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NOBTS MISSION & CORE VALUES — 2



OUR MISSION

The mission of New Orleans Baptist Theological Seminary is to equip leaders to fulfill the Great Commission and the Great Commandments through the local church and its ministries.

OUR CORE VALUES

DOCTRINAL INTEGRITY

Knowing that the Bible is the Word of God, we believe it, teach it, proclaim it, and submit to it. Doctrinal statements used in our evaluations are our Articles of Religious Belief and the Baptist Faith and Message.

SPIRITUAL VITALITY

We are a worshipping community emphasizing both personal spirituality and gathering together as a seminary family for the praise and adoration of God and instruction in His Word.

MISSION FOCUS

We are not here merely to get an education or to give one. We are here to change the world by fulfilling the Great Commission and the Great Commandments through the local church and its ministries.

CHARACTERISTIC EXCELLENCE

What we do, we do to the utmost of our abilities and resources as a testimony to the glory of our Lord and Savior Jesus Christ.

SERVANT LEADERSHIP

We follow the model of Jesus and exert leadership and influence through the nurture and encouragement of those around us.

WELCOME FROM THE DEPARTMENT OF STUDENT SERVICES



WELCOME TO NOBTS CAMPUS LIFE!

We have prepared this Student Handbook to provide you with information you will need as an NOBTS student. You will find helpful information in this handbook that will direct, answer questions, and assist you in campus life. Please take a moment to familiarize yourself with the contents.

We are thankful you have responded to God's call to prepare for ministry at NOBTS. The Dean of Students Office is located in the Hardin Student Center on the first floor. Our purpose is to serve you, the student, as you pursue your studies. We have a very capable staff of directors who are here to serve and help you. Should you have any questions that are not answered in the Handbook, please feel free to call ext. 3283 or stop by the Hardin Student Center and allow us to help you. You can also email us at deansec@nobts.edu or find us online at www.nobts.edu/students.

MR. CRAIG GARRETT DEAN OF STUDENTS



DR. JEFF NAVE
Testing & Counseling
Director



OWEN NEASE
Financial Aid
Director



DR. JUDI JACKSON
Associate Dean
of Students and
Coordinator of
Women's Programs



CHRIS SHAFFER
Campus Life Director



MIKE MASSARO
Recreation Director

OUR MISSION is to assist in the preparation of God-called men and women for vocational service in Baptist churches and in other Christian ministries throughout the world by providing opportunities for physical and emotional development, social maturation, and growth as morally sound and effective members of the community in which they live.

OUR PROMISE is to do our very best to support, help, and encourage you; to provide timely and accurate responses to your requests; to look for ways to say "Yes" when we can; and when we have to say "No," to work with you to find good, workable ways to meet your needs.

We are your point of contact with the administration of the seminary and invite you to come by our office or call anytime with questions or opinions.

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STUDENT ORGANIZATIONS

At NOBTS, these organizations offer students the opportunity to fellowship and dialogue in an academic setting. Each organization has a contact person and membership requirements. For more information about NOBTS' student organizations, contact the Campus Life Office at 816-8427.

BAPTIST COLLEGIATE MINISTRY

BCM@NOBTS exists to work with student life to provide an engaging student experience by providing community building on campus and missional living opportunities throughout the New Orleans Metro area.

BIVOCATIONAL PASTORS FELLOWSHIP

This organization is for undergraduate and graduate students who are serving or will serve as bivocational pastors. As an auxiliary organization to Shepherds Fellowship Forum, BPF meets each semester to encourage and mentor students in bivocational pastoral ministry. Financial support for BPF comes from the A.E. Lucas Memorial Fund.

CAMPUS YOUTH CHALLENGE

CYC is an organization designed to promote fellowship and provide Bible Study for 7th through 12th grade youth. It is coordinated through the Recreation Center.

CHAPLAIN MINISTRY FELLOWSHIP

This group of students, committed to the pastoral role of chaplaincy—whether hospital, industrial, military, or prison—holds regular programs of interest to those preparing for this specialized type of ministerial service.

CHRISTIAN ASSOCIATION OF STUDENT SOCIAL WORKERS

This fellowship is designed to create professionalism and camaraderie among social work students on campus.

CHRISTIAN HOME EDUCATORS SUPPORT SYSTEM

CHES is an organization consisting of families within the seminary who participate in the home education of their children.

DEAD PREACHERS SOCIETY

The purpose of the Dead Preachers Society is to encourage preachers in the passionate proclamation of His Word through weekly meetings and other special events.

FELLOWSHIP OF BLACK SEMINARIANS

The purpose of FBS is to unify Seminarians of Black American and African heritage in fellowship, spiritual and moral growth, and to serve the community.

INTERNATIONAL STUDENT FELLOWSHIP

This organization exists to promote fellowship among the members through Bible studies and planned activities.

KOREAN STUDENT ASSOCIATION

This organization helps care for Korean students by encouraging and equipping them spiritually and physically to do the work of God.

NOBTS STUDENT COUNSELOR ASSOCIATION

This student association seeks to share the diversified skills and talents of our peer group in order to provide an atmosphere that will aid us in our professional development, and encourage us as we pursue the call of God in a counseling ministry. We seek to provide opportunities for training and certification in various counseling skills areas. The NOBTS Student Counselor Association welcomes students/faculty of all backgrounds who are interested.

QUEST: FELLOWSHIP OF WOMEN STUDENTS

QUEST is a student-led organization for NOBTS female students (single and married) wanting to participate in meaningful relationships with other God-called women.

SHEPHERDS FELLOWSHIP FORUM

Student Fellowship Forum is a pastoral ministries, faculty-sponsored organization for students, undergraduate and graduate, who serve or are preparing to serve in the office of pastor or in pastor-type positions (e.g., chaplains, staff members, missionaries, church planters). SFF meets once a semester to mentor, encourage, and expose students to exemplary practitioners involved in effective pastoral ministry and to the NOBTS pastoral ministries faculty on a more personal basis.

STUDENT MISSIONS FELLOWSHIP

This fellowship seeks to promote through its activities a vital missionary spirit among students, to encourage students who are preparing for missionary service, and to help others consider their individual responsibility toward missions.

STUDENT THEOLOGICAL FELLOWSHIP

The Student Theological Fellowship is a student-led organization that seeks to encourage students to think theologically and minister more effectively. This

CAMPUS DIRECTORY & HOURS OF OPERATION

fellowship promotes academic and social networking by providing a forum for both critical reflection on theological issues and collegial interaction.

STUDENT WIVES FELLOWSHIP

Wives of current students are encouraged to participate in monthly fellowship meetings during the school year for the purpose of building relationships and enhancing personal growth. In addition, academic courses are provided through the Ministry Wife Certificate program to equip wives for ministry alongside their husbands. These classes (and childcare during them) are offered free of charge.

CAMPUS DIRECTORY

Main Switchboard	282-4455
Campus Police	944-7711/8593
BUT in an emergency call first.....	9 + 911
Academic Counseling, Graduate.....	3304
Admissions, Graduate.....	3297
Admissions, Undergraduate.....	3366
Alumni Relations Office.....	3331
Baptist College Partnership Program	8171
Business Office.....	3210
Café New Orleans (Hardin Student Center)	8579
Campus Life	8427
Center for NT Textual Studies.....	8190
Church-Minister Relations Office.....	3291
Clinic.....	8596
Day Center for Church Planting.....	8112
Dean of Graduate Studies	3327
Associate Dean of Graduate Studies.....	8422
Dean of Students Office	3283
Div. of Biblical Studies.....	3248
Div. of Christian Education Ministries.....	8105
Div. of Church Music Ministries.....	3226/8013
Div. of Pastoral Ministries	8820
Div. of Theological and Historical Studies.....	3258
Facilities Department	3230
Financial Aid, Office	3348
Housing Office	8595
Information & Technology Center (ITC)	8180
Institute for Christian Apologetics	3245
Institutional Advancement	3252
Institutional Effectiveness.....	8049
Leavell Center for Evangelism/Church Health... ..	8820
Leavell College Admissions	3366
Leavell College Certificate Program.....	3323
Library Circulation Desk.....	8018
LifeWay Campus Store	282-2626
Media Center	3219/8572
Music Library.....	3289
Online Learning.....	8064
Post Office.....	3255

Preschool Education Center	8585
President's Office.....	3265
Professional Doctoral Programs Office	3728
Providence House	944-4455
Provost's Office	3216
Psychology and Counseling Department.....	3729
Public Relations Office	8003
Recreation Center (Gym)	8594
Registrar's Office.....	3304
Research Doctoral Programs Office.....	8010
River City Café.....	8025
Student Enlistment Office.....	3303
Switchboard	0
Telephone Services.....	8599
Testing & Counseling	8004
Voice Mail.....	8597
WBSN Office	8000
Women's Programs	3334
Youth Ministry Institute.....	8103

HOURS OF OPERATION

ADMINISTRATIVE OFFICES: Mon. - Fri. 8 a.m.-5 p.m.

CAFÉ NEW ORLEANS: Mon. - Fri. 7 a.m.-5 p.m.

CHAPEL: Tues. and Thur. unless otherwise notified
(All offices closed) 11 a.m. - 12 p.m.

