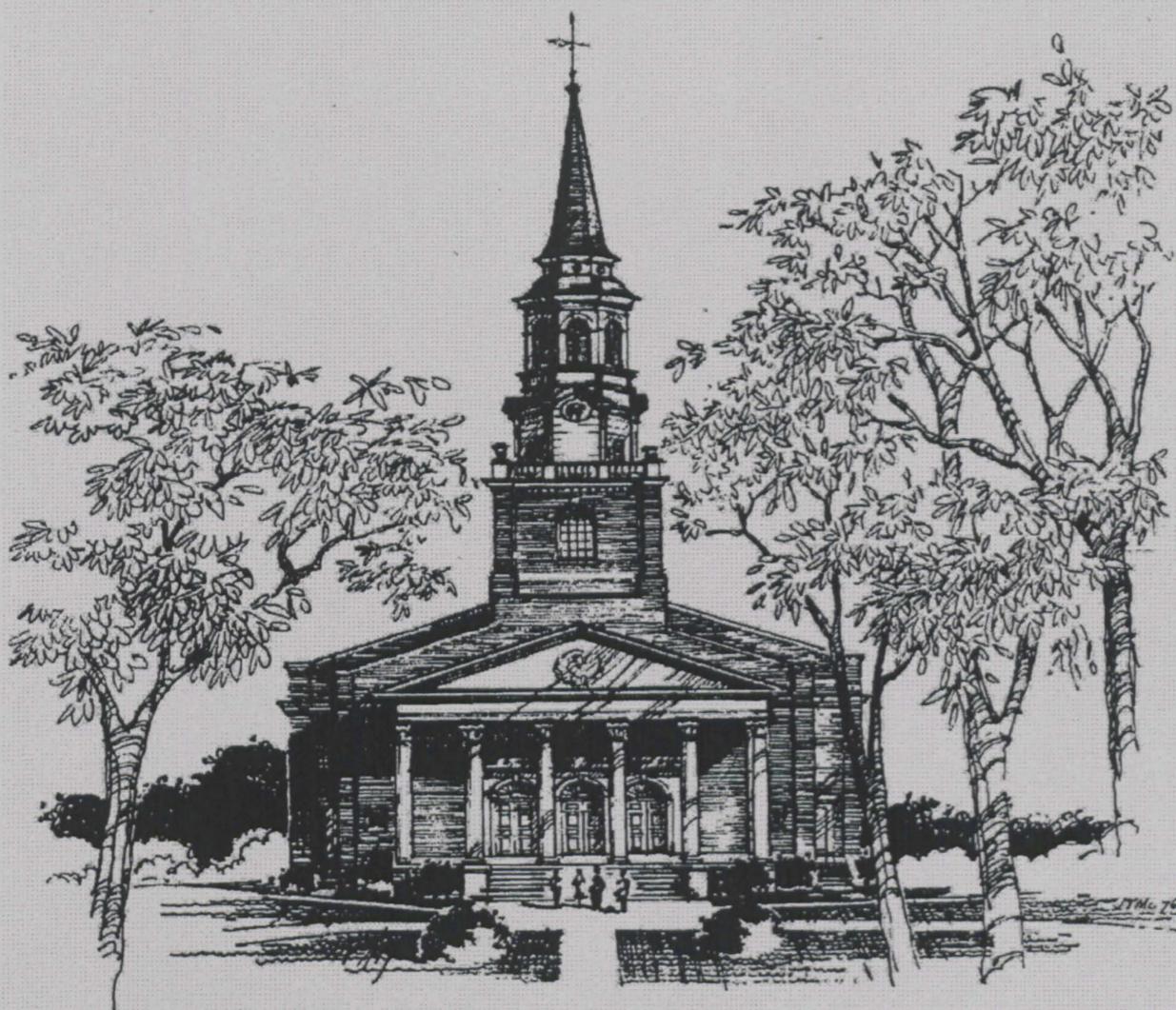


# SOUTHEASTERN

BAPTIST THEOLOGICAL  
SEMINARY



## WOODSTOCK 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.

## Statement of Technical Progress

The purpose of this report is to provide a summary of the progress made in the development of the system. The system is designed to provide a comprehensive and integrated approach to the management of the organization's resources. The system will be developed in a modular fashion, allowing for the addition of new modules as the organization's needs change. The system will be developed in a modular fashion, allowing for the addition of new modules as the organization's needs change.

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Dr. N. Allan Moseley

Vice President for Student Services  
Dean of Students

II Timothy 3:17

General Information

The location of the Woodstock Extension of Southeastern Baptist Theological Seminary is the First Baptist Church of Woodstock. The address is 777 North Road, Woodstock, GA 30188. The pastor of the church is Dr. Johnny Hunt. The seminary contact person at the church is Rev. Dr. Blankenship, Minister of Pastoral Care/Lay Ministry Development. His secretary is Jackie Hyde. The church switchboard number is 770-926-4425.

Security and Emergency Messages

## 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 Woodstock 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 Woodstock 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 of 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

Building Layout

On the next page is a schematic drawing of First Baptist's buildings. To find out the location of a building, please call Jackie Hyde one week before the first class meeting. If the location of the building changes at any point during the semester, you will be notified. On the first class meeting, you will be notified of any changes in the location of the buildings.



**SOUTHEASTERN  
BAPTIST THEOLOGICAL  
SEMINARY**

**Dr. N. Allan Mackey**  
President of the Seminary  
1900 North Broadway  
Louisville, KY 40203

## Welcome to the Southeastern family!

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

Faculty also have guidelines for behavior. We have reduced our expectations in writing and they are contained in this handbook. In addition, we have included descriptions of services and general information about the Southeastern campus. We've even provided some information about the main campus in Wake Forest, thinking that the fact that you are experiencing campus theological education. The purpose of all this is to help you make the most of the opportunity of growth and learning that is before you. If the information you are looking for is not in this handbook, check the seminary website or the appropriate administrative office.

Remember, seminary days don't just pass (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 faster than you know it, so don't miss anything! And welcome to the family!

  
N. Allan Mackey

# Student Services: Personal and Family

## General Information

The location of the Woodstock Extension of Southeastern Baptist Theological Seminary is the First Baptist Church of Woodstock. The address is 777 Neese Road, Woodstock, GA, 30188. The pastor of the church is Dr. Johnny Hunt. The seminary contact person at the church is Rev. Roy Blankenship, Minister of Pastoral Care/Lay Ministry Development. His secretary is Jackie Hyde. The church switchboard number is 770-926-4428.

