

Southeastern Baptist Theological Seminary
Southeastern College at Wake Forest

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STATEMENT OF INSTITUTIONAL PURPOSE

Southeastern Baptist Theological Seminary prepares men and women by means of academic studies and practical preparation for leadership roles in Baptist churches and in other Christian ministries.

Identity and Values: Southeastern is an institution of higher learning established and supported by the Southern Baptist Convention. The Seminary has a College program and a Seminary program, both of which operate as integral parts of the institution. The Institution maintains an administration and faculty whose convictions and calling reflect consistent adherence to the institution's *Abstract of Principles* and the *Baptist Faith and Message 2000*. 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 a program of undergraduate and graduate instruction and personal disciplines, preparing men and women for Christian ministry and service consistent with the *Baptist Faith and Message 2000* in churches, on mission fields, in schools, colleges, seminaries, and through other Christian ministries throughout the world. Southeastern College at Wake Forest, a school of the Seminary, houses an undergraduate and a graduate program that lays a strong foundation in classical studies and in a range of educational disciplines. The graduate programs of the Seminary focus on theological education and on the professional skills needed for vocational ministries. 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 in a range of academic disciplines. A contribution of Southeastern is its emphasis in all of its programs on understanding the Bible and the history, content, and contemporary relevance of the Christian faith. Southeastern is committed to the inerrancy and sufficiency of the Bible as the foundation for effective Christian ministry and service.

Practical Preparation: Southeastern emphasizes an intelligent and intentional evangelism in obedience to the Lord Jesus Christ's commission to make disciples of all nations. Spiritual development in Christlikeness and Bible-based theological studies will produce a compassionate desire to minister to the human suffering caused by individual, social, and spiritual evils. Both the seminary and the college programs provide practical preparation for a wide variety of Christian ministries, with special focus on proclaiming the Gospel and extending the ministry of the local church.

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Southeastern Student Handbook

Copyright 2001 by Southeastern Baptist Theological Seminary

This handbook sets forth policies and procedures which are valid as of the date of its
printing. The Student Life Department reserves the right to make changes to this
manual at any time when such changes are deemed necessary.

First printing, 2001



Memo: Updating the Student Handbook

Date: May 28, 2002

To: Directors and Vice-Presidents of Southeastern Seminary (Dr. Moseley, Dr. Owens, Dr. Neal, Dr. Bush, Mr. Hutchinson, Mr. Alexander, Dr. Eitel, Mr. King, Mr. Armstrong, Dr. Madden, Mr. Midkiff, Rev. Motley, Mr. Scott, Dr. Sheffield, Mr. Shidal, Mr. Thompson, Mr. Yandell, Mr. Allen)

From: Student Life Office

We have included a copy of the Spring 2002 Student Handbook for your review. It would be greatly appreciated if every office could have someone take a few minutes to review any sections which relate to your area and make corrections with a red pen as needed (please fold the corner of any page with corrections). Also, if you have made any policy changes in the past year, we ask that you make the appropriate notation inside the book. If the change is substantial, we may also request an electronic copy of the new policy. Your cooperation is essential and will be greatly appreciated in order to produce an accurate Student Handbook. Feel free to make any corrections/suggestions as you see fit. The Student Life Office will begin making revisions on July 1, 2002. Thus, it would be great if we could receive your comments by that time. May God bless you in all you do and thanks for your help.

ps: We realize that all phone number extensions must be changed but feel free to mark those as well.



SOUTHEASTERN
BAPTIST THEOLOGICAL
SEMINARY

Re: Including the Student Handbook

Date: May 18, 2002

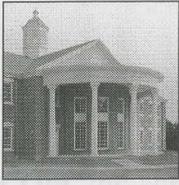
To: Directors and Vice-Presidents of Southern Baptist Seminary (Dr. Kinsey, Dr. Owen, Dr. Bush, Mr. Buchanan, Mr. Alexander, Dr. Lutz, Mr. King, Mr. Armstrong, Dr. Madison, Mr. Mitchell, Rev. Motley, Mr. Scott, Dr. Sheffield, Mr. Shilds, Mr. Thompson, Mr. Yandell, Mr. Allen)

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Thank you for your assistance in this project. We appreciate your help in making the handbook more accurate and up-to-date. We will be in touch again in the future regarding any changes that may be needed. We will be in touch again in the future regarding any changes that may be needed. We will be in touch again in the future regarding any changes that may be needed.