CLINIC: The Clinic is open on a part-time schedule with variable hours. Hours are posted at the Clinic.

HARDIN STUDENT CENTER: Tues. and Thur. closed for Chapel (Post Office, Cafe New Orleans, Public Relations, Business Office, Registrar, Dean of Students Office, Atrium).

INFORMATION & TECHNOLOGY CENTER (ITC):
Mon. - Fri. 7 a.m.-10 p.m. (Closed for Chapel)

LIFEWAY CAMPUS STORE: Mon. - Sat. 10 a.m.-5:30 p.m.

PRESCHOOL EDUCATION CENTER: Mon. - Friday
7:30 a.m.-5:30 p.m.

POST OFFICE: Mon. - Thur. 8 a.m.-5 p.m.;
Friday 8 a.m.-3:30 p.m.

RECREATION CENTER: Mon., Tues., Thur., Fri.
5:30 a.m.-7:30 a.m. and 1 p.m.-10 p.m.;
Wed. 5:30 a.m.-7:30 a.m. and 1 p.m.-4:30 p.m.;
Sat. 12 noon- 10 p.m.

RIVER CITY CAFÉ: Breakfast: Mon.-Fri. 7-9:30 a.m.;
Lunch: Mon. and Fri. 11 a.m.-1 p.m. and
Wed. 11 a.m.-1:30 p.m.

SWAP SHOP: Mon. 9:30-11:30 a.m. and 7-9 p.m.; Tue.
4:35-6 p.m.; Thur. and Fri. 4-6 p.m.;
Sat. 9-11 a.m. (*These hours are based on volunteer availability.*)

GENERAL POLICIES — 6

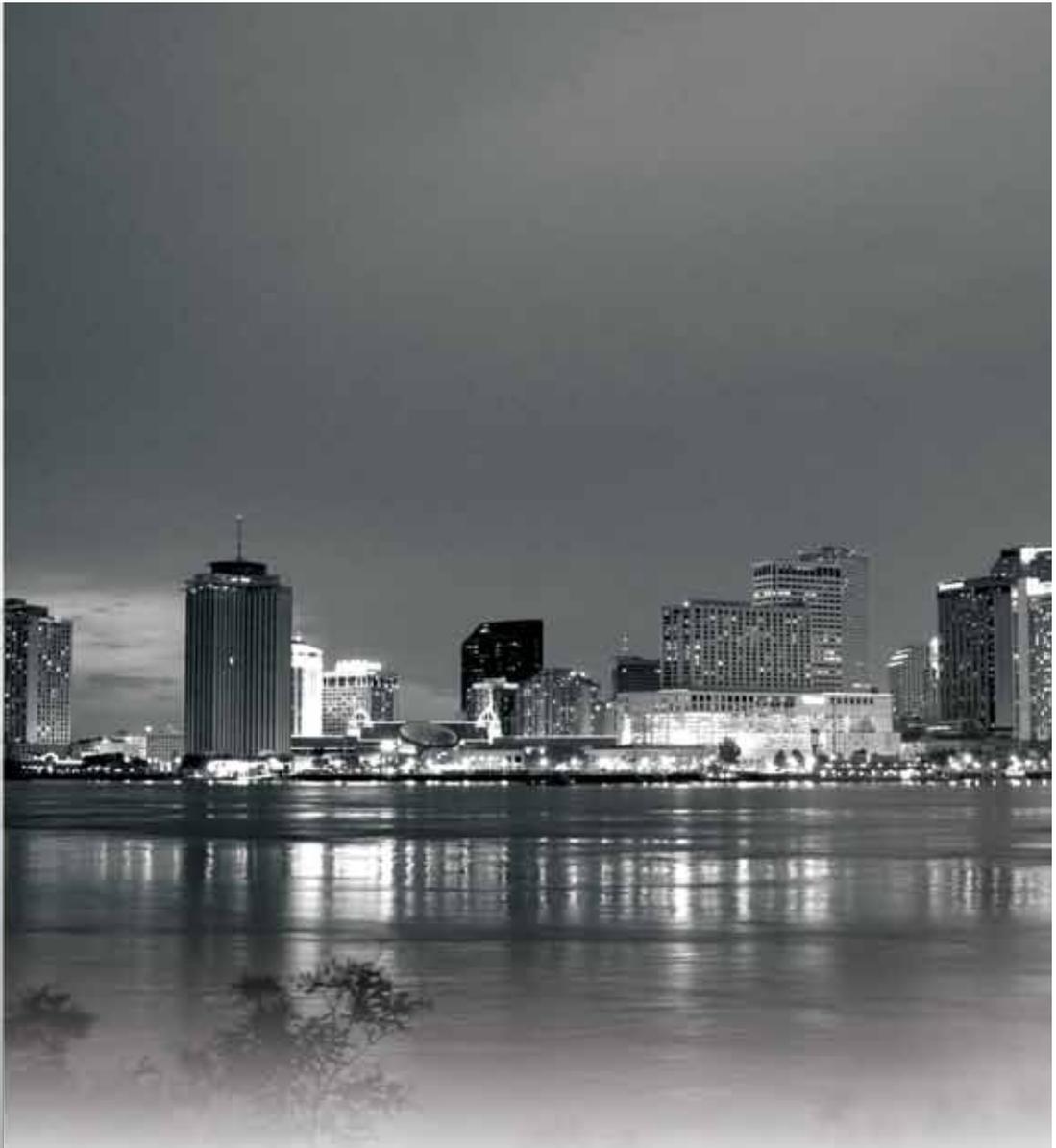


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GENERAL POLICIES

The New Orleans Baptist Theological Seminary (NOBTS) is the church engaged in training selected persons for lives of ministry. These selected persons are referred to as *students* in this handbook. A student is any person currently enrolled at NOBTS whether on campus or off campus. The seminary reserves the right both to admit students and to allow students to matriculate according to the seminary's sole judgment and discretion.

Admission shall not give a student a contractual right which supersedes the seminary's right to select its students or to suspend or dismiss those students whose conduct, behavior, or academic performance does not meet the seminary's high expectations for students of Christian ministries. NOBTS shall be the sole arbiter of any question of a student's compliance with the seminary's standards and any decision concerning discipline shall be submitted to the student as a condition of the student's continuation at NOBTS.

Questions concerning the interpretation of any Student Handbook policy should be directed to the Dean of Students or a designated person in his office.

ETHICAL CONDUCT

A. GENERAL:

1. Each student at NOBTS is expected to give evidence of above-average dedication to the Christian ethic presented in Christ's Sermon on the Mount as recorded in Matthew 5-7. The practice of going beyond what is expected, in spirit as well as in service, should characterize every student's activity in and outside the classroom, on and off the campus.
2. It is required that students shall conduct themselves in a manner deemed by the seminary as conduct becoming a Southern Baptist minister.
3. The seminary may take disciplinary action should the standard of personal and ethical conduct be violated. Violation of this standard shall include, but is not limited to:
 - a. Academic misconduct including, but not limited to, plagiarism or cheating or conduct deemed by the seminary as being conduct not becoming a Southern Baptist minister;
 - b. Use or possession of beverage alcohol or illegal drugs;
 - c. Sexual activity outside of a monogamous heterosexual marriage;
 - d. Giving false statements to the seminary orally or in writing including, but not limited to, one's application for admission or registration, or altering records;
 - e. Financial irresponsibility;
 - f. Fighting and abusive or vulgar language;
 - g. Theft or vandalism;
 - h. Violation of seminary academic regulations and policies;
 - i. Misuse of computing resources including, but not limited to, the Internet.
4. Students involved in a civil/criminal/quasi-criminal

infraction are accountable to civil authorities but may also be subject to discipline by the seminary.

5. The ethical conduct policies apply to students and members of their households who live or visit on the campus or other seminary property.

B. ALCOHOL, DRUGS, AND TOBACCO POLICY:

1. The possession or use of beverage alcohol on or off campus is prohibited. Students under the influence of or in possession of such beverages at any time will be subject to disciplinary action.
2. The use or possession of any illegal drugs is prohibited. Students under the influence of or in possession of illegal drugs at any time will be subject to disciplinary action.
3. The use of tobacco is discouraged. All seminary-owned buildings including seminary housing are designated non-smoking areas. Those disregarding this policy will be subject to disciplinary action.

C. CELL PHONE AND COMPUTER USAGE:

The student is to demonstrate appropriate classroom behavior at all times. This includes the usage of cell phones and computers during class time. The opportunity for students to use these items within the classroom is contingent upon their proper usage. Students are also reminded that phones are to be silenced during the class and other Seminary functions. Proper usage includes note taking and tasks specifically assigned by the professor. Improper utilization includes all other usages such as surfing the Internet, playing games, texting, and emailing. If a student is engaged in improper usage of a cell phone or computer during a class, the professor has the right to prohibit the student from bringing the item to subsequent class meetings.

D. CHILD CARE & PARENTAL RESPONSIBILITIES:

1. CHILD SUPERVISION:
 - a. Ages 0-5: Children in this age group must have direct (*the parent must know where the child is and provide instruction to the child*) and present (*the parent must*

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be within direct eyesight or earshot of the child at all times) supervision by his/her parent or by a qualified individual who has been designated by the parent. A supervisor other than the parent must have immediate access to the parent. Children in this age group are not allowed to play outside unsupervised, and children must have a competent person with them when outside.