## Security and Emergency Messages

First Baptist Church of Woodstock employs security personnel that patrol the church's campus regularly. When Southeastern's classes are meeting, a security staff member will always be on the campus. Operations staff members will also be present.

Office hours at First Baptist Church are 8:00 AM to 5:30 PM, Monday to Thursday, and 8:00 AM to 12:00 noon on Friday. During office hours, in order to deliver an emergency message to a student, family or friends should call the church switchboard at 770-926-4428. After office hours, the procedure is to call the switchboard number, listen for the recorded instructions as to how to reach the "Deacon on Call Pager," and enter the number provided by the recorded message. The Deacon on Call will handle the emergency message or will call a minister on call.

If students need emergency medical care, hospital services are available within 10 miles north or south of the campus. Kennestone Hospital is located at 677 Church Street, Marietta, GA 30060, (770) 793-5000 and Northside Cherokee Hospital is located at Northside Hospital, 1000 Johnson Ferry Road, NE, Atlanta, GA 30342, (770) 720-5100. Another urgent care facility is Well Star Primary. It is located at 145 N. Medical Parkway, in Woodstock. It is open 8:00 AM to 8:00 PM, and the phone number is 770-592-3000.

## 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 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

On the next page is a schematic drawing of First Baptist's buildings. To find out the location of a class, students may call Jackie Hyde one week before the first class meeting. If the location of the class changes at any point during the semester, students will be notified. On the first class meeting, Roy Blankenship will inform students where to find changes in class locations.

# Student Services: Personal and Family

## General Information

The location of the Woodstock Extension of Southeastern Baptist Theological Seminary is the First Baptist Church of Woodstock. The address is 777 Niece Road, Woodstock, GA 30188. The pastor of the church is Dr. Johnny Hunt. The seminary contact person at the church is Rev. Roy Blankenship, Minister of Pastoral Care & Ministry Development. His secretary is Jackie Hyde. The church switchboard number is 770-930-4438.

## Seminars and Emergency Messages

First Baptist Church of Woodstock employs security personnel that guard the church's campus regularly. When Southeastern's classes are meeting, a security staff member will always be on the campus. Operations staff members will also be present.

Office hours at First Baptist Church are 8:00 AM to 5:30 PM, Monday to Thursday, and 8:00 AM to 12:00 noon on Friday. During office hours, in order to deliver an emergency message to a student, family or friends should call the church switchboard at 770-930-4438. After office hours, the procedure is to call the switchboard number, listen for the recorded instructions as to how to reach the "Person on Call Page", and enter the number provided by the recorded message. The person on call will handle the emergency message or will call a minister on call. If you need emergency medical care, hospital services are available within 10 miles north or south of the campus. Wrensboro Hospital is located at 677 Church Street, Marietta, GA 30066. (770) 765-2000 and Northside Cherokee Hospital is located at Northside Hospital, 1000 Johnson Ferry Road, N.E. Atlanta, GA 30329. (770) 750-5100. Another urgent care facility is Well Star Pharmacy. It is located at 145 N. Medical Parkway in Woodstock. It is open 8:00 AM to 8:00 PM, and the phone number is 770-930-7000.

## Family Crisis Communication

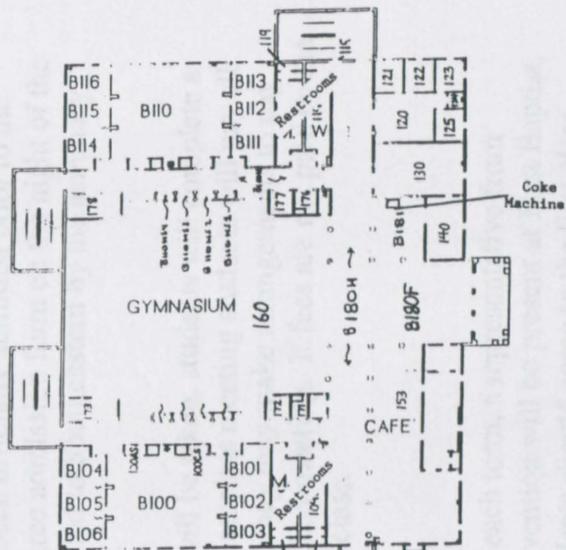
One of the advantages of being part of a Christian community like a seminary is the readily available prayer support for persons who experience a crisis in their lives. Southeastern has devised a family crisis communication procedure to provide a way for the seminary administration to be aware of crisis that arise in the Southeastern family. If you are aware of a serious illness, accident, major marital loss, birth, death in the immediate family, or other situation that should be communicated, you may call the Dean of Students' Office at 919-853-8300 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 Report

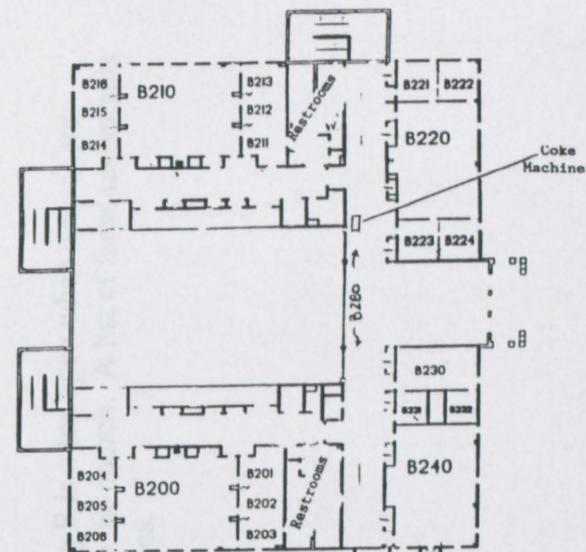
On the next page is a schematic drawing of First Baptist's buildings. To find out the location of a class, students may call Jackie Hyde one week before the first class meeting. If the location of the class changes at any point during the semester, students will be notified. On the first class meeting, Roy Blankenship will inform students where to find changes in class locations.