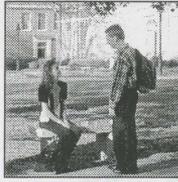


student HANDBOOK

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SECTION I

**student services:
personal & family****▶ URGENT NEEDS*****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.

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.

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 as a way for 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 offices of the campus, and the seminary family will be asked to pray for each emergency situation.

▶ CAMPUS HAPPENINGS***Campus Visitors, 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.

Student Services Recreation

Student Life sponsors several fellowships and events throughout the year including: **Parents' Night Out**, the annual **Chili Cook Off**, and the annual **Pig Pickin'**. Details for these events are published through the NewsLine, the campus newsletter. Contact the Student Life office for more information.

▶ FINANCIAL AID

Program Information

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. All loans must be approved by the Director of Student Life. Occasionally, grants are also given to students in emergency situations.
- 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 October 15 – November 15 for the Spring semester and by returning students March 15 – April 15 for the next school year.
- 5) **Matriculation Deferment Plan:** A payment plan is available for the Fall and Spring semesters through the Business Office. This plan allows students to pay tuition on a monthly basis. Students must sign an agreement in the Business Office or register online at www.sebts.edu 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. 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 and Government Funds

Southeastern does not participate in federally funded student financial aid programs involving loans and grants. However, Southeastern is approved to recommend repayment deferments on previously received Student Loans. 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.

Guidelines for Loans

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. 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.

▶ CAMPUS SERVICES

Food Services

Our Daily Bread Café provides food service in the Ledford Center for the campus and the community. A wide variety of healthy foods are available. Snack shop hours are posted in the Ledford Center.

Health Center

During sessions, Southeastern operates an on campus Health Center directed by a physician. Students and their spouses may use the physician's services without cost during regular office hours. Appointments are required. Call 863-8245 to check office hours. Insurance will be filed if applicable. Students may purchase general medicine and blood tests as prescribed by the campus physician. For a minimal cost the Health Center will offer various wellness services such as: dietary ser-

vices, cholesterol and blood pressure screening, and foreign travel consultations and immunization service for mission trips.

Counseling Center

Students needing counseling may come to the Health Center. Appointments for counseling sessions are being taken at the Health Center as needed. Dr. Catanzaro and Dr. Williams approve specified counselors or conduct the sessions personally. For more information call 863-8245.

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 Resources 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 Southeastern apparel.

Copy Center

The Copy Center is located in the Ledford Center and offers a variety of copy services, including photocopying, binding and faxing. The normal hours of operation are from 9:00 am until 4:00 pm. For a listing of the prices, please visit the Copy Center or call 863-8304.

Student Complaints

In order to file a complaint, a student must fill out the Student Complaint Form located in the Student Life Office. After a complaint has been properly filed, the Director of Student Life or another appointed official will review the complaint and respond appropriately. Each student filing a complaint will be notified of the administration's response.

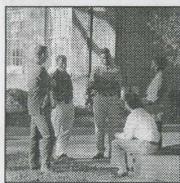
It is also the right of the student to notify Southeastern's accrediting agencies of complaints. Their contact information is:

Southern Association of Colleges and Schools

1866 Southern Lane
Decatur, Georgia 30033-4097
404-679-4501

The Association of Theological Schools in the United States and Canada

10 Summit Park Drive
Pittsburgh, PA 15273
412-788-6505



institutional & personal obligations

▶ FINANCIAL CONSIDERATIONS

Accounts

Students are expected to keep their accounts current. Rent is due the 1st of each month, and should be paid in the Business Office. Students must have all fees and past balances (tuition, matriculation, student service fees, surcharges, etc.) paid in full in order to finalize their class registration. A payment plan is available through the Business Office for Fall and Spring tuition. 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 "SEBTS." A charge of \$20.00 is made for returned checks. The Post Office is open Monday-Thursday, 8:30 a.m. - 4:00 p.m., Friday 8:30 a.m.-3:00 p.m.

Employment

Southeastern students have access to a variety of job possibilities in the surrounding areas—both 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 Job Information and Applications, Contact the Following Offices:

- 1) *For work grants, secular employment, or on-campus employment:*
Student Employment Office, Ledford Center.
- 2) *For full or part-time ministry positions:*
Ministry Referral Office, Broyhill Building.