- b. Ages 6-12: Children in this age group must have direct (*the parent must know where the child is and provide instruction to the child*) supervision by his/her parent or by a qualified individual who has been designated by the parent. The parent/supervisor must be on the campus and available to the child at all times. A supervisor other than the parent must have immediate access to the parent.
- c. Ages 13-17: Children in this age group may be supervised indirectly (*the parent may be off campus without the child, as long as specific contact information and a means of contact are immediately available to the child*) by a parent or a qualified individual age 18 or older. The parent/supervisor must be accessible by the child at all times. A supervisor other than the parent must have immediate access to the parent.
- d. Children of any age who appear to be unsupervised on the seminary campus may be interviewed by campus police or a seminary representative. The officer or representative may, at his discretion, cause the child to return to his/her parent or take other action deemed to be in the best interest and/or safety of the child.

2. SAFETY INTERVENTION:

Adult members of the campus community may, at their discretion, intervene with any child or group of children deemed to be involved in dangerous or unsupervised activity and will report such activity and intervention to the Campus Police.

3. CITY CURFEW:

The city of New Orleans and the Seminary enforces a curfew for persons under the age of 17 as follows: Sunday through Thursday - 9:00 p.m. to 6:00 a.m.; Friday and Saturday - 11:00 p.m. to 6:00 a.m.

4. CHILD NEGLECT OR ABUSE:

State law requires reporting of child abuse or neglect to government officials. If you suspect abuse or neglect, please contact Campus Police who will assess the situation and contact Child Protective Services.

5. A child is “any individual under the age of 18 years.” (Louisiana Children’s Code)

- a. “Abuse” means any one of the following acts which seriously endanger the physical, mental, or emotional health of the child:

- i. The infliction, attempted infliction, or, as a result of inadequate supervision, the allowance of the inflection or attempted infliction of physical or mental injury upon the child by a parent or any other person.
- ii. The exploitation or overwork of a child by a parent or any other person.
- iii. The involvement of the child in any sexual act with a parent or any other person, or the aiding or toleration by the parent or the caretaker of the child’s sexual involvement with any other person or of the child’s involvement in pornographic displays, or any other involvement of a child in sexual activity constituting a crime under the laws of this state.

- b. “Neglect” means the refusal or willful failure of a parent or caretaker to supply the child with necessary food, clothing, shelter, care, treatment, or counseling for any injury, illness or condition of the child, as a result of which the child’s physical, mental, or emotional health is substantially threatened or impaired. Consistent with Article 606 (B), the inability of a parent or caretaker to provide for a child due to inadequate financial resources shall not, for that reason alone, be considered neglect. Whenever, in lieu of medical care, a child is being provided treatment in accordance with the tenets of a well-recognized religious method of healing which has a reasonable, proven record of success, the child shall not, for that reason alone, be considered to be neglected or maltreated. However, nothing herein shall prohibit the court from ordering medical services for the child when there is substantial risk of harm to the child’s health or welfare.

E. DIVORCE POLICY:

- 1. Students having marital difficulties during their seminary experience are encouraged to seek help through the seminary Testing and Counseling Office extension 8004.
- 2. Current students who experience a separation or divorce will be required to withdraw from seminary for at least a year in order to allow adequate time for the individual to recover emotionally, spiritually, and financially from the pain and scars left by separation and divorce.
- 3. In such cases, the student and/or non-student spouse will not be allowed to remain in seminary student housing. The specific timetable for the academic withdrawal and vacating housing will be determined in light of the circumstances by the Dean of Students.
- 4. Application for re-entrance may be made after reconciliation is accomplished or twelve months after the effective date of legal settlement. Following divorce, regular procedures as stated in the admissions section of the Catalog will be followed.

F. DRESS CODE:

1. Personal appearance and dress are a vital part of each individual's exemplary Christian witness. Modesty, neatness, cleanliness, and propriety in dress are expected.
2. Caps, casual shorts, and ragged shirts are considered to be inappropriate attire in the classroom. Individuals who are dressed in such attire may be asked to leave the premises at the discretion of a representative of the seminary.

G. SEMINARY POLICY ON PLAGIARISM:

1. DEFINITION OF PLAGIARISM:

Students are given the task of writing papers in order to help them learn how to think critically about the ideas of others and to present the result of their analysis in a readable form. Plagiarism defeats these purposes by cheating the student out of an opportunity to grow. Plagiarism is, therefore, a failure to distinguish between the work of the student and the work of others, either intentionally or unintentionally. It may take several forms:

- a. Taking one or more sentences verbatim from a source and inserting it into a paper without the proper citation is plagiarism. The student should note that a failure to document credit for a direct quotation is also a violation of copyright law. (See Student Handbook section on Electronic Reserves.)
- b. Representing the words or ideas of another person as your own words or ideas is plagiarism, even if you summarize. However, loosely paraphrasing a sentence without proper citation also is plagiarism.
- c. Borrowing without proper citation such things as an outline, an idea, or an approach to dealing with a problem that is unique to an author is plagiarism. This type of plagiarism often results from poor note taking on the part of the student.
- d. Plagiarism also can result from improper methods of citation. The student is responsible for learning the appropriate rules for citing sources and for following those rules throughout the paper. Ignorance of rules of citation is not an excuse.
- e. In addition, plagiarism is a violation of the use of the seminary's computing resources. (See Student Handbook section on Computer Use Policy Violations.)

For other definitions of plagiarism and ways to avoid it, see Robert A. Harris, *The Plagiarism Handbook: Strategies for Preventing, Detecting, and Dealing with Plagiarism* (Los Angeles, CA: Pyczak Publishing, 2001.)

2. CONSEQUENCES FOR VIOLATIONS OF PLAGIARISM:

When a professor discovers a student has committed plagiarism, the professor should report this violation to the Dean of Students. In making this report, the original copy of the paper in question is supplied to the Dean of Students for the purpose of documentation. A letter of

warning will be issued from the Dean of Students Office to the student notifying him/her of the violation. This letter will serve as the official notice of the violation, and a copy will be placed into the student's permanent file along with the copy of the student's paper(s). Copies of the letter will be forwarded to the appropriate Academic Dean, the Registrar, the Professor, and the Provost. This letter will state clearly that if the student plagiarizes a second time, the offense will be reported to the President. At the discretion of the President, a second offense of plagiarism may result in the student's dismissal from the seminary.

DISCIPLINARY PROCEDURES AND GRIEVANCES

A. DISCIPLINARY MATTERS:

1. **PRESIDENTIAL DISCRETION:** The President of NOBTS may expel or suspend a student summarily without charging the student and without affording the student any hearing and without regard to the recommendations of other members of NOBTS administration or without regard to any findings of the Student Affairs Committee, if the President believes the student has acted in a manner clearly inconsistent with the high moral standards of the seminary, or if the President believes the student's presence constitutes a disruption of the seminary's ministry, or if the President believes the student's presence represents a danger to life and property.
2. **PRIMARY DISCIPLINE PROCEDURE:**
 - a. **Initial Inquiry:** Without limiting the power of the President as stated above, improper conduct by a student in academic matters may result in the student being called to appear before the appropriate Academic Dean or Provost. Non-academic matters will be referred to the Dean of Students.
 - b. **Formal Complaint:** The administrative officer involved shall notify the student following the meeting if a formal complaint is to be lodged against the student. A copy of the formal complaint shall be forwarded to the President and to the Dean of Students, if the matter did not originate in his office.
3. **HEARING:** If a formal complaint is made, the student may request a hearing before the Dean of Students at which time the student will be given an opportunity to respond to the complaint. If the complaint is related to academics, the Associate Dean of Graduate Studies shall be present. This opportunity shall include the right to offer witnesses and other evidence in his defense.
4. **FINDINGS AND DISCIPLINARY DECISIONS:** The Dean of Students shall notify the student in writing of his findings and of his decision, if any, regarding discipline. Disciplinary actions include, but are not limited to:
 - a. Reprimand and disciplinary probation;

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- b. Reprimand, disciplinary probation and loss of credit in course or courses where dishonest work was done;
- c. Administrative withdrawal from current course work;
- d. Temporary suspension with time and terms of readmission indicated;
- e. Indefinite suspension with time and terms of readmission not indicated;
- f. Forfeiture of housing privilege;
- g. Restriction from seminary properties;
- h. Permanent dismissal.

5. APPEAL PROCEDURE:

- a. Appeal Request: The student may appeal the decision of the Dean of Students to the Student Affairs Committee by notifying in writing the Dean of Students of his decision to appeal within 48 hours of receipt by the student of the Dean of Students' decision.
- b. Student Affairs Committee Hearing: The Student Affairs Committee shall give the student a *de novo* hearing, during which the student shall again be afforded the right to present witnesses and other evidence.

The Provost or the Dean of Students or their designee may present witnesses and evidence in support of the disciplinary decision. The charged student may have another student assist him in presenting his defense to the committee. The procedure shall be determined by the Student Affairs Committee. The committee shall determine the competence of witnesses and the weight to be granted to the evidence and testimony.

