reduced our expectations to writing, and they are contained in this handbook. In addition, we have included descriptions of services and general information about the Anderson College extension. We even placed some information about the main campus in Wake Forest, thinking that the Lord may yet call you to experience on-campus theological education. The purpose of all this is to help you make the most of the opportunity for growth and learning that is before you. If the information you are looking for is not in this handbook, check the seminary catalog or the appropriate administrative office.

Remember, seminary days don't last forever (hopefully!), so make the most of this time. Study hard, learn as much as possible, build relationships with fellow students that will last a lifetime, and be involved in ministry. These days will be gone before you know it, so don't miss anything! And welcome to the family.

Allan Moseley

P.O. Box 1889
Wake Forest, NC 27588-1889
telephone 919-863-8306 || 919-863-8112 facsimile
Email: amoseley@sebts.edu



SOUTHEASTERN
BAPTIST THEOLOGICAL
SEMINARY

Dr. M. Allen Mackey
Vice President for Student Affairs
1200 University Drive
Lynchburg, VA 24501
434/963-1234

Welcome to the Southeastern family!

Like all families, Southeastern Seminary is a group of folks who love one another. Also like a family, we are proud of every one of you, so we're glad you have become part of us by joining the Anderson College extension. Families are also loyal, and we appreciate our relationship with you with the belief that Southeastern is the best way on the planet to prepare for Christian ministry.

Families also have guidelines for behavior. We have entered our expectations in writing and they are contained in this handbook. In addition, we have included descriptions of services and general information about the Anderson College extension. We've also placed information about the main campus in *What I've Learned* from the last year, so all your experience on-campus theological education. The purpose of all this is to help you reach the most of the opportunity for growth and learning that is before you. If the information you are looking for is not in this handbook, check the faculty website or the appropriate administrative office.

Remember, seminary days don't last forever (hopefully), so make the most of this time. Every part, from as much as possible, needs to be enjoyed with fellow students that will last a lifetime, and be involved in ministry. These days will be gone before you know it, so don't miss anything. And welcome to the family.

Allen Mackey

Student Services: Personal and Family

General Information

Southeastern Baptist Theological Seminary extension at Anderson College is located within the city limits of Anderson, South Carolina, on a 32-acre main campus adjoined by 12 additional acres. The city of Anderson is located in the piedmont region of northwest South Carolina, an area noted for scenic views of the southern Appalachian Mountains, and for the recreational opportunities provided by several nearby lakes, notably Lake Hartwell.

The campus address is 316 Boulevard, Anderson, SC 29621-4035. The campus is located in a residential section in the northeastern part of the city. This location is within walking distance of the downtown business district and many local churches, the main branch of the county library, the YMCA, Anderson Memorial Hospital, and many other institutions and civic organizations.

The contact person for the Southeastern extension is Eric Pratt who can be reached by calling 864-231-2077. His office and the extension classes are located in the Sullivan Building on the main campus of Anderson College. To contact Anderson college switchboard operator, call 864-231-2000.

Security and Emergency Messages

Anderson College employs security personnel that patrol the campus regularly. When Southeastern's classes are meeting, a security staff member will always be on the campus. Operation staff members will also be present.

Office hours are 8:00 AM to 5:00 PM, Monday through Friday. During office hours, in order to deliver an emergency message to a student, family or friends should call the campus switchboard at 864-231-2000. After office hours, the procedure is to call the switchboard number, listen for the recorded instructions as to how to reach security. Security will then be able to locate anyone on campus for an emergency situation only.

If students need emergency medical care, the Anderson Area Medical Center is located less than one mile away on 800 North Fant Street. Their phone number is 864-261-1000. To get there from Anderson College, turn right onto South Boulevard and go to the first red light. At the first red light, you will turn left and the hospital will be a few hundred yards away on the left. There is also an on-campus health clinic that is accessible to extension center students.