MAIN LEVEL BUILDING B

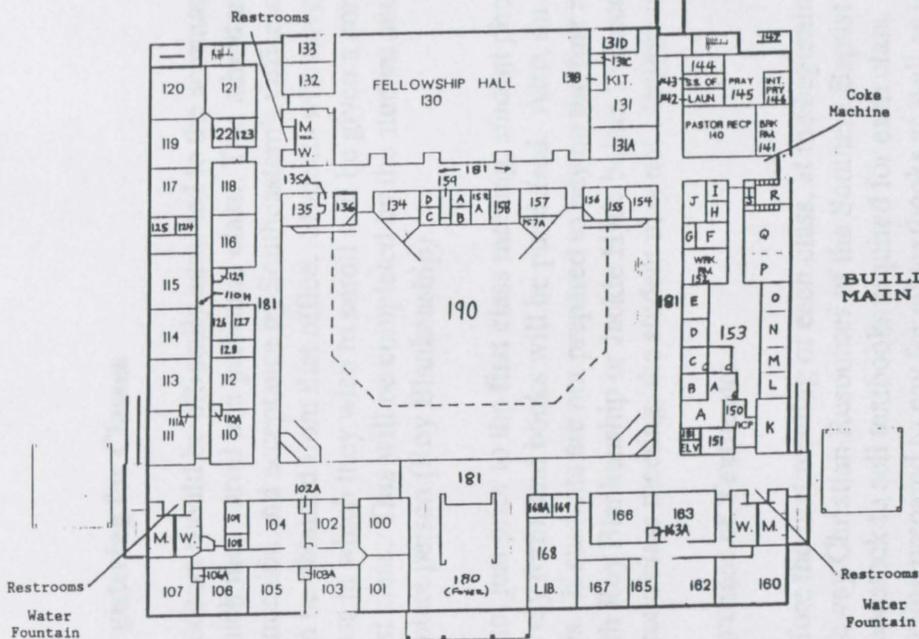


UPPER LEVEL BUILDING B

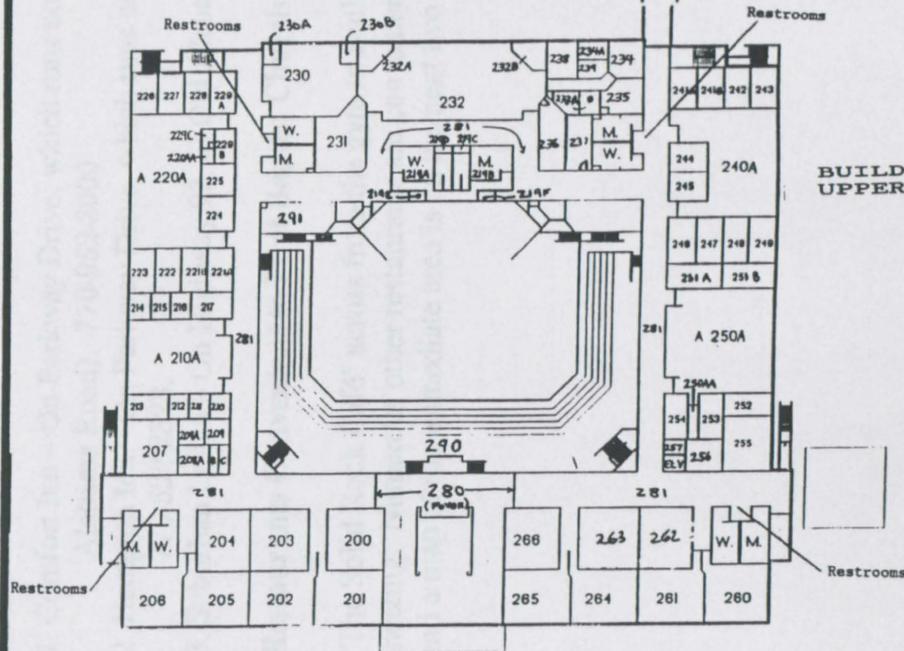


777 Neese Road, Woodstock, GA 30188

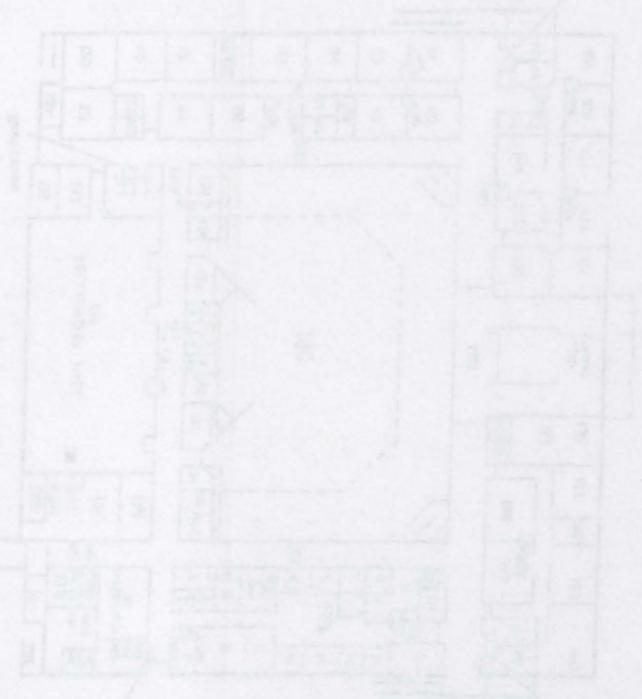
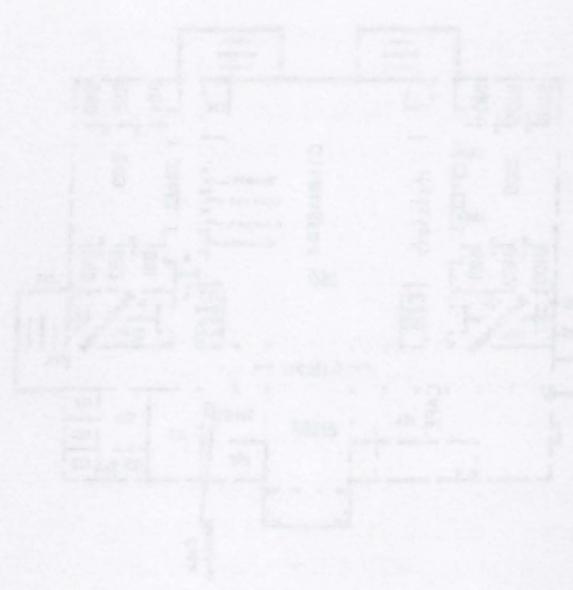
BUILDING A MAIN FLOOR