Only the Provost, the Dean of Students and/or their designee, the student charged, the student he selects to assist him, the committee, and the individual witness being heard shall be present at the hearing.

Any member of the Student Affairs Committee who has personal knowledge of the matters under consideration or believes it to be appropriate for him not to serve may excuse himself from the hearing.

- c. Committee Decision: The decision of the Student Affairs Committee will be communicated to the student, the President, and to the administrative officers involved. It shall be the final decision unless it is appealed by the student to the President of NOBTS, or unless the President indicates his desire to review the decision.
- d. Final Appeal Procedure: The student's appeal must be in writing and delivered to the President's office within 24 hours of receipt by the student of the committee's decision. The President's intention to review the committee's decision shall

be communicated to the Dean of Students, the chair of the committee, and the charged student within 24 hours of the President's receipt of the committee's decision.

The President may choose not to review the student's appeal of the Student Affairs Committee decision. He may review and reverse, amend, or affirm the decision of the Student Affairs Committee. If remanded, the student may appeal the ultimate decision of the committee to the President. In such instance, the decision of the President regarding the matter shall be final.

B. GRIEVANCES:

1. INITIAL COMPLAINT: In accordance with the teaching of scripture, complaints should first be voiced directly to the professor, administrator, staff member, or other person(s) perceived to have offended in an attempt to remedy the matter. If the matter is not remedied, the student may file a formal complaint.
2. FORMAL COMPLAINT: A student may file with the Dean of Students written complaints regarding non-academic matters. A student may file with the Dean of Graduate Studies written complaints regarding graduate academic matters or with the Dean of Leavell College complaints regarding undergraduate academic matters.
3. HEARING: If a formal complaint is made, the student will be afforded a hearing before either the Dean of Students (for non-academic matters) or before the appropriate academic dean. At either the request of the student or the appropriate academic dean, the Dean of Students may be invited to a hearing related to academic matters. At the hearing, the student will be given an opportunity to voice the complaint. This opportunity shall include the right to offer witnesses and other evidence in his defense.
4. FINDINGS AND DISCIPLINARY DECISIONS: The Dean of The Dean of Students and/or the appropriate academic dean shall notify the student in writing of the findings and of the decision, if any, regarding the grievance.
5. APPEAL PROCEDURE: The student may appeal the decision of the administrative officer to a review committee. The review committee for non-academic matters shall be the Student Affairs Committee. The review committee for academic matters shall be composed of the Provost, the Dean of Graduate Studies, the Dean of Leavell College, the Associate Dean of Graduate Studies, and the Associate Dean of Leavell College.
6. COMMITTEE DECISION: The decision of the review committee will be communicated to the student, the President, and to the administrative officers involved. It shall be the final decision unless it is appealed by the student to the President of NOBTS, or unless the President indicates his desire to review the decision.

7. **FINAL APPEAL PROCEDURE:** The student's appeal must be in writing and delivered to the President's office within 24 hours of receipt by the student of the committee's decision. The President's intention to review the committee's decision shall be communicated to the Dean of Students, the chair of the committee, and the charged student within 24 hours of the President's receipt of the committee's decision.

The President may choose not to review the student's appeal of the committee decision. He may review and reverse, amend, or affirm the decision of the committee. If remanded, the student may appeal the ultimate decision of the committee to the President. In such instance, the decision of the President regarding the matter shall be final.

FINANCES & FINANCIAL RESPONSIBILITY

A. CONTRACTING DEBTS:

No one is permitted to contract a debt for the seminary unless authorized to do so by the Business Office located in the Hardin Student Center.

B. PERSONAL DEBT:

To preserve the good reputation of the institution and her entire family (faculty, staff, and students), all personal debts on and off campus should be satisfied completely, on or before the dates due. Failure to attend to one's financial obligations is not in keeping with the Christian principles of The New Orleans Baptist Theological Seminary and is grounds for disciplinary action.

C. STUDENT ACCOUNTS:

1. Each student is assigned a student account by the Business Office. Financial transactions between the student and the seminary are reflected on the account. Examples of such transactions are rents, tuition fees, preschool charges, clinic charges, and other miscellaneous fees. Each student is responsible for timely payments on his account so that the account remains current.
2. Rent, preschool charges, and other regular charges except tuition are due in full on the first of each month. All tuition charges, registration fees, and the above mentioned monthly charges are due by the Final Day for Tuition Payment each semester. A late fee of \$100.00 will be assessed to any student that does not arrange for payment in full, have a scholarship/grant letter on file with

the Financial Aid Office, or set up a FACTS agreement by the Final Day for Tuition Payment. Each year, the Final Day for Tuition Payment can be found in the current year's academic catalog calendar.

3. Payments on the student account may be tendered at the Business Office in the Hardin Student Center. Payments may be made by cash, check, echeck, money order, debit card, and credit card. The Business Office accepts payment online through Self-Serve, by interactive voice recognition at 866-606-8235, or at the Business Office window. The following logos: MasterCard, Visa, American Express, and Discover are accepted. Payments may be mailed to this address: NOBTS, Attn: Business Office, 3939 Gentilly Blvd, New Orleans, LA 70126. A drop box is available outside the Business Office for any-time payments.
4. Credit balances on student accounts may be drawn if the funds are not designated (i.e. grants, scholarships, gifts). However, student accounts should not be treated as a bank account.
5. **PAST DUE ACCOUNT BALANCES:**
 - a. A student account balance shall be declared past due after the initial due date.
 - b. A student with a past due account balance will have a stop placed on their account, preventing them from registering, beginning class, receiving grades, and receiving transcripts. In extreme cases, a student may lose his or her housing privileges.
 - c. Past due balances are subject to collection efforts by the seminary and may be referred to the Dean of Students for disciplinary action in accordance with the Ethical Conduct and Disciplinary Matters sections of this Handbook.
 - d. Should collection efforts be required, the student shall be responsible for repayment of the full amount of the debt plus any collection-related expenses.
6. Each student is responsible for all information in the most current academic catalog.
7. Email is currently the main form of communication with students. Therefore, each student is responsible for maintaining a valid email address, current mailing address, and phone number with the

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Business Office. Failed attempts to reach students using outdated information will not halt the collections process. Currently, student account statements are emailed at the first of each month, and tuition invoices are emailed when a student registers online for a class.

D. REGISTRATION FINANCIAL PROCEDURE:

At registration, the student should be prepared to pay tuition and any other applicable registration fees.

E. FINANCIAL AID:

1. The Financial Aid Office is located near the west entrance to the Hardin Student Center. The Financial Aid webpage is www.nobts.edu/financialaid

2. GRANTS: Grants are available, by application, to first semester students and currently-enrolled students of the seminary. Grant awards normally are intended to assist with current tuition expenses. Award amounts may vary depending on general demand and available funds. Awards are made on a need basis with priority given to those who have received less previous assistance. Students who qualify on the basis of need or other specific requirements may apply for a grant each semester. Application does not insure that an award will be made. Grant awards are not available for workshops or summer sessions.

a. Application procedure:

- i. Applications are available on the NOBTS Internet web page.
- ii. Application periods are April 1-30 for the following Fall and September 1-30 for the following Spring.
- iii. Deadline for the fall semester is April 30.
- iv. Deadline for the spring semester is Sept. 30.

b. Qualifications:

- i. Main campus students must maintain full-time academic hours through the period covered by the grant award. For financial aid purposes, Internet, Independent Study and Workshop classes do not count toward full time status. Extension center students must maintain two classes through the academic period covered by the grant award. Full-time for Master's degree students is 9 hours; full-time for Associate's and Bachelor's degree students is 12 hours; and full-time for Doctoral degree students is active enrollment.
- ii. The application form must be filled out completely and returned to the Financial Aid Office on or before the appropriate deadline.
- iii. Each applicant's account in the Business Office must be current. Any student owing money to the seminary will not be considered for a grant award.

c. Payment Plan: Fast Automatic Cash Transfer

System (FACTS).

- i. Only tuition and fees can be budgeted with FACTS, unless a previous arrangement has been made with the Business Office or Financial Aid Office.
 - ii. Complete the FACTS agreement form online through your SelfServe account.
- d. Emergency Aid: The seminary maintains an active program of assistance for students who are experiencing short-term financial emergencies. Students seeking such assistance may contact the Financial Aid Office.
- e. Financial Counseling: Unique pressures are associated with seminary life in the area of personal finance and family relationships. The Director of Financial Aid is available to assist current students and those approved for admission in the analysis of financial matters or to provide encouragement in other areas of student family life.