Family Crisis Communication

One of the advantages of being part of a Christian community like a seminary is the readily available prayer support for persons who experience a crisis in their lives. Southeastern has devised a family crisis communication procedure to provide a way for the seminary administration to be aware of crises that arise in the Southeastern family. If you are aware of a

Student Services: Personal and Family

General Information

Southwest Baptist Theological Seminary campus at Anderson College is located within the city limits of Anderson, South Carolina, on a 32-acre main campus adjacent to 12 additional acres. The city of Anderson is located in the piedmont region of northwest South Carolina, an area noted for scenic views of the southern Appalachian Mountains, and for the recreational opportunities provided by several nearby lakes, notably Lake Hartwell.

The campus address is 216 Boulevard, Anderson, SC 29621-4027. The campus is located in a residential section in the northwestern part of the city. This location is within walking distance of the downtown business district and many local churches, two main branches of the county library, the YWCA, Anderson Memorial Hospital, and many other institutions and civic organizations.

The contact person for the Southwest Baptist Seminary is Eric Pratt who can be reached by calling 864-231-2077. His office and the Anderson office are located in the Sullivan Building on the main campus of Anderson College. To contact Anderson college switchboard operator, call 864-231-2000.

Security and Emergency Measures

Anderson College employs security personnel that patrol the campus regularly. When Southwest Baptist classes are meeting, a security staff member will always be on the campus. Operating staff members will also be present.

Office hours are 8:00 AM to 5:00 PM, Monday through Friday. During office hours, in order to deliver an emergency message to a student, faculty or friend should call the campus switchboard at 864-231-2000. After office hours, the procedure is to call the switchboard number, listen for the recorded messages as to how to reach security. Security will then be able to locate anyone on campus for an emergency situation only.

If students need emergency medical care, the Anderson Area Medical Center is located less than one mile away on 500 North Park Street. Their phone number is 864-281-1000. To get there from Anderson College, turn right onto South Boulevard and go to the first red light. At the first red light, you will turn left and the hospital will be a few hundred yards away on the left. There is also an on-campus health clinic that is accessible to extension center students.

Family Crisis Consultation

One of the advantages of being part of a Christian community like a university is the readily available prayer support for parents who experience a crisis in their lives. Southwest Baptist has a family crisis consultation procedure to provide a way for the university administration to be aware of crises that arise in the Southwest Baptist family. If you are aware of a

serious illness, accident, major material loss, birth, death in the immediate family, or other situations that should be communicated, you may call the Dean of Students' Office at 919-863-8306 and report this information. The prayer request will then be communicated by e-mail immediately to all major offices and areas of the campus, and the seminary family will be asked to pray for each emergency situation.

Building Layout

Anderson College has a great web site located at www.anderson-college.edu. This web site can take you on a virtual tour of their facilities by clicking on "community & campus" and then clicking on "The campus tour." The extension center classes are located in the Sullivan Building.

Registering for Classes

Students should be officially admitted to the seminary before the beginning of the semester in which they enroll in a particular class. This admittance requires completion of an application for admission and acceptance by Southeastern's Office of Admissions. An application for admission can be obtained from that office. A student may be required to participate in Anderson College's matriculation process.

Students who have not been officially admitted prior to the class in which they wish to enroll will be given a non-degree admission form on the night of the first class. This will be completed by the student and mailed to Southeastern by the seminary contact person (Eric Pratt).

Purchase of Textbooks

Students are able to purchase their textbooks through the campus bookstore located in the behind the Student Center in the middle of campus.

Motels Convenient to Anderson College

1. **HOLIDAY INN** – is located at 3025 N Main St, Anderson, SC 29621. Their phone number is 864- 226-6051 This hotel is 2.2 miles from the campus.
2. **LA QUINTA INN** – is located at 3430 N Main St. Anderson, SC 29621. Their phone number is 864-225-3721. This hotel is 2.9 miles from the campus.
3. **SUPER 8** – is located at 3302 Cinema Ave. Anderson, SC 29621. Their phone number is 864-225-8384. This hotel is located 3.3 miles from the campus.