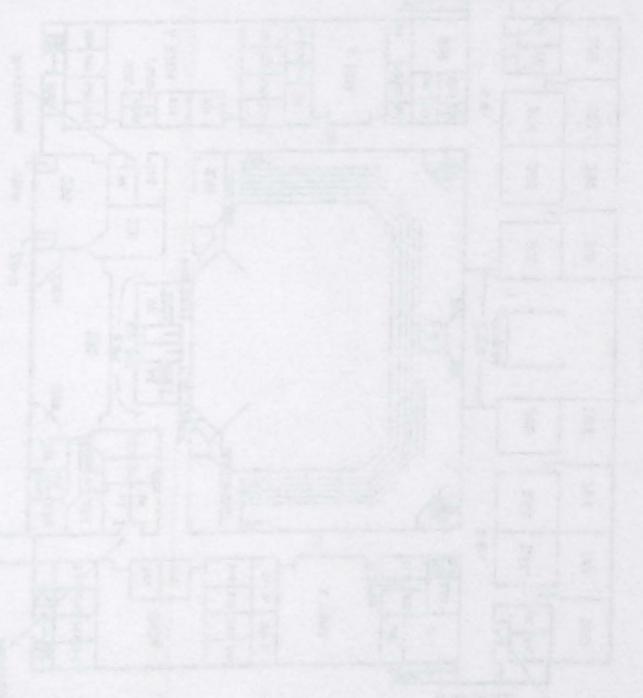
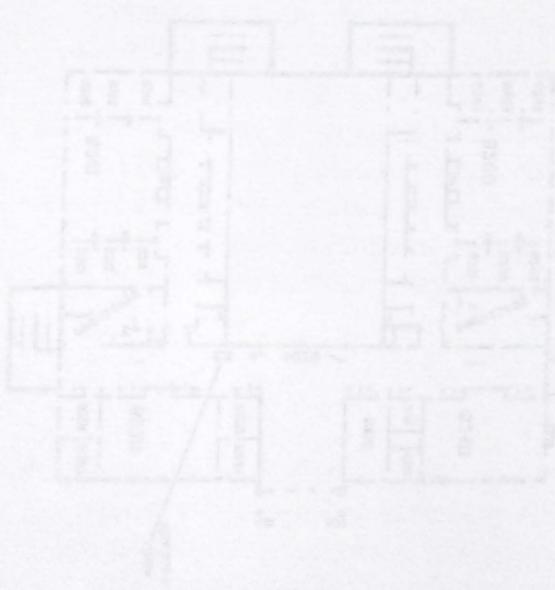
BUILDING A UPPER LEVEL



DRIVING RANGE



DRIVING RANGE



### **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. 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 (Roy Blankenship).

Also, just prior to the first class meeting, student photos will be taken, students will complete a survey form, and books will be purchased. Also, on the first class meeting students will pay all fees. If students are not prepared to pay on the first night, they may make arrangements to pay with Roy Blankenship or Jackie Hyde before the second class meeting. If fees are not paid by the second class meeting, the student may not continue in the class.

### **Purchase of Textbooks**

Before the first meeting of each class, at the beginning of each term, a representative from Lifeway Christian Resources of the Southern Baptist Convention will be present at First Baptist, Woodstock to sell textbooks required for each class. Students should come to the first class meeting prepared to pay for all textbooks as well as tuition and fees for the class(es) for which they are enrolled.

### **Motels Convenient to First Baptist Church**

1. Comfort Inn - On Parkway Drive, which runs north off Highway 92 (Hi. 92 is also called Old Alabama Road). 770-952-3000
2. Hampton Inn - On Parkway Drive, which runs north off Highway 92 (or Old Alabama Road). 770-592 2323.
3. Suburban Lodge - On Highway 92, or Old Alabama Road, on the north side. 770-924-8770.

### **Restaurants Convenient to First Baptist Church**

"The Solid Rock Café" across from the gym in Building B is often open when classes are meeting. Numerous other restaurants are convenient to the church. A list of these restaurants and a map of the immediate area is on the next two pages.

Registering for Classes

Students should be officially admitted to the seminary before the beginning of the semester in which they enroll in a new class. This admission requires completion of an application for admission and acceptance by the Seminary's Office of Admissions. An application for admission can be obtained from that office. 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 Seminary by the primary contact person (Key Relationship).

Also, just prior to the first class meeting, student photos will be taken. Students will complete a survey form, and books will be purchased. Also, on the first class meeting, students will pay all fees. If students are not prepared to pay on the first night, they may make arrangements to pay with Key Relationship or Jackie Hyde before the second class meeting. If fees are not paid by the second class meeting, the student may not continue in the class.

Purchase of Textbooks

Before the first meeting of each class, at the beginning of each term, a representative from Liberty Christian Resources of the Southern Baptist Convention will be present at First Baptist. Workbook to sell textbooks required for each class. Students should come to the first class meeting prepared to pay for all textbooks as well as tuition and fees for the class(es) for which they are enrolled.

Meals Consequent to First Baptist Church

1. Comfort Inn - On Parkway Drive, which runs north off Highway 92 (i.e. 92 is also called Old Alabama Road). 770-692-3000
2. Hampton Inn - On Parkway Drive, which runs north off Highway 92 (or Old Alabama Road). 770-692-8888
3. Southern Lodge - On Highway 92, or Old Alabama Road, on the north side. 770-692-8770.