HEALTH INSURANCE

- A. The seminary encourages all students to carry some type of health insurance coverage for themselves and their family members. The seminary does not furnish health insurance for students or their families, and is not responsible for providing health care or financial support for health care expenses.
- B. Students should be reminded that seeking healthcare services without health insurance often means navigating the public indigent care system, and that needed services are not always available without health insurance.
- C. GuideStone Financial Resources of the Southern Baptist Convention has established the "Seminarian" health insurance plan specifically for seminary students. Information on this plan and others is available from GuideStone at 888-984-8433 or at this link: <http://www.guidestoneinsurance.org/InsurancePlans/Health/SeminarianPlan.aspx>. Information packets are available in the Business Office on the New Orleans campus.
- D. NOBTS students may be eligible to enroll in GuideStone medical, dental, term life and accident coverage without providing proof of good health within the first 31 days of their first seminary matriculation or in certain other situations if all eligibility requirements are met. Consult GuideStone at 888-984-8433 or see this link for details: <http://www.guidestoneinsurance.org/InsurancePlans/Health/SeminarianPlan/OpenEnrollmentFactSheet.aspx>
- E. The Dean of Students office maintains a webpage listing of free and reduced cost family healthcare resources at www.nobts.edu/students.

IDENTIFICATION CARDS

- A. ID cards are available at the Dean of Students Office. There is no fee for the first ID. Replacement ID cards are \$5.00.

- B. A seminary ID card is required for the following:
 - 1. All students enrolled at the New Orleans campus.
 - 2. All persons aged 6 and older in residence on the New Orleans campus. A child may obtain an ID card at his/her sixth birthday.
 - 3. Extension center students are required to obtain an ID card during their first visit to the New Orleans campus. ID cards are necessary for on-campus services.
 - 4. ID cards must be carried at all times and must be surrendered to Campus Police or seminary representative upon request. NOPD criminal law allows for all persons not surrendering identification to be arrested.
- C. ID cards must be validated for all students, staff, and family members at the beginning of each academic year. There is no charge for validation.

STUDENT RECORDS

- A. **TRANSCRIPT:** A transcript is issued only upon written authorization/request of the student. A charge, as listed in the current academic catalog, applies for each transcript. The seminary reserves the right to withhold a transcript if the student has not satisfied proper financial obligations to the seminary.
- B. **STUDENT ACCESS:**
 - 1. The permanent file of the student contains the following materials, which may be reviewed by the student upon his/her request:
 - a. Church approval
 - b. Transcripts: college and/or other seminaries
 - c. High school diploma or transcript (Leavell College)
 - d. Acceptance letters
 - e. Correspondence letters
 - f. Transcript evaluation records
 - g. Readmission forms
 - h. Student request forms
 - i. NOBTS transcript
 - 2. The Dean of Admissions and Registrar or a person designated by that office must be present when the student reviews his/her file. Therefore, an appointment may be necessary.
- C. **SEMINARY AND THIRD PARTY ACCESS:**
 - 1. Appropriate admissions and academic personnel have access to student records for processing and maintenance purposes.
 - 2. Directory information is available to seminary and outside sources with the written permission of the student: home and current address, and telephone number.

STUDENT'S ROLE IN INSTITUTIONAL DECISION-MAKING

- A. Ultimate authority and responsibility for decisions on programs, policies, and procedures related to the operation of the seminary in accordance with its mission and bylaws rest with the President. The President has chosen to administer his authority through an Administrative Council representing all areas of the seminary system. The Administrative Council is composed of the Provost, Vice President for Business Affairs, Vice President for Institutional Advancement, Associate Vice President of Information Technology, Dean of Students, and Associate Vice President for Facilities.
- B. The President and each of his administrators maintain an open-door policy in regard to students. However, primary student involvement in decision-making processes is through the Dean of Students.
- C. Students may participate in institutional decision-making by voicing opinions, expressing concerns, or presenting ideas to the President through the Dean of Students. Student input is incorporated into planning with the Associate Dean of Students, the general Student Services staff, and the Dean of Students who represents student issues to the President and the Administrative Council.

CAMPUS POLICE

For assistance or information contact Campus Police Dispatcher 944-7711

MOTOR VEHICLE POLICY

- A. **VEHICLE REGISTRATION:**
 - 1. Students, faculty, and staff members must register all motor vehicles with the Campus Police. This includes, but is not limited to, autos, trucks, recreational vehicles and motorcycles. Trailers (camping, boating, moving, etc.) must also be registered and display a NOBTS decal.
 - 2. Vehicle decal must be affixed to the lower portion of the

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Asbestos Hazard Emergency Response Act (AHERA) and the Louisiana Administrative Code Volume II, Air Quality Division Title 33, Chapter 27, Asbestos Containing Materials in School and Public buildings Regulation, the New Orleans Baptist Seminary wishes to notify you that the six month periodic inspections have been conducted this past year. These actions have been documented and have been placed in the Asbestos Management Plan. You may review a copy of the Management Plan by calling the Administrative Office at the New Orleans Baptist Seminary.

C. NEW ORLEANS BAPTIST ASSOCIATION:

NOBA is located at 2222 Lakeshore Drive, New Orleans, LA 70122. NOBA is a cooperative movement of Christ-centered and culturally sensitive churches loving Jesus, our neighbors, our region and the world. We are passionate about church planting, church health, and compassion ministry. For more information on available opportunities, contact the office at 282-1428.

D. BULLETIN BOARDS:

1. Bulletin boards located in the Cafe, the Cafeteria, the Post Office, the Rec Center, ITC, and across from the Institutional Effectiveness Suite are available for use by the seminary community for posting announcements. Postings must be no larger than 8 1/2" x 11". Over-sized announcements are subject to removal. Announcements may remain on the boards for one month only. All announcements must be approved in the Dean of Students Office before posting.
2. Posters, signs, fliers, etc., should never be placed on windows, doors, or walls at anytime or for any reason.

E. CAFÉ NEW ORLEANS:

A full-service coffee shop is located in the Hardin Student Center. A wide variety of gourmet coffee and tea is available as well as fresh croissants, muffins and sandwiches. Café New Orleans is open Monday – Friday, 7 am – 5 pm.

F. CAR WASH:

A car wash facility is available in the East parking lot of the Facilities building at the back of campus. The facility, which is the corner of the parking lot closest to the back fence, includes a hose and drainage facilities. Residents are required to provide their own wash chemicals, brushes and nozzles.

G. CAREY HALL PARLOR:

1. The Carey Hall Parlor may be used by students, Seminary families, faculty, and staff for a variety of events.
2. All events will need to be scheduled through the Providence Learning Center, and added to the Campus Calendar.
3. Seminary events (i.e. Women's Auxiliary, etc.) will have first priority.
4. All events will need to be posted on the bulletin board at Carey Hall so the ladies know when it will be in use.
5. The parlor is primarily designated for occasional, one-

time events. Ongoing, regularly scheduled meetings will generally not be allowed.

H. CENTERS FOR RESEARCH AND MINISTRY:

NOBTS has a number of centers and institutes formed to conduct theological research and to provide support for churches. Students and faculty participate in the following research centers and institutes:

1. BAPTIST CENTER FOR THEOLOGY & MINISTRY:

www.baptistcenter.com

The Baptist Center for Theology and Ministry exists to provide theological and ministerial resources to enrich and energize ministry in Baptist churches. The Baptist Center website offers resources such as Baptist doctrinal confessions, white papers, historic Baptist documents, etc., which may be helpful in writing papers for seminary or dealing with a question in a ministry setting. Students also can receive free access to all issues of the Baptist Center's online journal, the Journal for Baptist Theology and Ministry, at <http://www.baptistcenter.com/Journal-for-Baptist-Theology-and-Ministry.html>.

2. THE CENTER FOR ARCHAEOLOGICAL RESEARCH:

<http://www.nobts.edu/Archaeology%20Center>

The Center for Archaeological Research serves to encourage the scholarly development and research of Seminary students and faculty, and to train and inspire a new generation of biblical scholars to engage in current research in the disciplines of biblical archaeology and biblical studies. The Center for Archaeological Research was established as a Southern Baptist effort to provide a presence in the field and impact the discipline of biblical archaeology.

3. CECIL B. DAY CENTER FOR CHURCH PLANTING & NEHEMIAH PROJECT:

www.daycenteronline.com

The Cecil B. Day Center for Church Planting equips church planting missionaries to advance Christ's kingdom. The Center works in partnership with the North American Mission Board, several State Baptist Conventions, and local Baptist associations in the Greater New Orleans area. Together, this partnership coordinates The Nehemiah Project (innovative church planter training and deployment), Greenhouse (intensive missionary training), and Catalyst (catalytic church planter training and deployment).

4. THE GLOBAL MISSIONS CENTER:

The vision of the Global Missions Center is to research effective global mission strategies, train Christians for global missions service, resource global mission Christians, and reach the globally unreached with the gospel. Matthew 4:19 states the Lord's call: "And He said to them, 'Follow me and I will make you fishers of men.'"

5. THE INSTITUTE FOR CHRISTIAN APOLOGETICS:

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www.nobtsapologetics.com/

The ICA exists to equip Christians to defend the Christian faith and present compelling reasons for embracing the Christian faith in a manner that is comprehensible and relevant in our contemporary culture. The ICA assists in coordinating and implementing regular special apologetic events and special event courses in apologetics, such as weekend and workshop courses directed toward students and ministers. The ICA coordinates the Greer-Heard Point-Counterpoint series. www.greer-heard.com

6. LEAVELL CENTER FOR EVANGELISM & CHURCH HEALTH:
www.levellcenter.com

The Leavell Center exists to assist Southern Baptist churches and entities in developing and implementing strategies for effective evangelism and measurable church growth. This purpose is accomplished through Special Conferences, Consultation, Research, Internal Church Analyses, and Demographic Studies. The Leavell Center develops demographic studies with customized powerpoint presentations designed to help churches understand the make-up of their communities and to assist them in developing a tailor-made strategy to reach the people who live there. Basic Demographic Studies are provided to students as a part of their class assignments.