Restaurants Convenient to Anderson College

Anderson College has on-campus food facilities including a cafeteria and a snack bar. Also, it is located near many restaurants. A few of the closest restaurants have been accumulated and listed on the next page in order of distance from the campus.

serious illness, accident, major medical loss, birth, death in the immediate family, or other situations that should be communicated, you may call the Dean of Students' Office at 919-867-3366 and report this information. The proper request will then be communicated by e-mail automatically to all major offices and units of the campus, and the emergency family will be asked to pay for each emergency situation.

Building Layout

Anderson College has a great web site located at www.anderson-college.edu. This web site can take you on a virtual tour of this facilities by clicking on "campus & campus", and then clicking on "The Campus Map". The orientation center classes are located in the Sullivan Building.

Registering for Classes

Students should be officially admitted to the academy before the beginning of the semester in which they enroll in a particular class. This admission requires completion of an application for admission and acceptance by our Registrar's Office of Admissions. An application for admission can be obtained from that office. A student may be required to participate in Anderson College's orientation program.

Students who have not been officially admitted prior to the class in which they wish to enroll will be given a non-degree admission form on the night of the first class. This will be completed by the student and mailed to the Registrar by the academy contact person (Eric Ford).

Transfer of Textbooks

Students are able to purchase their textbooks through the campus bookstore located in the Student Center in the middle of campus.

Hotels Convenient to Anderson College

1. HOLIDAY INN - is located at 3022 N Main St Anderson, SC 29621. Their phone number is 854-326-0011. This hotel is 2.2 miles from the campus.
2. LA QUINCY INN - is located at 3430 N Main St Anderson, SC 29621. Their phone number is 864-322-9321. This hotel is 2.9 miles from the campus.
3. SUPER 8 - is located at 1901 Cinema Ave Anderson, SC 29621. Their phone number is 864-322-8284. This hotel is located 2.3 miles from the campus.

Restaurants Convenient to Anderson College

Anderson College has on-campus food facilities including a cafeteria and a snack bar. Also, it is located near many restaurants. A few of the closest restaurants have been recommended and listed on the next page in order of distance from the campus.

RESTAURANT

LOCATION

PHONE # & DISTANCE

Workin' Foks Restaurant	903 E Orr St Anderson, SC	(864) 261-3188	0.3
J C's Sandwich Shoppe	713 E Greenville St Anderson, SC	(864) 222-2264	0.5
Schlotzsky's Deli	603 E Greenville St Anderson, SC	(864) 226-1346	0.5
Pita Way	414 E Greenville St Anderson, SC	(864) 224-6001	0.5
Wendy's	409 E Greenville St Anderson, SC	(864) 225-1858	0.6
Nakama's Japanese Cuisine	307 E Greenville St Anderson, SC	(864) 231-7777	0.6
Captain D's Restaurants	1106 N Fant St Anderson, SC	(864) 231-8236	0.6
Subway	307 Cater St Anderson, SC	(864) 231-7822	0.6
Skin Thrashers Hotdogs	203 Hudgens St Anderson, SC	(864) 225-9229	0.7
Domino's Pizza	1006 N Main St Anderson, SC	(864) 226-9393	0.8
Guido's Pizza	120 E Earle St Anderson, SC	(864) 224-8600	0.8
Sherrie's Restaurant & Deli	512 N Murray Ave Anderson, SC	(864) 225-7080	0.9
Downtown Cafe	111 N Main Anderson, SC	(864) 375-1212	0.9
Lunchbox	127 N Main St Anderson, SC	(864) 225-1718	0.9
Towne House Restaurant	125 N Main St Anderson, SC	(864) 225-9791	0.9
Friends-Foods With A Flair	112 N Main St Anderson, SC	(864) 231-0663	0.9
Courthouse Cafe & Deli	114 W Whitner St Anderson, SC	(864) 260-9477	0.9
Little Pigs Barbecue	1401 N Main St Anderson, SC	(864) 226-7388	0.9
Big John's Luncheonette	219 S Main St Anderson, SC	(864) 224-0303	0.9
Sullivan's Metropolitan Grill	208 S Main St Anderson, SC	(864) 226-8945	0.9
Dickson Ice Cream Co Inc	109 W Benson St Anderson, SC	(864) 224-1551	0.9
Connoisseur Cafe & Market	1520 E Greenville St Anderson, SC	(864) 224-3122	0.9
Sonic Drive-In	1522 E Greenville St Anderson, SC	(864) 231-0075	0.9
Stewart's Fast Food	1507 N Main St Anderson, SC	(864) 226-7172	0.9
Morris St Tea Room	220 E Morris St Anderson, SC	(864) 716-0048	1.0
Lighthouse Cafe	420 S Main St Anderson, SC	(864) 231-0060	1.0
Besto Ice Crm	1606 N Main St Anderson, SC	(864) 224-1695	1.0
Bill's Restaurant-Menu Line	1702 N Main St Anderson, SC	(864) 224-6999	1.1
Hardee's Restaurant	1803 N Main St Anderson, SC	(864) 375-1128	1.1
Grace's Coffee House	1510 N Murray Ave Anderson, SC	(864) 231-6739	1.1
Checkers	1902 N Main St Anderson, SC	(864) 375-9940	1.2
1109 South Main	1109 S Main St Anderson, SC	(864) 225-1109	1.2