Restaurants Consequent to First Baptist Church

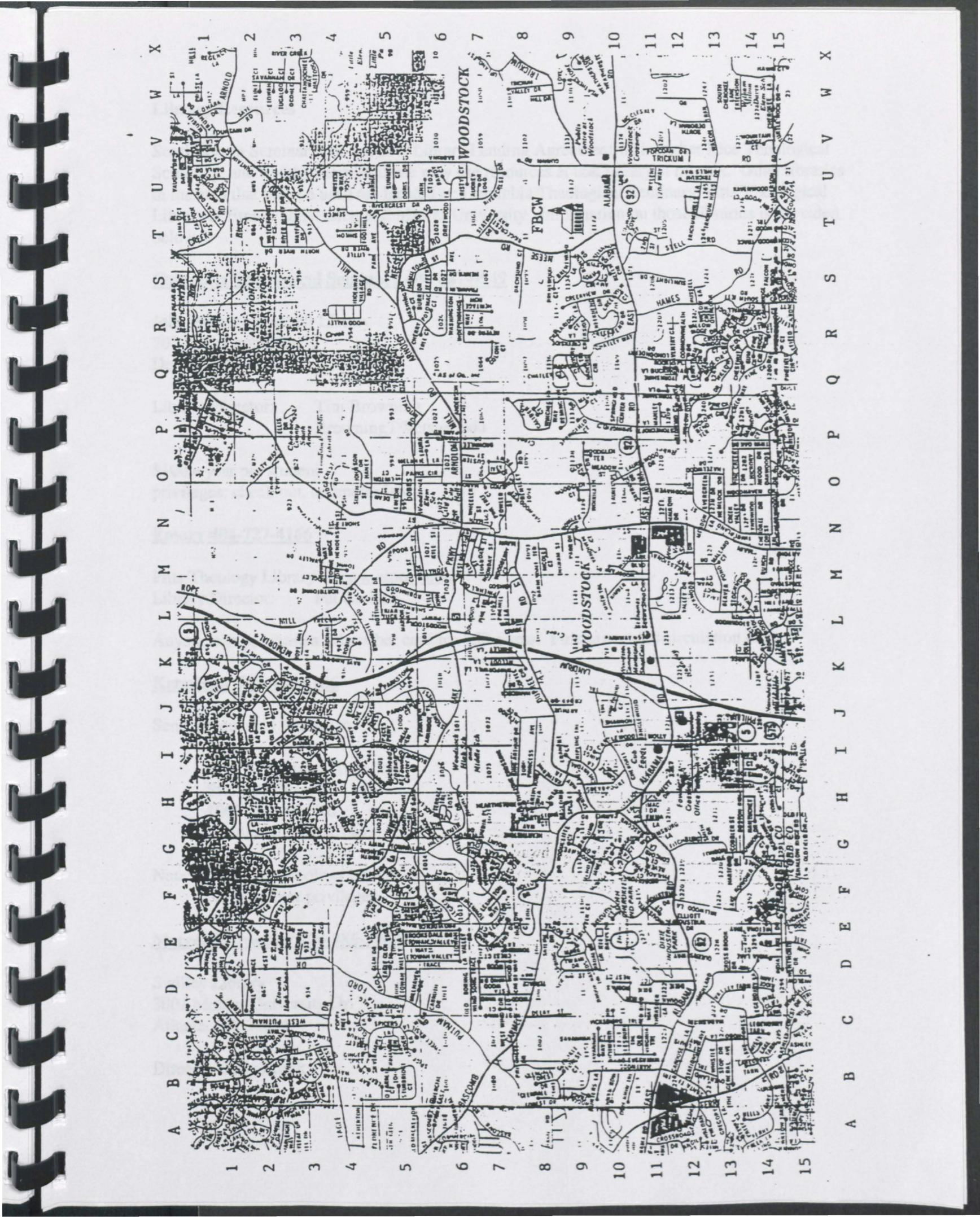
The "Gold Brick Cafe" across from the gym in Building B is often open when classes are meeting. Numerous other restaurants are consequent to the church. A list of these restaurants and a map of the immediate area is on the next two pages.