7. H. MILTON HAGGARD CENTER FOR NEW TESTAMENT TEXTUAL STUDIES:

The H. Milton Haggard Center for New Testament Textual Studies (CNTTS) is an internationally recognized research center devoted to the study of the New Testament text in the Greek manuscripts. The Center houses a substantial collection of New Testament manuscripts in various formats, including digital images, facsimiles, printed editions, and microfilms. Research focuses on a variety of topics related to the New Testament Greek manuscripts, collaboration with projects on an international level, and the training of students in the field.

8. YOUTH MINISTRY INSTITUTE:

www.youthministryinstitute.org

The Youth Ministry Institute exists to extend the mission of the New Orleans Baptist Theological Seminary through leadership in advanced research, practical application, quality training, and on-going dialogue for those who work with youth.

I. CHAPEL SERVICES

1. Seminary chapel services are held at 11:00 a.m. each Tuesday and Thursday during the fall and spring semesters. There will be chapel on Wednesdays for special events.
2. To underscore the importance of Chapel, no meetings on campus are scheduled in conflict with Chapel. Any exceptions to this policy must have prior approval from the Administrative Council.

3. The HSC Atrium is closed and off limits to study, sleeping, eating or fellowshiping during chapel. This is strictly enforced.

J. CLINIC:

1. The services of a family nurse practitioner and medical assistant are available on campus for the health care support of the seminary family. Clinic fees are based on services rendered (i.e., length and complexity of visit, tests, and treatments). The Clinic does not accept insurance and is not equipped to handle insurance claims. Clinic charges are debited to the student's account in the Business Office.

2. The Clinic is open on a part-time schedule with variable hours. The schedule is posted on the clinic door. Any deviation from the posted schedule is posted as far in advance as possible.

3. The Clinic offers primary health care services only. Persons experiencing illness or injury of sufficient severity or complexity to necessitate treatment beyond the capability of the Clinic are referred off-site. In the event of an urgent or emergency condition, call "911" or proceed directly to a local hospital emergency department as appropriate.

4. The Clinic is equipped for some on-site lab work. Some specimens may be sent off-site for analysis. Some medicines and medical supplies are available through the Clinic. Crutches are available for short term loan.

5. The Clinic is able to test for pregnancy but is unable to provide obstetrical care. Upon determination of pregnancy, the individual is referred off-site.

6. Appointments are recommended and may be required for Clinic services. The nurse practitioner sees all patients by appointment only. Often, a same-day appointment is available.

7. IMMUNIZATION REQUIREMENTS:

In compliance with Public Health regulations in the State of Louisiana for ALL students in institutions of higher learning, the following immunizations are required:

- a. Tetanus/Diphtheria (every 10 years)
 - b. Mumps/Rubella (one if born on or after January 1, 1957)
 - c. Measles (two since 1968 if born on or after January 1, 1957)
8. TB testing is required of all New Orleans main campus new students prior to their first registration. The seminary also recommends a PPD test for any new tuberculosis exposure and annually if traveling outside the US. Arrangements may be made for immunization against selected diseases (e.g., typhoid, malaria, hepatitis A, hepatitis B, chicken pox). All individuals with a positive PPD must be followed by chest X-ray at regular intervals.
 9. The seminary recommends: 1) an annual influenza vaccination in the fall of each year for all students, and

2) the pneumococcal vaccine for persons 65 years-of-age and older.

10. Proof of immunizations in writing on official agency letterhead and signed by a health care professional must be provided as a part of the admissions process. Without such proof, the student will not be admitted into the seminary. Immunizations are available in the Clinic. Students who request exemption for medical reasons must provide documentation by a health care professional and be cleared for exemption by the NOBTS nurse practitioner.

11. Documentation of serum antibody titer (blood test) sufficient to confer immunity is acceptable in lieu of mumps, measles, and rubella vaccine documentation.

K. EMPLOYMENT OPPORTUNITIES

1. CHURCH-RELATED EMPLOYMENT:

The Church-Minister Relations (CMR) Office provides a resume referral service for students and alumni of NOBTS. Churches and organizations seeking to fill vacant full- or part-time ministry-related positions will contact the CMR office for resumes pertaining to their vacant position. The CMR office serves simply as a resource by providing students' and alumni's resumes to inquiring churches or ministry organizations.

Ministry Connections is CMR's Internet-based resume referral system, which is serviced by eRecruiting. Any student or alumni can obtain information about Ministry Connections on the CMR web site, <http://nobts.edu/cmr>. A student may activate a resume account by contacting the CMR office or by completing the on-line form on the CMR website. Appointments with the staff to discuss ministry opportunities, resume preparation, search committee interviews, or other ministry-related topics are available upon request. Students are encouraged to activate a resume with the CMR Office, whether the student is seeking a part-time ministry position while in school, graduating and desiring to make a move, or anytime in their ministry as an alumni of NOBTS. Graduating students wanting to activate a resume account are encouraged to do so as early as possible to ensure their resume is distributed well in advance of graduation. The CMR Office serves as an information center by providing resume guidelines, state and association contact information, and search committee helps. The CMR office schedules interviews for ministry positions that may take place throughout the year. Interviews are printed in the Gatekeeper and posted on CMR's bulletin board in the Hardin Student Center. The CMR office also sponsors Life Beyond Seminary week during the Spring Semester. Life Beyond Seminary is an opportunity to meet, interview, and network with various Southern Baptist state conventions, associations, agencies and ministry organizations as they participate on campus

in this week that is designed for students.

The CMR office is located in the Frost Building, room 200, and can be reached at ext. 3291 or cmrconsultant@nobts.edu.

2. OFF-CAMPUS SECULAR EMPLOYMENT:

Many local employers prefer seminarians as employees. A list of these job openings in the community is maintained in the Financial Aid Office, and information is posted on the job board in the foyer of the student center and on the Financial Aid website. The Financial Aid Office does not act as a placement service; rather, it serves as a point of reference for those seeking information about jobs.

3. ON-CAMPUS EMPLOYMENT:

Applications for on-campus jobs are available in the Human Resources Office. These applications are valid for 90 days. The Human Resources Office does not maintain a list of job openings for on-campus employment.

L. INFORMATION TECHNOLOGY CENTER (ITC): Computer Use Policy

1. INTRODUCTION:

New Orleans Baptist Theological Seminary provides computing resources to serve and foster the mission of the Seminary to equip leaders to fulfill the Great Commission and the Great Commandments through the local church and its ministries. These resources are available to students, faculty, and staff to aid education, research, and administrative needs in achieving this mission. All students, faculty, and staff are responsible for seeing that these computing resources are used in an effective, efficient, ethical, and lawful manner.

2. DEFINITIONS:

a. Computing resources consist of computer-related equipment and software. This also includes local area networks, both public and administrative, located on the NOBTS campuses.

b. Authorized users are currently-enrolled students, as well as currently-employed faculty and staff of the Seminary. This can be extended to others whose access advances the mission of the Seminary and whose usage does not interfere with other users' access to resources. In addition, a user must be authorized to use specific computing or network resources by the department responsible for the operation of the resource.

3. APPROPRIATE ACCESS AND USE OF COMPUTERS:

a. Appropriate use of the computing resources should reflect:

- i. The Christian ethic presented in Christ's Sermon on the Mount (Matthew 5-7)
- ii. High standards of academic honesty and integrity
- iii. Respect for legal and ethical standards