▶ HOUSING REGULATIONS

Detailed information and regulations for students who occupy campus housing are available through the Housing Office. Occupants 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.

Campus housing is available to students who are enrolled in 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. Housing options include apartments, dormitories (primarily for single students), and commuter housing.

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.

▶ ON-CAMPUS ACCESS

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. The 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.

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 \$75.00 for themselves or a family pass for \$125.00. A \$10.00 fee will be charged for replacement cards.

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, NC 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 guide lines 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 on parking decals will need to be updated at the Plant Services office.
- 3) It is important to keep **all** information on all vehicles current once they are registered. Any vehicles obtained while enrolled as a student will need to be registered. Students must update and register vehicles at the Plant Services office.
- 4) Upon graduation, all decals must be returned to the Plant Services office.
- 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 Plant Services.
- 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. **Note:** Faculty, Staff, and Visitor parking spaces are not reserved after normal business hours, or during school holidays or weekends.
- 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.

institutional & personal obligations

- 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) Dr. Patterson's parking space is reserved 24 hours a day, 7 days a week, no exceptions. Cars parked in this space will be towed.
- 6) Visitors are not required to pay fines, but are asked to observe regulations.

Parking Assignments

Faculty & Staff

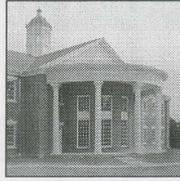
LOT	COLOR
Broyhill Hall	Orange Decals
Stephens-Mackie Hall	Black Decals
Stealey Hall Drive and Circle	Yellow Decals
West Avenue Gravel Lot	Blue Decals

Students

LOT	COLOR
College Street Lot (Across from Stephens-Mackie Hall)	Green Decals
Ledford Paved Lot	Silver Decals
Ledford Gravel Lot	Green Decals
Rock Springs Road Lot	Purple Decals
South Avenue Lot (Across from Wake Forest Baptist Church)	Green Decals
Women's Dorm Lot & Ruby Reid Lot	Red Decals
North Wingate Lot (Behind the Boiler Plant)	OPEN

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.



southeastern facilities

► 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:

Facility	Contact
Appleby Chapel Bethea Room Binkley Chapel	Physical Plant 863-8240 Appleby and Binkley Chapels are available for weddings, and are reserved for Seminary family only.
Ledford Center Facilities Intramurals Field Outdoor Tennis Courts	Student Life 863-8305
Broyhill Conference Rooms A and C Hall of the Presidents	Student Field Ministries 863-8316
Classrooms	Registrar's Office 863-8215