Restaurants – Woodstock, Georgia

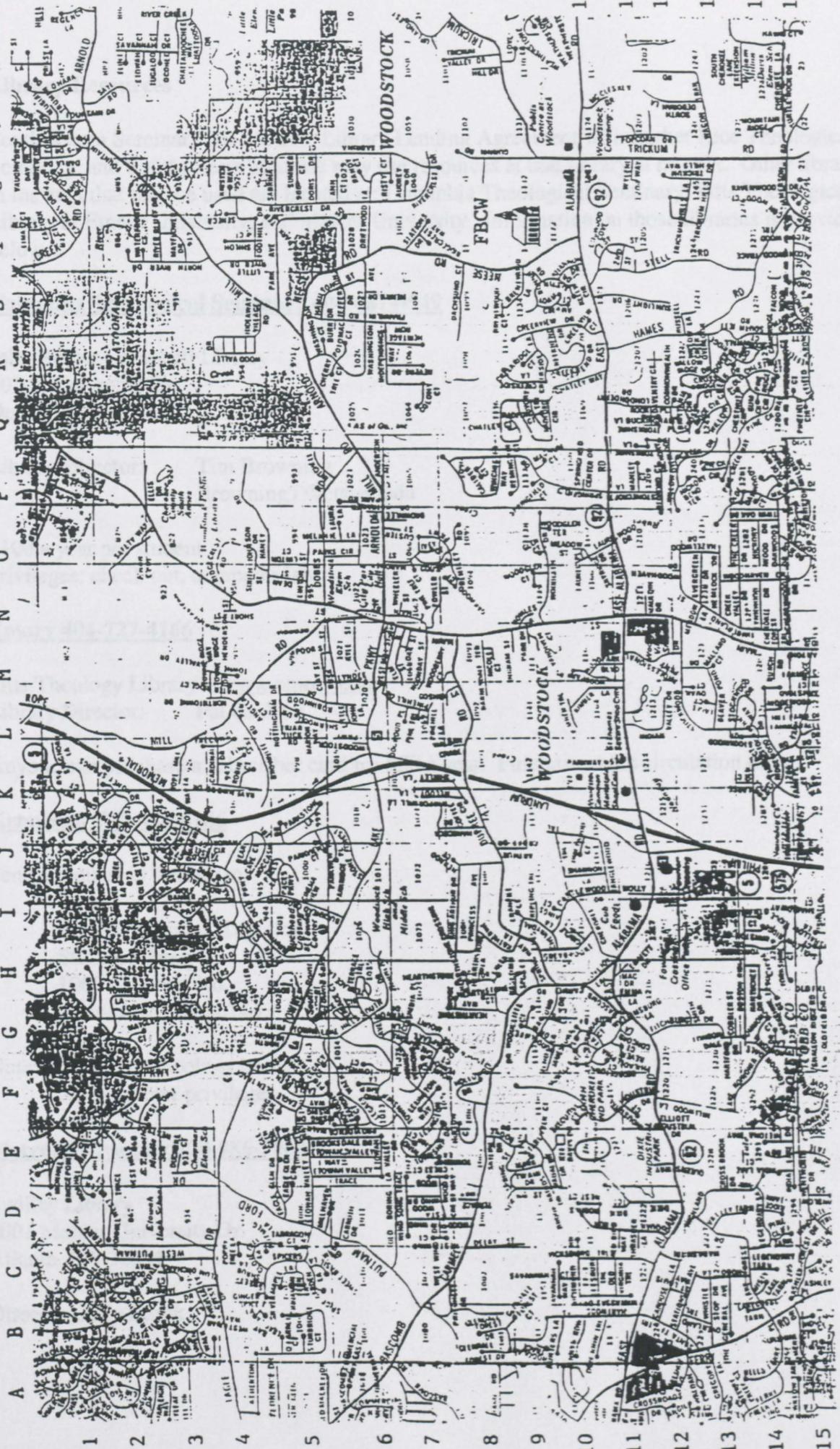
Arby's	9911 Highway 92	K 11
Blimpie	10029 Highway 92	M 9
Blue Pig	9770 S. Main Street	M 13
Buffalo's Café	9425 Highway 92	K 10
Captain D's Seafood	9805 Highway 92	L 10
Checkers	9500 Highway 92	L 11
Chick-Fil-A	Towne Lake Parkway	G 5
Chick-Fil-A Dwarf House	9728 Highway 92	M 11
Chili's	1460 Towne Lake Parkway	M 12
China Bay	9820 Highway 92	M 11
China Bay II	2035 Towne Lake Parkway	G 5
Country Cottage	9770 S. Main Street	M 12
Crabby Bob's Seafood	1065 Buckhead Crossing	I 5
Dairy Queen	9859 Highway 92	M 11
Del Taco	9037 Highway 92	M 11
Dominos' Pizza	2265 Towne Lake Parkway	F 4
Dragon House Chinese	Highway 92 & Trickum (Publix Ctr)	V 10
El Rodeo Mexican	2295 Towne Lake Parkway (Kroger Ctr)	F 3
Folks	8 Parkway 575	L 10
Gondoliers	10029 Highway 92	M 10
Great Panda Chinese	12050 Highway 92 (inside Kroger)	U 11
Hamilton's Family Restaurant	8370 Highway 92	G 12
Happy China	546 Main Street	M 9
Hardees	Highway 92 & Trickum	U 11
HoneyBaked Hams	9999 Highway 92	M 10
I-HOP	8979 Highway 92	I 10
Kentucky Fried Chicken	9980 Highway 92	M 11
La Pas Mexican	250 Cinema View Bay	I 5
Longhorn Steakhouse	1420 Towne Lake Parkway	H 5
McDonald's	2105 Towne Lake Pky.	G 5
McDonald's	9961 Highway 92	M 10
Monterrey Mexican	9425 Highway 92 (Winn-Dixie Ctr)	K 11
Mrs Winner's Chicken	9037 Highway 92	L 10
Nine-Nine Chinese Buffet	9710 Main Street	N 11
O'Charley's	10009 Highway 92	M 10
Philly Connection	10020 Highway 92 (Ingles Center)	M 11
Pizza Hut	4451 Towne Lake Parkway	B 1
Pizza Hut	5465 Highway 92	B 12
Rossa Italian Cuisine	12195 Highway 92, Suite 104 (Publix Ctr)	V 10
Ruby Tuesday	9490 Highway 92	L 11
Schlotzsky's Deli	9040 Highway 92	I 12
Slope's BBQ	10020 Highway 92 (Ingles Center)	M 11
Solid Rock Café	(FBCW "B" Building) Hours: 9 AM – 2 PM Monday – Friday 5 PM – 10 PM Friday	T 9
Sonny's BBQ	7830 Highway 92	E 12
Subway	9550 Main Street	M 9
Taco Bell	10050 Highway 92	M 11
Taco Mack	9020 Highway 92	I 12
Waffle House	9539 Highway 92	L 10
Waffle House	158 Towne Lake Parkway	L 7

Restaurants - Woodstock, Georgia

12	122 Towne Lake Parkway	Waffle House
13	920 Highway 92	Waffle House
14	902 Highway 92	Waffle House
15	1002 Highway 92	Waffle House
16	1002 Highway 92 (Inlet Center)	Waffle House
17	900 Highway 92	Waffle House
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## **Library Resources**

Southeastern Seminary has a Direct Library Lending Agreement with Luther Rice Theological Seminary, and Southeastern students may use resources at that library at no cost. Other libraries in the area that may be used are located at: Columbia Theological Seminary, Pitts Theological Library at Emory University, and Mercer University. Information on those libraries is provided below.

### **Columbia Theological Seminary 404-687-4549**

John Bulow Campbell Library  
701 S. Columbia Dr.  
Decatur, GA 30030

Library Director: Tim Browning  
BrowningT@ctsnet.edu

\$100 a year per student  
privileges: check out, computer lab

### **Emory 404-727-4166**

Pitts Theology Library – [www.emory.edu](http://www.emory.edu)  
Library Director: Pat Graham

Anyone can purchase a subscriber card for \$50 a year. Purchase at the circulation desk.

### **Kennesaw 770-423-6186**

Send a request in writing to:

Robert Williams, Director  
Sturgis Library  
1000 Chastain Rd.  
Kennesaw, GA 30144

Note: Not many theology books  
No computer privileges

### **Mercer University 770-986-3000**

Swilley Library  
3001 Mercer University Dr.  
Atlanta, GA 30341

Director: Judy Brook

Director: Judy Brook

2001 Moore University Dr.  
Atlanta, GA 30341

Moore University 770-986-3000

No computer privileges  
No inter-library loans

Kennesaw, GA 30144  
1000 Cherokee Rd  
Georgia Library  
Robert Williams, Director

Send a request in writing to:

Kennesaw 770-424-6156

Annual fee includes a subscriber card for \$20 a year. Purchase at the circulation desk.

Library Director: Pat Graham  
This library's library - [www.gpc.edu](http://www.gpc.edu)

Library 604-774-6156

physical check out computer lab  
\$100 a year per student

Library Director: Tim Browning  
BrowningT@csd.edu

201 E. Columbia Dr.  
Dorham, NC 28030  
John Baker, Computer Library

Columbia Theological Seminary 704-687-1719

Below:  
Library at Emory University and Mercer University. Information on these libraries is provided  
in the list that may be used as located at Columbia Theological Seminary, First Theological  
Seminary, and Southern Seminary may be located at that library at no cost. Other libraries  
participating in the Emory University and Mercer University Library Agreement with Luther Rice Theological

Library Resources

### **Note:**

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](mailto: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 the Woodstock extension may be eligible for assistance from the Community Action and Resources Evangelism (C.A.R.E.) of the First Baptist Church of Woodstock. This ministry includes a Job Assistance Ministry, Food Assistance Ministry, Clothes Assistance Ministry, Transportation Assistance Ministry, and Financial Assistance Ministry. Students must meet First Baptist's criteria in order to be eligible for this assistance. Students may obtain further information from Rev. Roy Blankenship or his secretary Jackie Hyde, at 770-926-4428.