PHONE & DISTANCE	LOCATION	RESTAURANT
(803) 251-1198 0.5	301 E. Gov. St. Anderson, SC	Walter's Pub & Restaurant
(803) 252-2214 0.5	715 E. Greenville St. Anderson, SC	J.C. Sander's Steaks
(803) 252-1346 0.5	602 E. Greenville St. Anderson, SC	Scholar's Deli
(803) 254-6601 0.5	411 E. Greenville St. Anderson, SC	The Way
(803) 252-1878 0.5	409 E. Greenville St. Anderson, SC	Wendy's
(803) 251-7777 0.5	307 E. Greenville St. Anderson, SC	McDonald's
(803) 251-8278 0.5	1100 N. Main St. Anderson, SC	Cheese Diner
(803) 251-7823 0.5	305 Gov. St. Anderson, SC	Subway
(803) 252-9225 0.5	305 Highway 17 Anderson, SC	Starbucks
(803) 252-2293 0.5	1000 N. Main St. Anderson, SC	Domino's
(803) 254-8000 0.5	130 E. Lake St. Anderson, SC	Golden Taps
(803) 252-7259 0.5	212 N. Murray Ave. Anderson, SC	Greasy Spoon
(803) 252-1213 0.5	411 N. Main Anderson, SC	Anderson Cafe
(803) 252-7718 0.5	127 N. Main St. Anderson, SC	Anderson
(803) 252-0391 0.5	125 N. Main St. Anderson, SC	Tommy's House
(803) 251-4603 0.5	112 N. Main St. Anderson, SC	Anderson's
(803) 252-9177 0.5	114 W. Whitner St. Anderson, SC	Anderson's
(803) 252-7288 0.5	1401 N. Main St. Anderson, SC	Anderson's
(803) 254-0808 0.5	219 S. Main St. Anderson, SC	Anderson's
(803) 252-8742 0.5	208 S. Main St. Anderson, SC	Anderson's
(803) 254-1531 0.5	400 W. Johnson St. Anderson, SC	Anderson's
(803) 254-5132 0.5	1222 E. Greenville St. Anderson, SC	Anderson's
(803) 251-9727 0.5	1222 E. Greenville St. Anderson, SC	Anderson's
(803) 252-7129 0.5	1207 N. Main St. Anderson, SC	Anderson's
(803) 252-0058 1.0	230 E. Main St. Anderson, SC	Anderson's
(803) 251-0880 1.0	430 S. Main St. Anderson, SC	Anderson's
(803) 254-1692 1.0	1000 N. Main St. Anderson, SC	Anderson's
(803) 252-6325 1.1	1702 N. Main St. Anderson, SC	Anderson's
(803) 252-1128 1.1	1600 N. Main St. Anderson, SC	Anderson's
(803) 251-5739 1.1	1010 N. Murray Ave. Anderson, SC	Anderson's
(803) 252-6920 1.3	1902 N. Main St. Anderson, SC	Anderson's
(803) 252-1199 1.3	1102 S. Main St. Anderson, SC	Anderson's

Library Resources

Southeastern Seminary has a direct library lending agreement with Anderson College. This means that extension center students may utilize their on-campus library. The library at Anderson College has agreements with every library in the state of South Carolina. By utilizing these local resources, a student should be able to find any necessary resource.