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 Service

Jacumin-Simpson Missions Center Auditorium

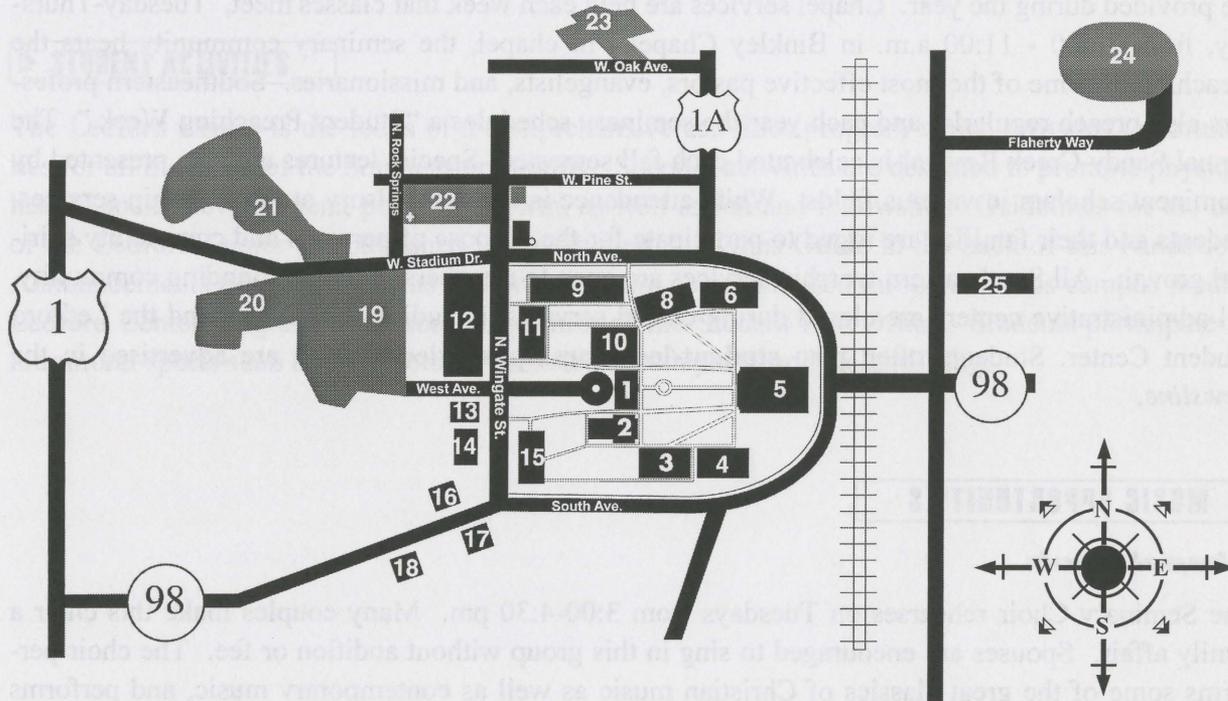
Library AV Auditorium

863-8259

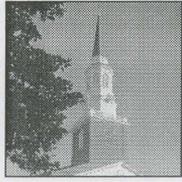
Center for Great Commission Studies

863-8230

Campus Map



- | | |
|-----------------------------------|-------------------------------------|
| 1 Stealey Hall | 14 Ruby Reid Child Development Ctr. |
| 2 Appleby Hall | 15 Lolley Hall |
| 3 Stephens-Mackie Hall | 16 Magnolia Hill |
| 4 Jacumin-Simpson Missions Center | 17 Manor House |
| 5 Binkley Chapel | 18 Lyon House |
| 6 Adams Hall | 19 Rankin/Judson/Rice Duplex Apts. |
| 7 Stone Wall | 20 McDowell Townhouse Apts. |
| 8 Broyhill Hall | 21 Fletcher Village Apts. |
| 9 Goldston Hall | 22 West Pine Duplex Apts. |
| 10 Library | 23 West Oak Apts. |
| 11 Bostwick Hall | 24 Flaherty Farms Apts. |
| 12 The Ledford Student Center | 25 Housing Office and Facilities |
| 13 Campus Bookstore | |



SECTION IV

student development**▶ 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 regularly, 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. Students often plan **student-led worship services**, which are advertised in the *Newsline*.

▶ MUSIC OPPORTUNITIES***Chapel Choir***

The Seminary Choir rehearses on Tuesdays from 3:00-4:30 pm. 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.

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.

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 CDs.

Chapel Orchestra

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.

Handbell Ensemble

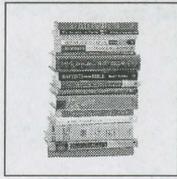
The Handbell Ensemble is comprised of a selected number of students who diligently perfect their ability to make a joyful noise unto the Lord.

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, personal growth, as well as fun and fellowship. 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.



information resources

▶ STAYING INFORMED

Campus Directory

The Student Directory ("Funnybook") 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.

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.

▶ WHERE TO FIND HELP AND INFORMATION
DIRECTORY
Academic Information

Academic Vice President	863-8225
Registrar's Office	863-8215

Activities

Student Life	863-8305
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Admissions

Admissions Office	863-8280
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Audiovisuals

Audiovisual Services	863-8259
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Billing

Business Office	863-8207
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Bookstore

Lifeway Christian Bookstore	556-3481
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Calendar

Public Relations	863-8270
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Counseling
Academic

Academic Vice President	863-8225
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Counseling Center

Health Center	863-8245
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Career

Chaplain	863-8365
Ministry Referral	863-8317

Financial

Employment	863-8365
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Fitness

Sports and Facility Manager	863-8309
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Miscellaneous

Dean of Students Office	863-8306
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Discipline

Director of Student Life	863-8305
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Emergencies

Health

Health Center	863-8245
Urgent Care Center (Raleigh)	872-3959

Student

Student Life	863-8305
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Security

Security	302-2485
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Employment

Secular

Student Employment Office	863-8365
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Church