### **Wellness and Recreation**

Students at the Woodstock extension of Southeastern Seminary are eligible to use the recreation facilities located in Building B of First Baptist Church. This includes the exercise equipment, gym, walking trail, showers, and lockers. Students who are interested in using this equipment should inform Rev. Roy Blankenship of their desire to do so. Students are also eligible to participate in the intramural teams of First Baptist Church. Students must sign a waiver of liability and submit to the supervision of the Wellness and Recreation Department of First Baptist Church.

Notes

The library at Southeastern Seminary is also available for extension center students. By accessing the library web site at <http://library.seminary.edu>, you may search the on-campus library for available books by clicking on search the Catalog. You may also utilize "link 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 study 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 919-853-3251 or through email at [jdurham@seminary.edu](mailto:jdurham@seminary.edu).

Financial Aid

Southeastern's financial aid is based on the premise that students are making an effort to be as self-sufficient 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 source of income to enroll in *W*alk the 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. On-campus and on-campus jobs through Southeastern's Employment Services Office, 2. Ministry positions through the Ministry Fellowship Office, 3. Language Assistance, 4. Scholarship, and 5. Merit-based Deanships 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.

So-called students at the Woodstock extension may be eligible for assistance from the Community Action and Resource Evangelists (C.A.R.E.) of the First Baptist Church at Woodstock. This ministry includes a Job Assistance Ministry, Food Assistance Ministry, Credit Assistance Ministry, Transportation Assistance Ministry, and Financial Assistance Ministry. Students who attend First Baptist's church in order to be eligible for this assistance should not obtain further information from Rev. Roy Blankenship or his secretary Jackie Hester at 770-932-4132.

Witness and Reception

Students at the Woodstock extension of Southeastern Seminary are eligible to see the reception center located in Building B of First Baptist Church. This includes the extension equipment, new wiring, ball thrower, and lockers. Students who are interested in using this equipment should contact Rev. Roy Blankenship of their desire to do so. Students are also eligible to participate in the reception team of First Baptist Church. Students must sign a waiver of liability and submit to the supervisor of the Witness and Reception Department of First Baptist Church.

## **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](mailto: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](mailto: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. Fraternization with the opposite sex is forbidden. All seminary-sponsored excursions will be accompanied by a member of the faculty or administration of the seminary. When such trips are for academic credit, students are responsible to meet the academic requirements specified by the supervising professor.

## LD and Activity Cards

An LD 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 [tywhite@seu.edu](mailto:tywhite@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 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 University.

An LD card is valid during periods of continuous enrollment. Cards become void when a student's enrollment terminates or is interrupted. LD 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 Laidlaw Center. For any other questions concerning ID Cards, please call Thomas White at 919-863-8309 or email him at [tywhite@seu.edu](mailto:tywhite@seu.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 theological work, students will apply themselves to their work. If the purpose of the excursion is attendance of a conference about seminary, 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. Participation in 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.

## 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.

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.

## Student Discipline

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Disciplinary action may result...  
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- A. Academic misconduct such as plagiarism, cheating, or making false representations.
- B. Use or possession of dangerous weapons, or possession of illegal drugs or controlled substances.
- C. Harassment, sexual harassment, or behavior that is sexually harassing or abusive.
- D. Violation of financial obligations.
- E. Giving false information or altering records.
- F. Theft, intentional damage, or destruction of personal or institutional property.
- G. Violation of breach of established sanitary, fire, or safety policies which govern the use of any computer, video projector or facilities.
- H. Behavior (verbal, physical, emotional) which is harassing, hazing, 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 person.
- J. The use of tobacco products anywhere on campus property.
- K. The violation of the Code of Student Conduct by using a mobile phone. Any active student possessing a mobile phone must notify the Dean of Student and Welfare from class 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 university's position is that immodest clothing damages one's Christian testimony, especially as their skills and task jobs are discharged.

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

Protein and decision action is required in cases which involve disciplinary procedures. The Director of Student Life, the Dean of Student, or the President may issue an immediate 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.
- 3. Requested Withdrawal:** Requested withdrawal is suitable in instances where questionable behavior has threatened the development of the student as a potential minister or threatened the community fellowship, but culpable deportment has not been established. Withdrawal does not imply the assessment of guilt, and therefore is normally a private matter. Withdrawal will be for a specified period of time and will normally carry stipulations regarding readmission.
- 4. Suspension:** Suspension is the right of the institution to require that a student be separated from the institution for a specified period of time. Suspension is suitable in instances where questionable behavior has threatened the development of the student as a potential minister or threatened the community fellowship. In all cases of Requested Withdrawal or Suspension, fulfillment of the discipline contracts only insures eligibility to be considered for readmission, following standard Southeastern readmission policies.
- 5. Expulsion:** Expulsion is suitable in instances where there are repeated offenses, flagrant violations of a disciplinary contract, or where the initial evidence in a case involves a civil or criminal indictment or flagrant violations of seminary/college norms. By decision of the President, expulsion may become part of a student's permanent record.

The function of the committee is to make all student discipline decisions for learning and growth in character. Most disciplinary action will be handled by the Director of Student Life. If a student feels the 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 decision of the President a committee may be appointed to hear the appeal of the student. However, this action is not a necessary one only an option. The President of the institution has the authority to handle all cases as he deems necessary.

If the President chooses to call a hearing 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 tertiary student, and one college student.

When reviewing what is believed to be an infraction should inform the appropriate personnel (e.g. faculty member, administrative officer, etc.) and carefully conduct the hearing in accord with the procedure described in Manual 18. The witness under the appropriate jurisdiction should also inform the Director of Student Life. The Director of Student Life will confer with the appropriate personnel on the charge, and meet with the student(s) and witness(es) as needed.

### Disciplinary Actions

1. Suspension. 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 suspension may occur publicly. This action may or may not require a probation period. Records of student violations and disciplinary actions may be retained during a student's enrollment. Disciplinary actions containing conditions of continued or future enrollment may be held in a student's record until such conditions are met.

2. Probationary Treatment. This action may be taken by the authority to indicate to a student who has violated the institution's standards of conduct that further behavior is inappropriate and is not to be repeated. Probation is given 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 tertiary administration.