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- iv. Respect for intellectual property rights of others
 - v. Restraint in the consumption of shared resources
 - vi. Courtesy and respect for others
 - b. Appropriate tasks include:
 - i. Instruction
 - ii. Independent study
 - iii. Authorized research
 - iv. Independent research
 - v. Communications
 - vi. Official work of the offices, units, and recognized organizations of the seminary
 - c. User's access to computing resources is by authorized use only. Passwords are measures insuring the security and protection of our data. Where seminary password protection is in place, that password must not be made available to any other person.
 - d. Computing resources, owned/operated by the seminary, like most mechanical devices, are subject to failure, down time, and delay. Periodic high usage may also delay resource availability, as well as printer jams, empty paper, and toner outage. Users are expected to compensate by planning their work accordingly, in order to meet any and all project deadlines.
4. USER PRIVACY, RIGHTS, AND RESPONSIBILITIES:
- a. Any user activity and/or data are to be considered private property and confidential. The seminary, however, cannot guarantee complete confidentiality. Therefore, privacy and confidentiality will be honored, but the seminary reserves the right to monitor communications and/or usage when there is just cause.
 - b. Users and departments are responsible for the backup of their own data. The seminary will not assume responsibility for loss of data due to system failure, user error, or any other cause.
 - c. Users are expected to be knowledgeable of and comply with copyright laws.
 - d. Seminary-owned hardware and software is to be maintained by seminary-authorized personnel only. Computing devices should not be unplugged, moved or altered except as directed by seminary-authorized personnel.
 - e. Space heaters, other high current appliances, and devices which create an electro-magnetic pulse (drill) should not be plugged into the same surge protector as computing equipment.
 - f. Personal belongings brought into the computer lab or work space remain the responsibility of the user to secure such belongings.
 - g. Drinks, food, and other liquids must be maintained away from computer equipment. Failure to do so may present a health hazard, damage circuitry (keyboards), or cause electric shock or electrocution to the user (CRT monitors carry in excess of 10,000 volts).
 - h. Care should be taken as to not cover, impede, or block cooling vents, grills, and fans in computing equipment. Such locations include:
 - i. back and front of a computer tower case,
 - ii. side of laser printers,
 - iii. top of CRT monitors,
 - iv. bottom of notebook/laptop devices on a non-hard surface, and
 - v. any place where air flow is felt.
5. COPYRIGHT POLICY:
- NOBTS has the responsibility to uphold all copyright laws governing access and use of information. The purchase or lease of computer software provides a license to use the software, together with a copy of the software and associated documentation. No software may be installed, copied, or used on seminary computers except as permitted by the owner of the software. Software subject to licensing must be properly licensed and all license provisions (installation, use copying, number of simultaneous users, term of license, etc.) must be strictly obeyed.
6. ELECTRONIC RESERVES:
- a. In accordance with fair use (Section 107 of the U.S. Copyright Act), electronic reserve systems may include copyrighted materials at the request of a course instructor. The John T. Christian Library will serve as the repository for electronic reserves.
 - b. The electronic reserve system should be limited to the New Orleans Baptist Theological Seminary community which is comprised of students, faculty, and staff.
 - c. Following are examples of materials which will be placed in the electronic reserve system without copyright permission:
 - i. exams,
 - ii. lecture notes,
 - iii. student papers,
 - iv. one article from a journal issue, and
 - v. one chapter from a book.
 - d. The following copyright warning should be attached to each document in the Electronic Reserve System: **WARNING CONCERNING COPYRIGHT RESTRICTIONS.** The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other

reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship, or research. If electronic transmission of reserve material is used for purposes in excess of what constitutes “fair use,” that user may be liable for copyright infringement.

- e. If the original contains a copyright notice, the electronic copy must also include a notice as follows (with the appropriate information filled in): “Copyright 20XX_, XYZ Publisher” Generally, permission from the publisher is needed when:
 - i. an article from a journal is needed by a professor for more than one quarter,
 - ii. multiple articles from one journal issue are needed for electronic reserve,
 - iii. one chapter of a book is needed by a professor for more than one quarter,
 - iv. when multiple chapters of a book are needed for electronic reserve, and
 - v. an out-of-print book is needed for electronic reserve. Instructors are responsible for obtaining necessary permission from copyright holders. The library will maintain records of materials placed on reserve by instructors and will use these records in determining if an item has been used once by an instructor without obtaining permission from the copyright holder. The material cannot be used a second time without permission from the copyright holder.

7. COMPUTER USE POLICY VIOLATIONS

- a. Misuse of the seminary’s computing resources includes but is not limited to:
 - i. Violations of federal or state law
 - ii. Violations of seminary regulations
 - iii. Use of the systems for commercial purposes, unauthorized by the seminary
 - iv. Displaying or sending sexually graphic images or text
 - v. Abusive language
 - vi. Harassing, demeaning, intimidating, or threatening behavior
 - vii. Plagiarism
 - viii. Excessive use for non-official or frivolous purposes
 - ix. Creating and/or propagating computer viruses
 - x. Damaging files, equipment, software, or datum
 - xi. Circumventing or “hacking” through security mechanisms
 - xii. Deliberately wasting or overloading computer resources
 - xiii. Slanderous, libelous, or offensive communication
 - xiv. Bringing discredit to the seminary or Christ

- b. Seminary computing resources may not be used to collect, store, or distribute information in violation of federal, state, or local laws.
- c. An attempt by a user to access unauthorized parts of the managed campus network, attempt to circumvent data protection schemes, and to discover security loopholes is prohibited.
- d. Violations of the seminary’s computer use policy will be dealt with in the same manner as violations of other seminary policies and may result in disciplinary review. Violations of the seminary’s computer use policy may result in the loss of computer and network access. Illegal actions are subject to prosecution by local, state, or federal authorities.

M. LIBRARY:

1. The library of the seminary is a specialized theological library consisting primarily of materials pertaining to biblical studies, theology, religious education, church music, and related fields.
2. A library user guide containing the policies and procedures of the NOBTS libraries is available at the Circulation Desk of the J.T. Christian Library. It includes information on library fines and circulation policies. **THE STUDENT IS RESPONSIBLE FOR READING THE LIBRARY USER GUIDE.**
3. The Music Library is located on the second floor of the main library.
4. Seminary ID is required in order to checkout books.
5. Hours of operation are posted at the library entrance and the library’s website. The library is closed for Chapel on Tuesday and Thursday (and other special chapel services).

N. LIFEWAY CAMPUS STORE:

The LifeWay Campus Store is owned and operated by LifeWay Christian Resources of the Southern Baptist Convention and is affiliated with NOBTS to provide textbooks (most at 20% off the retail price), school supplies, and related materials for class and curriculum use. In addition to academically-related items, the campus store has a full line of Bibles, books, gifts, music, and church supplies. Other services include Bible imprinting and special orders for items not in stock.

O. MENTAL/EMOTIONAL HEALTH:

1. The seminary administration will endeavor to assist students who experience mental and emotional health crises.
2. Actions of the administration may include, but are not limited to:
 - a. Referral for counseling with an approved therapist.
 - b. Temporary withdrawal from seminary to facilitate counseling and recovery.
3. Students experiencing emotional distress may voluntarily seek confidential counseling services in the Testing and

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Counseling office.

P. POST OFFICE:

1. Gentilly Postal Plus is a Post Office Contract Station open to NOBTS students, staff, and faculty, as well as the surrounding community. The Post Office is open 8-5 Monday - Thursday with the exception of Chapel. Friday hours are 8-3:30.
2. Gentilly Postal Plus provides most of the services that a larger post office offers. The services provided include: selling stamps, sending mail express, priority, first class, media, and/or international mail, and additional security such as certified, return receipt, insurance, and delivery confirmation.
3. Gentilly Postal Plus has also expanded their services to provide: FedEx, UPS, fax transmissions, photocopies (max 5 pages), packaging supplies and USPS money orders.
4. Post offices boxes are available to students for rent. All Dormitory residents are required to have a post office box and should set this up upon arrival.
5. The Post Office does not currently accept credit cards.

Q. PRESCHOOL CENTER:

The Preschool Education Center is designed to meet the educational needs of children six weeks old through five years old. Our Christ-centered program is designed with your child's developmental needs in mind. Our program is Monday through Friday from 7:30 a.m. till 5:30 p.m. Summer Day Camp is available on a week-by-week basis for Pre-K 4's through completed 8th grade. Our Seminary families have priority in enrollment. For information about curriculum and pricing, please call 504-816-8585 and ask for the Childcare Director.

OUR EDUCATIONAL PHILOSOPHY

1. Children learn best through play. Each day children are engaged in both structured and unstructured play activities.
2. Children learn best when programming is developmentally appropriate.
3. Children learn best when accommodation is made to their learning style.
4. Children learn best when they feel ownership for their learning experience and environment.
5. Children learn best when allowed to progress at their own pace.
6. Children learn best when the learning environment addresses the development of the whole child.
7. Children learn best in an environment where they feel secure.
8. Children learn best in an environment where they are valued as unique and significant individuals created by God in His image. We believe that because each child has value in God's eyes he must have value in our eyes.

(Psalm 127:3; Mark 10:13-16)

9. Children learn best when their families are a part of the learning process.

R. PROVIDENCE GUEST HOUSE:

Located across the street from the Hardin Student Center, the Providence Guest House is an affordable seminary guest facility available to students and their guests. PGH can offer clean, safe, hotel-style rooms with cable TV and internet. Dorm-style rooms are also available for students and groups needing more economical housing during the school year. The lobby for checking into guest housing is maintained from 6:30 a.m. till midnight each day. To make reservations or obtain additional information, call (504) 944-4455.

The Director and Office Assistant are available to assist group leaders in arranging lodgings and planning activities (e.g. River Boat Cruises, Audubon Zoo, etc..)

CONTACT INFORMATION:

Phone: (504) 944-4455

Mail: 3939 Gentilly Blvd., Box 252 New Orleans, LA 70126

Email: ph@nobts.edu or phdirector@nobts.edu

Web: www.ProvHouse.com

S PUBLIC RELATIONS:

The Gatekeeper is a weekly, online campus publication produced for the seminary family by the Office of Public Relations. It is posted on the seminary website every Monday during the regular academic sessions and twice during the summer. Students receive an email notification after each issue has been posted. The posting notification is also sent to campus offices/email addresses and a list of subscribers. Individuals desiring to place announcements in the Gatekeeper should email publications@nobts.edu or visit the Office of Public Relations by Noon of the preceding Tuesday. NOTE: STUDENTS ARE RESPONSIBLE FOR INFORMATION IN THE GATEKEEPER.