Ministry Referral Office	863-8317
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Financial Aid

Financial Aid Office	863-8310
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General Information

Switchboard	556-3101
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Graduation Requirements

Dean of Students Office	863-8306
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Guest Reservations

Housing Office	863-8400
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Health Center

Health Center	863-8245
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Housing

Housing Office	863-8400
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Identification Cards

Student Life Office	863-8305
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Information

Switchboard	556-3101
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International Students

Student Life Office	863-8305
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Library

Circulation Desk	863-8215
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Library

Reference Desk	863-8258
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Loans

Student Life Office	863-8305
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information resources

Lost & Found	
Switchboard	556-3101
Name Change	
Registrar's Office	863-8215
Notary Public	
Business Office	863-8207
Organizations	
Student Life	863-8305
Orientation	
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
School Supplies	
LifeWay Christian Bookstore	556-3481
Security	
Security	302-2485
Telephone Numbers	
Switchboard	556-3101
Tours of Campus	
Admissions Office	863-8280
Transcripts	
Registrar's Office	863-8215
Veteran's Benefits	
Registrar's Office	863-8215



student organizations

▶ ABOUT STUDENT GROUPS

Purpose of Student Groups

Student groups help encourage spiritual growth and promote fellowship for the Seminary Community. They also aid students to gain knowledge and skills that will help prepare them for ministry. Each student group is committed to being a godly example of fellowship and love, to nurture and train members to be Christian examples in all that they do, and to follow the moral and ethical guidelines found in Scripture as interpreted in the Articles of Faith, the Baptist Faith and Message, and the Student Handbook.

Who May Apply

Any student or his/her spouse in good standing attending Southeastern may seek to gather as an organized student group on campus. Student groups seeking to be officially acknowledged 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.

Formal Recognition of Student Groups

To receive and retain recognition, groups must schedule an interview and pick up an application from the Student Leadership Team and demonstrate to the Director of Student Life that they meet the following requirements for the academic year:

- 1) Be consistent with Southeastern's Statement of Purpose, Statement of Mission, and Student Policies.
- 2) Provide a concise, written statement describing the purpose of the organization and how they plan to pursue that purpose.
- 3) Provide an annual calendar of any proposed major events that the club desires to conduct.
- 4) Provide a proposed budget for the spending of all Southeastern related funds for the academic year.
- 5) Complement, while not conflicting, 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) Provide a written proposed organizational structure including officers, committees, and advisors.

Requirements of Recognized Student Groups

Each student group or its members must not engage in or promote activities that are inconsistent with Southeastern's purposes or policies, nor that serve to threaten Southeastern's public reputation. Any student organization or members who violate this policy will jeopardize their relationship with Southeastern and may be subject to formal discipline. All student organizations must conduct business that will fulfill their organizational purpose and mission. To aid in the cohesiveness and in the matter of Christian cooperation, all student organizations must meet once a month with the Student Leadership Team during each academic semester to discuss calendar events and campus wide fellowships.

Renewal Requirements

Every year prior to July 1st all recognized groups must renew formal recognition for the new academic year. Failure to renew results in the loss of formal recognition. In order to be renewed student groups must schedule a meeting with Student Leadership and demonstrate to the Director of Student Life that they have met the requirements for seeking formal recognition as stated previously:

- 1) Operated the past year within established policies and procedures of the seminary, college, and Ledford Center.
- 2) Communicated any changes in the nature, purpose, constitution, or structure of the organization to the Student Leadership Team, and to the Student Life Office for approval.
- 3) Faithfully met regularly with Student Leadership during each of the academic semesters.
- 4) Conducted business in such a way that demonstrated a desire to reach their organizational purpose and mission.

Guidelines for Student Publications

- 1) Student publications are limited to those officially produced by student organizations that are formally recognized by the administration of Southeastern Seminary.
- 2) Student publications shall be consistent with the nature and purpose of the student organization that produced the publication.
- 3) Student publications are to be produced for the Southeastern family, so primary distribution shall be confined to the seminary students, faculty, and administration.
- 4) The name of the student organization and the names of the publication's staff will be printed on each student publication. Sources of funding will be stated publicly or made available upon request.
- 5) Student publications are free to address ideas positively and creatively without fear of censorship or intimidation.