The library at Southeastern Seminary is also available for extension center students. By accessing the library web site at <http://library.sebts.edu>, you may search the on-campus library for available books by clicking on search the Catalog. You may also utilize "first search." This program will allow you to look for magazine articles and other resources. After finding the needed book and checking for availability, an extension center student may email Judy Durham to check on having that book mailed directly to them. Her information may be found on the same web site by clicking "library staff" located under Information. By properly utilizing the available resources, an extension center student has access to every resource an on-campus student does. For more information, contact Judy Durham by phone at 919-863-8251 or through email at jdurham@sebts.edu.

Financial Aid

Southeastern's financial aid is based on the premise that students are making an effort to be as self-supporting as possible. It is recommended that students should have sufficient funds or income to see themselves through at least the first semester before seeking aid.

Almost all of Southeastern's financial aid is reserved for full-time, on-campus students. Usually, extension students have not left their sources of income to settle in Wake Forest, so they are usually in a better position to meet the financial requirements of higher education. Financial assistance for on-campus students includes: 1. Off-campus and on-campus jobs through Southeastern's Employment Services Office, 2. Ministry positions through the Ministry Referral Office, 3. Emergency Assistance, 4. Scholarships, and 5. Matriculation Deferment Plan. With the exception of emergency assistance, students applying for these sources of aid must be currently enrolled full-time in a degree program. Applications for emergency assistance will be considered on a case by case basis.

Southeastern students at Anderson College extension center may look on the BSU job board located in the Sullivan building. This board contains a current job listing for the area.

Wellness and Recreation

Students at the Anderson College extension center may apply to the College to receive an ID from the College which will provide you with access to their weight lifting facilities. Anyone who request permission may also be allowed to participate in their Intramural programs.

Library Resources

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The library at Southeastern University is also available for extension center students. By accessing the library website www.library.seu.edu you may search the on-campus library for articles, books, or other resources. You may also utilize "first search". This program will allow you to look for magazine articles and other resources. After finding the article, book, and other resource, an extension center study may email Judy Durham for more information. Judy Durham is located under information. Her information may be found on the same web page. Extension center students may also contact her through email. For more information, contact Judy Durham by phone at 919-833-8234 or through email at jdurham@seu.edu.

Financial Aid

Southeastern University's financial aid is based on the amount that students are taking an effort to be as independent as possible. It is recommended that students should have sufficient funds to cover their expenses through at least the first semester before seeking aid.

Almost all of Southeastern's financial aid is reserved for full-time, on-campus students. Usually, extension students have not met the financial requirements of higher education. Financial assistance for on-campus students includes: 1. Off-campus and on-campus jobs through Southeastern's Employment Services Office, 2. Ministry positions through the Ministry Relations Office, 3. Emergency Assistance, 4. Scholarships, and 5. Merit-based Extension Plan. With the exception of emergency assistance, students applying for these sources of aid must be currently enrolled full-time in a degree program. Applications for emergency assistance will be considered on a case by case basis.

Southeastern works at Anderson College extension center may look on the BSU job board located in the Sullivan building. This board contains a current job listing for the area.

Workshops and Seminars

Students at the Anderson College extension center may apply to the College to receive an ID from the College which will provide you with access to their weight lifting facilities. Anyone who requests permission may also be allowed to participate in their internal program.

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.

For an extension center student to receive a valid Southeastern ID, you must make arrangements to have a jpeg image of yourself sent electronically to Southeastern. This may be accomplished through an email sent to Thomas White at twhite@sebts.edu. The image may not be over 150 kb in size. Along with the image, you must also send an email requesting an ID. This email must have your full name, your student number, your telephone number, and the address to which you would like your ID to be mailed. You will be notified electronically once your ID has been mailed. If you do not have access to electronic mail, please call 919-863-8309 to arrange for processing your ID. An ID Card will only be necessary if you plan to utilize the library or student center located at the main campus of Southeastern Seminary.