3. Requested Withdrawal Requested withdrawal is suitable in instances where questionable behavior has threatened the development of the student as a potential member or member of the community following, but specific department has not been established. Withdrawal does not imply the assessment of guilt and therefore is normally a voluntary action. Withdrawal will be for a specified period of time and will normally carry appropriate re-entry conditions.

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 past or present behavior has threatened the development of the student as a potential member or member of the community following. In all cases of suspension, withdrawal or suspension, fulfillment of the discipline committee's only means of entry to be considered for readmission, following student suspension withdrawal policies.

5. Expulsion. Expulsion is suitable in instances where there are repeated offenses, recent violation of a disciplinary contract, or where the initial evidence in a case involves a civil or criminal violation or repeat violation of disciplinary policies. By action of the President, expulsion 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 2<sup>nd</sup> 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.

### **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.

# On-Campus Student Organizations

## Fellowship of African Churches

This student organization was founded in 1982 with the following tri-fold purpose:

1. To provide a support group for students planning for service as military chaplains.
2. To discuss campus conditions about issues 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 South Atlantic. The focus of the Student Leadership Team are campus prayer and community education. Other programs include personal, family, and community growth seminars, leadership training, and various types of religious, social, and educational opportunities. The Leadership Team works to help the campus to accomplish the vision set forth by the Southern Baptist Convention. The Leadership Team also works to include campus organizations between the campus and the administration. Student Leadership Team is a faculty-administration team which works to make campus decisions being fully informed. The Student Leadership Team works to promote the vision of the Southern Baptist Convention. The team consists of a President who must be a Southern Baptist student, a Vice-President who must be a Southern Baptist student, a Vice-President who must be a Southern Baptist student, one of which must be a college student.

## Southeastern Women's Fellowship (SEWF)

SEWF is a group of women who are students, wives, and women students and is dedicated to ministering to their needs. SEWF meets monthly in the Ladies Center where the ladies pray, study, and share with each other. Other ministries include Bible study, singing, music, outreach, and many other activities and much more.

## Dorcas

The Dorcas organization is a group which meets each week in the Ladies Center to share the Gospel through door to door evangelism throughout the town of West Point.

## Ministering to Widows

These women in ministry (WIM) groups to bring together housewives to participate in a community service project which serves to benefit the entire group. They offer a variety of services and family-oriented activities.

## 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 these 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.

Continuing Education 30-01-10

Continuing Education 30-01-10 serves as an opportunity for students to exercise and learn self-direction and self-control. This group provides a friendly environment of encouragement to learn skills in the field. It is a group of students who are interested in continuing education and who are interested in continuing education.

American Association of Christian Counselors (AACC)

AACC is an organization designed to encourage Christian Counselors in their efforts to assist others in need.

Parish Club

The club offers an opportunity for those members of the church to come together and share their thoughts and ideas. We strive to help one another.

Prayer Request List

The Prayer Request List is updated weekly. It is a list of those who are in need of prayer. It is a list of those who are in need of prayer. It is a list of those who are in need of prayer. It is a list of those who are in need of prayer.

## 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
Emergencies		
Clinic	Health Center	863-8245
Student	Student Life	863-8305
Security	Security	302-2485



Employment		
Public Secular	Student Employment Office	863-8365
Church	Ministry Referral	863-8317
Financial Aid	Financial Aid Office	863-8310
General Information	Switchboard	556-3101
Graduation Requirements	Dean of Students Office	863-8306
Guest Reservations	Housing Office	863-8400
Housing	Housing Office	863-8400
Identification Cards	Student Life Office	863-8305
Information	Switchboard	556-3101
Injury or Illness	Health Center	863-8245
International Students	Student Life	863-8305
Library	Circulation Desk	863-8251
Library	Reference Desk	863-8258
Loans	Financial Aid	863-8310
Lost and Found	Switchboard	556-3101
Ministry Positions	Ministry Referral	863-8317
Name Change	Registrar's Office	863-8215
Notary Public	Business Office	863-8207
Organizations	Student Life	863-8305
Orientation	Student Life	863-8305
Parents' Night Out	Student Life	863-8305
Parking	Physical Plant	863-8420

803-8365	Student Employment Office	Employment
803-8317	Ministry Retreat	Secular Church
803-8310	Financial Aid Office	Financial Aid
256-3101	Switchboard	General Information
803-8306	Dean of Student Office	Graduation Requirements
803-8300	Housing Office	Guest Reservations
803-8400	Housing Office	Housing
803-8303	Student Life Office	Identification Cards
256-3101	Switchboard	Information
803-8242	Health Center	Library or Library
803-8305	Student Life	Investment Students
803-8321	Chapelion Desk	Library
803-8228	Reference Desk	Library
803-8310	Financial Aid	Learn
256-3101	Switchboard	Lost and Found
803-8317	Ministry Retreat	Ministry Positions
803-8213	Registrar's Office	Plant Change
803-8207	Business Office	Party Facility
803-8302	Student Life	Organizations
803-8303	Student Life	Orientation
803-8302	Student Life	Parents' Night Out
803-8420	Physical Plant	Printing

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

863-8311  
863-8370  
863-8300  
863-8312  
863-8310  
256-3481  
302-3482  
863-8370  
256-3101  
256-3101  
863-8380  
863-8312  
863-8312

Post Office  
Public Relations  
Lobby Center  
Records Office  
Financial Aids  
L. Lewis Christian Bookstore  
Security  
Public Relations  
Swimboard  
Swimboard  
Admissions Office  
Registrar's Office  
Registrar's Office

Postal Service  
Publications  
Recreation  
Registration  
Scholarships  
School Supplies  
Security  
Special Events  
Swimboard  
Telephone Numbers  
Tours of Campus  
Transportation  
Visiting Student

# **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.

## Publications

### College Directory

The Directory is a comprehensive listing of faculty, and administrative personnel, with addresses, phone numbers, and other pertinent information. It is a publication of the Public Relations Office.

### Calendar

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

### Newsletter

The Newsletter is a quarterly publication containing campus activities and events and is published by the Public Relations Office.

### Other Files

The Olive Branch is published in the spring and winter and serves as a news journal of the exciting things going on at the University. The Southern Family and the Southern Baptist Convention.

### Calendar

Other is a weekly publication containing information published monthly by the Public Relations Office. Upon request, copies are available to faculty, students, and other friends of the university.