- 6) Student publications will not include materials that are obscene, libelous, racist, divisive, or disrespectful of any person.
- 7) Articles and letters should be signed by the writer. Any unsigned material will be assumed to reflect the consensus of the publication's staff.

▶ **CURRENT STUDENT ORGANIZATIONS**

Doulos

The Doulos organization is a group which meets each Friday night in the Ledford Center to share the Gospel through door-to-door evangelism throughout the town of Wake Forest. Doulos also sponsors a youth evangelism ministry which shares the Gospel with local high-school students.

Edge

The Edge is an organization which promotes fellowship and physical fitness through various outdoor excursions such as hiking, camping and canoeing. The Edge also seeks to equip students with useful survival skills applicable to the mission field.

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.

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 native 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 church history.

Soul Fire

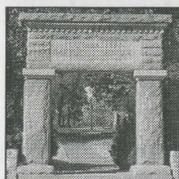
Soul Fire is a student organization which ministers through drama. The team performs on campus and travels to area churches and events to present the Gospel through dramatic presentations. Soul Fire also seeks to equip students to be able to utilize dramatic arts in the local church.

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 communication 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 consists of a President who must be a Masters-level student, a Vice-President of the Seminary, a Vice-President of the College, and a Secretary/Treasurer.

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.



SECTION VII

student rights & responsibilities

▶ A STATEMENT ON STUDENTS' RIGHTS AND RESPONSIBILITIES

- 1) Students have the right to expect equitable and consistent academic policies, and students have the responsibility to be enrolled in classes and meet all academic requirements as specified by Southeastern's policies and professors.
- 2) Students have the right to prepare for Christian ministry in a campus environment that is free from gender or race bias, and free from sexual harassment. Students have the responsibility to treat other students and Southeastern's staff with respect and Christian courtesy.
- 3) Students have the right to expect Southeastern to maintain behavioral standards among students and staff that are consistent with what Southern Baptist churches expect from their ministers. Students have the responsibility to abide by Southeastern's behavioral standards and to maintain active membership in a church.
- 4) Students have the right to hold different theological positions than those expressed in Southeastern's confessional documents. Students have the responsibility to express personal convictions courteously, respectfully, and in accord with class decorum established by each professor.
- 5) Students have the right to participate in appropriate student groups, and students have the responsibility to follow the rules and honor the stated purposes of the student group.
- 6) Students have the right to apply for financial aid and student housing. If aid or housing is granted, students have the responsibility to abide by the terms of the financial aid and the terms of the housing lease.
- 7) Students have the right to expect Southeastern to apply the institution's financial policies equitably, and students have the responsibility to pay all applicable bills and fees when they are due.
- 8) Students have the right to expect Southeastern to make the institution's principles, policies, and procedures explicit and public. Students have the responsibility to abide by Southeastern's policies and procedures.
- 9) Students have the right to express disagreement with Southeastern's policies, and the application of those policies, through established channels. Students have the responsibility to accept and abide by Southeastern's decisions regarding student complaints.

▶ STUDENT'S ROLE AND PARTICIPATION IN CAMPUS POLICY

The student's role and participation in determining campus policy functions primarily through the Student Leadership Team. The Student Leadership Team is expected to know the opinions of the student body through consistent communication. One way the Student Leadership Team accomplishes its task is through a student forum held once a year including a computer-generated random cross-section of students. These students are given the opportunity to express concerns or recommendations which will be reported to the Administration of the school. After a review of the report, the Administration will meet with the Student Leadership Team to address the response of the administration.

Any student who wishes to voice an opinion should communicate with the Student Leadership Team or fill out a complaint form in the Student Life Office. The Student Leadership Team plays a vital part in communicating between the administration and the students. The President of the Student Leadership Team frequently meets with the President of the institution, the Dean of Students, and the Director of Student Life. The President of the Student Leadership Team is also given the platform in chapel and consulted by the Student Life Office frequently for the opinion of the student body. Students may also communicate directly with the Director of Student Life by making an appointment to meet with him or by email

The current Director of Student Life is Thomas White, and his email is twhite@sebts.edu. The current President of the Student Leadership Team is Jim Perdue. The current Vice-President of the Seminary is Evan Lenow. The current Vice-President of the College is Dan Main. The current Secretary/Treasurer is Kim Davidson. The most current contact information for these people may be found in the Student Directory.