An I.D. card 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. For any other questions concerning ID Cards, please call Thomas White at 919-863-8309 or email him at twhite@sebts.edu.

Student Excursions

The seminary regularly sponsors off-campus trips for personal enrichment and academic credit. Extension center students are eligible to participate in these excursions. 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 in this handbook in the section dealing with discipline is also prohibited on student excursions. Fraternalization 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.

Library and Activity Cards

An ID 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 to use recreational facilities and equipment can be used. For an extension center student to receive a valid Southeastern ID, you must make arrangements to have a photograph of yourself sent electronically to Southeastern. This may be accomplished through an email sent to Thomas.Thomas@seu.edu. The image may not be over 150 kb in size. Along with the image, you must also send an email requesting an ID. This email must have your full name, your student number, your telephone number, and the address to which you would like your ID to be mailed. You will be notified electronically once your ID has been mailed. If you do not have access to electronic mail, please call 219-803-8309 to arrange for receiving your ID. An ID Card will only be necessary if you plan to utilize the library or student center located at the main campus of Southeastern University.

An ID card 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 Student Center. For any other questions concerning ID Cards, please call Thomas.Thomas@seu.edu or email him at thomas@seu.edu.
Write at 219-803-8309 or email him at thomas@seu.edu.

Student Excursions

The university regularly sponsors off-campus trips for personal enrichment and academic credit. Extension center students are eligible to participate in these excursions. The first priority goes to senior-sponsored excursions and mission trips. High level trips and conferences. Students who have had such travel opportunities is required to be consistent with both the purpose of the trip and the established policies of the university. If the purpose of the excursion is mission work, students will be eligible to participate in mission work. If the purpose of the excursion is anthropological work, students will apply themselves to their work. If the purpose of the excursion is attendance of a conference with a speaker, 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 waiver 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 in the handbook in the section dealing with discipline is also prohibited on student excursions. Interaction with the opposite sex is forbidden. All senior-sponsored excursions will be accompanied by a member of the faculty or administration of the university. When such trips are for academic credit, students are responsible to meet the academic requirements specified by the supervising professor.

Student Discipline

Southeastern Baptist Theological Seminary 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 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. Use or possession of beverage alcohol, or possession of illegal drugs or controlled substances.
- 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.
- 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 everywhere on campus. The seminary's position is that immodest clothing damages one's Christian testimony, so clothes such as short skirts, and tank tops are discouraged.

Student Discipline

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

The purpose remains a twofold one: to train men and women for the world but not of the world. The Seminary's primary commitment is to the education of the Christian ministry which operates in the church of Jesus Christ. Southwestern Baptist Theological Seminary is also a Southern Baptist institution. Therefore, those who are part of Southwestern are expected to adhere to the behavioral standards set for members of Southern Baptist churches.

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 Southern community. The following are examples of conduct which is unacceptable in the Southern community and subject to disciplinary action:

- A. Academic misconduct such as plagiarism, cheating, or making false representations.
- B. Use or possession of beverage alcohol, or possession of illegal drugs or controlled substances.
- C. Homosexual behavior or heterosexual misconduct, including possession or viewing of any pornographic material.
- D. Neglect of personal financial obligations.
- E. Giving false information on library records.
- F. Theft, intentional abuse, or destruction of personal or Southwestern property.
- G. Major, disorderly or breach of established emergency/evacuation policies which govern the use of any emergency/evacuation properties or facilities.
- H. Behavior (verbal, physical, emotional) which is demeaning, harassing, or abusive of another person and behavior that is obscene or vulgar.
- I. Disrespect or abuse directed toward any faculty member, school administrator, or staff member.
- J. The use of tobacco products anywhere on Seminary property.
- K. The conduct of the Gospel must not be attacked by modeling biblical marriage. Any student who enters into a divorce must notify the Dean of Students, and withdraw from classes and campus housing for a period of one year before reapplying for readmission.
- L. Students who are identified are expected to bring in medical statements every year on campus. The Seminary's position is that hazardous 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 call a meeting of the Student Discipline Committee to hear an appeal, 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.