▶ 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 men and women 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:

Rules to Follow

- A. Academic misconduct such as plagiarism, cheating, or making false representation.
- 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.

Other Disciplinary Considerations

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. The Student Disciplinary Committee is the final institutional court of appeal. The committee will listen to the testimony of the student and the administration. After considering the facts, and the welfare of the student, the committee will recommend to the President whether to uphold previous disciplinary decisions or to propose a new course of action. The administration will consider the committee's recommendation, plus any new facts that may have come to light, and the President and/or Dean of Students will notify the student and the committee in writing of the administration's final decision.

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.

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. 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.

▶ DISCIPLINARY ACTIONS

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 probationary 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.

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.

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.

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.

student rights & responsibilities

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

▶ STUDENT ACTIVITIES GUIDE

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 that can be accommodated, certain policies and schedules have been adopted. The Southeastern family has designed each policy to make the facilities conveniently accessible and to maximize their use. 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 Center and provides a large area for basketball, volleyball, indoor jogging, and other indoor sports and special events.

Recreation Room

The recreation room is located on the main level of the Ledford Center, primarily for the use of Southeastern students. The "Rec." room offers a variety of entertainment equipment including ping-pong tables, pool tables, an air hockey table, and foosball tables.

Fitness Center

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

Student Center

The Student Center level, located off the main entrance of the Ledford Center, houses "Our Daily Bread" snack bar, the Post Office, Lifeway Christian Resources bookstore, a study room, a confer-

ence room, the Copy Center 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.

Use 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.

Groups or individuals associated with 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 at any time. 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.

Guidelines For Using the Gym

- 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) Any abusive, profane, vulgar, or improper conduct will not be tolerated.
- 6) All pick-up basketball games must be played cross court, and must follow pick-up rules posted in the gym.

Guidelines for 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 8:00 a.m. - 10:00 p.m. on Monday, Tuesday, and Thursday, 8:00 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.

Guidelines for Using the Fitness Center

A person must present a valid I.D. issued by Southeastern in order to use the Fitness Center. No one under sixteen may use the weight facility. Anyone age 16-17 must have his or her parents fill out a waiver and go through a scheduled training session with a student worker before using the facility. Children under sixteen 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.

Guidelines for Using the 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 unless the combination is given to the Sports and Facilities Manager. No key locks are allowed. Failure to renew locker reservations may result in personal belongings being removed from the locker without prior notice.

Guidelines for Using the 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 and some fees do apply. Specific uses and scheduling must be cleared with the Student Life Office in the Ledford Student Center. For more information, please contact the Student Life Office at 863-8305.

Guidelines for Using the 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

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.
Rec. Room Equipment:	25 cents per hour for ping pong. 50 cents per hour for foosball 25 cents per hour for pool

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Guidelines for Using the Multi-Purpose Room

The Multi-Purpose Room, located on the upper level above the main entrance, includes a kitchen, setting for small or large gatherings, equipped with a kitchen linoleum and metalware, and chairs, the room can be divided into two smaller meeting areas.

3. The room and kitchen facility are available for reservation only and some food is sold. Specific use and scheduling must be discussed with the Student Life Office.

4. The room is available for use by departments or student groups for meetings, presentations, and other events. Reservations must be made in advance through the Student Life Office.

Guidelines for Using the Factor Entrance

Factor and entrance are free-access areas. Any special events or activities must be approved and scheduled in advance through the Student Life Office. A fee schedule is available to guide you in determining the amount to be charged for use of the room.

5. The room is available for use by departments or student groups for meetings, presentations, and other events. Reservations must be made in advance through the Student Life Office.

Guidelines for Using the Factor Entrance

Factor and entrance are free-access areas. Any special events or activities must be approved and scheduled in advance through the Student Life Office. A fee schedule is available to guide you in determining the amount to be charged for use of the room.

6. The room is available for use by departments or student groups for meetings, presentations, and other events. Reservations must be made in advance through the Student Life Office.

Late Charge:

\$1.00 on any equipment not returned on time.

Factorial Payment:

The room is available for use by departments or student groups for meetings, presentations, and other events. Reservations must be made in advance through the Student Life Office.

Any abuse or misuse of recreation room facilities by students may result in suspension of access to these facilities.

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SOUTHEASTERN
BAPTIST THEOLOGICAL
SEMINARY

Office of Student Life
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