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

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

The intention of the university 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 his 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 necessarily the only option. The President of the institution has full authority to handle all cases as he deems necessary.

If the President chooses to call a meeting of the Student Discipline Committee to hear an appeal, it will be composed of the Director of Student Life (who will serve as Chairman), the Dean of Students, one faculty professor, one college professor, one primary student, and one college student.

A person witnessing what he/she believes to be an infraction should inform the appropriate StudentLife personnel (faculty member, administrative officer, etc.) and help to confirm the infraction. The witness should also inform the Director of Student Life. The Director of Student Life will contact the student on the charge, and meet with the student(s) and witness(es) as needed.

Disciplinary Action

1. **Reprimand:** A disciplinary action may be given if the offense was considered to be minor and affected only a few individuals. If the action concerned affected many people publicly, then the reprimand may occur publicly. This action may or may not require a professional hearing. Records of student violations and disciplinary actions may be retained during a student's enrollment. Decisions concerning conditions of continued or future enrollment may be held in a student's academic record with each condition set out.

2. **Disciplinary Probation:** This action may be taken by the university to indicate to a student who has violated the university's standards of conduct that his/her behavior is inappropriate and is not to be repeated. Probation is given to the violating student and if the discipline is reported is reported, suspension or expulsion is likely. Probation may be for any length of time deemed appropriate by the university 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 department 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.

Southwestern 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 Lofton Center, where the ladies have outstanding speakers and share fellowship. Other ministries include Bible study, clothing ministry, outreach, bread ministry, craft & book sales, and much more.

Doulos

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

3. Requested Withdrawal: Requested withdrawal is suitable in instances where questionable behavior has threatened the development of the student as a potential candidate for admission to the community following, but adequate opportunity has been afforded. Withdrawal does not imply the assessment of guilt, and withdrawal is normally a private matter. Withdrawal will be for a specified period of time and will normally carry no stigma regarding re-admission.

4. Requested 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 candidate for admission to the community following, in the case of Requested Withdrawal or Requested Dismissal of the discipline code as only when eligible to be considered for readmission, following standard institutional readmission policies.

5. Requested Dismissal: Dismissal is suitable in instances where there are repeated offenses, failure to comply with a disciplinary contract, or where the initial contract is a case involving a violation of the institution's code of conduct or where the initial contract is a case involving a violation of the institution's code of conduct. Dismissal may become part of a student's permanent record.

On-Campus Student Organizations

Fellowship of Military Chaplains

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.

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.

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.

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.

On-Campus Student Organizations

Leadership of Military Chapters

- The student organization was founded in 1993 with the following stated purposes:
1. To provide a support group for students planning for service as military chaplains.
 2. To provide an outlet for students to discuss issues relevant to military in the college.
 3. To provide a high level of awareness of military chaplaincy on campus.

Student Leadership Team

The Student Leadership Team is a select body of four students seeking to minister to the needs of the college's student body. The team consists of the Student Leadership Team and campus-wide student organizations. Our primary goal is to foster personal, family, and community growth in students through various forms of religious, social, and educational opportunities. The Leadership Team works to help the college to accomplish the vision set forth by the governing board. The team is made up of four students, each representing a different area of the campus which seeks to minister to the needs of the student body. The Student Leadership Team works to make the college a more Christ-centered place. The team consists of a president who meets with the board of trustees, a vice president who meets with the board of trustees, a secretary who meets with the board of trustees, and a treasurer who meets with the board of trustees.

Southwestern Women's Fellowship (SWF)

SWF is an organization of student wives and women students and is dedicated to ministering to the needs of SWF members in the Ladies Center, where the ladies have a meeting room and where through a Christ ministerial ladies Bible study, cooking, sewing, and other activities, staff of ladies' work, and much more.

Notes

The Ladies Center is a group which meets each week in the Ladies Center to share the Gospel message and to show love to those in need of the word of God.

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 other in adjusting to their new environment. It also serves as an outlet for North American students to get acquainted with the international students.

Southeastern Christian Martial Arts

Southeastern Christian Marital 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.

American Association of Christian Counselors (AACC)

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

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.

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.

Homebookers in Ministry

Homebookers in Ministry (HIM) operates to bring together homebookers 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 other in adjusting to their new environment. It also serves as an outlet for North American students to get acquainted with the international student.

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. Students receive and give support and encouragement with physically challenging work-out.

American Association of Christian Counselors (AACC)

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

Evangelism Club

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

Evangelical Student Union

The Evangelical Student Union is organized by college students and offers opportunities for spiritual growth and service in an exciting environment of fellowship. Their meetings will be announced in the November issue newsletter.

WHERE TO FIND INFORMATION

Area Code: 919

Switchboard Operator

The switchboard 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 7:30 a.m.- 6:00 p.m. during regular semesters. To reach the switchboard while on campus, dial "0," and off campus dial 919-556-3101.

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

WHERE TO FIND INFORMATION

Area Code 719

The switchboard will act as the primary contact for all inquiries for the campus. In addition to providing the telephone service, the switchboard also provides general information concerning campus events, news, and other information. The switchboard is staffed by trained personnel 24 hours a day, 7 days a week. For more information, call the switchboard at 719-534-3100. The switchboard is located in the main building at 1400 North College Ave., Fort Collins, CO 80521.

Area Code 719	Department	Phone Number
719-534-3100	Switchboard	719-534-3100
719-534-3101	Director of Student Life	719-534-3101
719-534-3102	Assistant Director of Student Life	719-534-3102
719-534-3103	Student Life	719-534-3103
719-534-3104	Registrar's Office	719-534-3104
719-534-3105	Admission Services	719-534-3105
719-534-3106	Business Office	719-534-3106
719-534-3107	Library/Student Bookstore	719-534-3107
719-534-3108	Public Relations	719-534-3108
719-534-3109	Child Development Center	719-534-3109
719-534-3110	Academic Vice President	719-534-3110
719-534-3111	Student Services	719-534-3111
719-534-3112	Employment	719-534-3112
719-534-3113	Sports and Facility Manager	719-534-3113
719-534-3114	Director of Student Life	719-534-3114
719-534-3115	Director of Student Life	719-534-3115
719-534-3116	Academic Vice President	719-534-3116

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

807-5314
807-5315
202-2482

Health Center
Student Life
Security

Registrar
Class
Student
Security

807-5312
807-5313

Student Development Office
Student Services

Registration
Student
Class

807-5311
202-2101

Financial Aid Office
Switzerland

Financial Aid
Grant Information

807-5310

Dept. of Student Affairs

College Registrar

807-5316

Security Office

College Security

807-5318

Health Office

Health

807-5317

Student Life Office

Student Life

202-2101

Switzerland

Information

807-5315

Health Center

Health Center

807-5316

Student Life

Student Life

807-5311

Registrar Dept.

Registrar

807-5318

Registrar Dept.

Registrar

807-5311

Financial Aid

Financial

202-2101

Switzerland

Information

807-5311

Student Services

Student Services

807-5311

Registrar's Office

Registrar

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	863-8300
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

865-2317	Business Office	Psychiatry
865-2322	Student Life	Organization
865-2323	Student Life	Orientation
865-2324	Student Life	Public Health
865-2325	Physical Plant	Training
865-2326	Post Office	Public Health
865-2327	Public Relations	Public Health
865-2328	Public Health	Public Health
865-2329	Regional Office	Public Health
865-2330	Regional Office	Public Health
865-2331	Regional Office	Public Health
865-2332	Regional Office	Public Health
865-2333	Regional Office	Public Health
865-2334	Regional Office	Public Health
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865-2395	Regional Office	Public Health
865-2396	Regional Office	Public Health
865-2397	Regional Office	Public Health
865-2398	Regional Office	Public Health
865-2399	Regional Office	Public Health
865-2400	Regional Office	Public Health



Southeastern Publications

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 Student Life 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.

Southwestern Publications

Current Director

The Director's report is published quarterly, and contains information on the activities of the Southwestern Association of Public Administrators. It is published by the Public Relations Office.

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