T. RIVER CITY CAFÉ AND PRIVATE DINING ROOMS:

The River City Café and private dining rooms are available for scheduling of special events. Such scheduling must be done well in advance of the event and must be done through the Director of Food Services. No date will be considered confirmed unless it is handled through this office. The event must then be added to the Campus Master calendar.

U. SWAP SHOP:

The SWAP Shop (Surplus with a Purpose) exists to provide an economical means by which the seminary community may exchange or secure quality clothing or small household items for personal use. Contributions of new and gently-used clothes, furniture, books, household goods, gifts, and toys are welcome. The SWAP Shop is a volunteer organization, open six days a week based upon the availability of volunteers. Typical hours are Mon. 9:30-11:30 a.m. and 7-9 p.m.; Tues. 4:35-6 p.m.; Thur. and Fri. 4-6 p.m.; Sat. 9-11 a.m. If you would like to volunteer, please contact Rhonda Smith at 504-481-9656.

V. TESTING AND COUNSELING SERVICES:

1. Members of the seminary family, their spouses, or their children who experience the need for individual, marital, or family counseling may contact the Testing and Counseling Office located in the Hardin Student Center, or by calling 816-8004. Strict confidentiality will be observed.
2. A number of personality and psychology tests are available to members of the seminary community as a tool for personal growth and awareness.
3. English placement testing is required of all students entering Leavell College.
4. An exit test is required for all graduating students during the last semester before graduation.

W. WASHATERIA:

Coin-operated washing machines and clothes dryers are available in the campus washateria, located at the center of Courtyard Apartments. The seminary will not be responsible for damage to clothes. Please report malfunctioning machines to Housing ext. 8595 during regular business hours Monday-Friday, 8 a.m. to 4 p.m.

X. WEDDING POLICY:

NOBTS believes that Christian weddings are primarily a ministry of and belong in the local church. Therefore, the Seminary only allows weddings for full-time faculty and career staff in extreme circumstances where a local church is not available. In such circumstances, Seminary administration approval is required.

CAMPUS RECREATION

For information contact: Recreation Center—ext. 8594; Recreation Director – ext. 8586 or gymdirector@nobts.edu

A. POLICY:

The NOBTS recreational areas are designed to provide wholesome activities for our seminary family and guests. Those who use the areas will be expected to dress and conduct themselves in accordance with the highest Christian values. All entrants to any NOBTS recreational areas (gym, pool, ball field, Sunshine Park, playgrounds, Cypress Park, and the area in and around the gym) enter at their own risk and agree to follow the rules in each area. The seminary does not assume liability for accidents or loss.

B. IDENTIFICATION CARDS:

1. A seminary ID is required for anyone aged

6 and above to use the gym or pool area. Children under age 5 must have direct and present supervision by his/her parent or by a qualified individual who has been designated by the parent.

2. Temporary ID cards for campus visitors are available at the Recreation Center. A charge will be assessed in the amount of \$2.00 per person per day of anticipated use.

C. RECREATION CENTER GENERAL REGULATIONS:

1. Christian conduct is expected at all times. Threatening or demeaning behavior toward others will not be tolerated and will result in loss of recreational privileges. This includes, but is not limited to, fighting, cursing, harassing, and making negative comments about others.
2. Dress should portray our Christian values (nothing immodest or promoting negative behavior.)
3. Shoes and shirts must be worn in the Recreation Center at all times.
4. Non-marking, athletic shoes must be worn on gym court.
5. Wet clothing is not allowed in the building.
6. Tobacco is not allowed in the Recreation Center, pool, or general recreation areas.
7. Food/drink are allowed in the lobby and offices only.
8. Guests must register with the staff on duty. The guest limit is two per ID unless prior arrangements have been made with the Recreation Director. The seminary hosts are responsible for and must be present with their guests at all times.
9. Scheduled activities take precedence over free play times. Check with the staff on duty or the Gatekeeper for current schedule and changes.
10. Personal music is allowed only while working out in the weight room, but headphones must be used.
11. The Recreation Office is off limits to all but Recreation Staff and assistants.
12. Enforcement of recreation policies by the recreation staff has the full backing of the seminary administration. Failure to follow these policies or the instructions of the recreation staff can lead to the loss of the privilege of using the NOBTS recreation areas.
13. All private gym or pool use is to be scheduled through the Recreation Center office. Fees are determined by the size and type of group

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participating.

14. An orientation is required for all first-time users of the weight room. Participant must have a towel and modest workout clothes to use the Weight Room. Children under the age of 18 are not allowed in the weight room unless signed written consent has been issued by the Recreation Director and Dean of Students.
15. Running unless on approved equipment is not allowed in the Game Room, Weight Room, or Lobby at any time.
16. Sitting or standing on any game table is strictly prohibited.
17. Children under the age of 10 must be supervised by a parent/guardian while playing pool.
18. An individual must present his/her own seminary ID to enter the Recreation Center. In order to check out equipment, an individual must sign for the equipment. When the equipment is returned, a Recreation Staff member will sign off that it has been returned.
19. Misuse of equipment is reason for loss of gym privileges and repair expenses will be charged to the individual or individual's family member's student account.

D. POOL REGULATIONS:

1. Activities in the pool area will be under the supervision of either the pool manager or the lifeguard(s) on duty. People in the pool area are responsible for adhering to the instructions of the lifeguard(s) on duty.
2. A seminary ID card will be required of all those entering the pool. The only exceptions are children under the age of 6 who are being supervised by a responsible adult (18 years or older), or private reservations. Guests must purchase a temporary ID from the Recreation Staff prior to entering the pool.
3. No one under the age of 17 can sponsor a guest at the pool. All guests 17 and under must be sponsored by an adult (18 or older).
4. Only attire or behavior in keeping with the highest Christian standards will be permitted. No indiscrete bathing suits allowed, including bikinis, or other swimwear showing midriff. Street clothes, including cut-offs, are not permitted in pool area, except for adults supervising children.
5. Running and rough play are not allowed in the pool area.
6. Anyone (adult or child) who violates any of these rules, misuses the equipment, or fails to follow the instructions of the lifeguards will lose the privilege of using the NOBTS recreation areas.
7. All flotation devices and pool toys are subject to approval by the lifeguard on duty prior to use.
8. CHILDREN:
 - a. Anyone between the ages of 6-17 must be on record and possess proof of passing the swimming test as well as a permission statement signed by

parents or guardian whenever unaccompanied by a parent or adult sponsor.

- b. Anyone unable to pass the swim test must be accompanied by parent or guardian in the deep end of the pool.

9. WADING POOL:

- a. The wading pool is reserved for children 5 years old and younger. The use of pool shoes is recommended.
- b. Parents are responsible for the direct supervision of their children in the wading pool.

E. OUTDOOR RECREATION AREAS:

1. GENERAL INFORMATION:

- a. Quiet hours are from 10:00 p.m. to 8:00 a.m.
- b. Children 12 years and below must be supervised by an adult at all times.
- c. Playground equipment is for children ages 2-12 only.
- d. No pets of any kind allowed.
- e. Dispose of your own trash.
- f. No lighting systems may be used after dark except those in Sunshine Park Pavillion.
- g. Be considerate of others who are resting or studying.

2. CHAPEL QUAD: Recreational and sports activities are prohibited on the front block of the campus due to the upkeep of the grounds and due to safety concerns related to the underground irrigation system.

3. PICNIC AREAS: Anyone who is part of the NOBTS family may use the various picnic areas on campus. Reservations must be made to place the event on the campus calendar by calling the Dean of Students (x3283). There is no charge, but every group is responsible for protecting the parks and for cleaning up the area used.

4. SUNSHINE PARK: A Family Recreation Area is located in the quad behind Willingham, Lipsey, Dement and Crutcher apartments. This area includes a playground for children, soccer field, basketball court, volleyball court, and walking track. Standard outdoor recreation regulations apply. Additional regulations include:

- a. No pets of any kind are allowed in the park.
- b. Walking Track: The walking track is made of special, soft material for your comfort. Certain items will destroy the material. Please no cleats, spikes, skateboards, scooters, bicycles, or inline skates. Be considerate of other walkers and pull empty strollers, toys, etc. off of the track.
- c. Exercise Stations and Volleyball Courts:
 - i. Volleyball court is for volleyball play only.
 - ii. No horseplay on the exercise stations; please use them in their intended fashion only.



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driver's side windshield directly below the brake tag or inspection sticker. If there is not enough room beneath the brake tag, then the decal may be placed above. Leave 1/2" beneath the decal for the annual validation sticker.

3. Vehicle registration constitutes displaying a current NOBTS decal. Decals are obtainable from the Housing Office.
4. Every motor vehicle being operated by a student or any member of his/her family must be registered and have a decal displayed according to instructions given at time of purchase. If one's decal is lost or illegible, a new decal must be purchased from the Housing Office. A replacement decal will cost \$3.00. Decals are not transferable.
5. Every vehicle must conform to state and city laws with regard to registration and safety requirements.
6. LOUISIANA LAW REQUIRES ALL CHILDREN UNDER THE AGE OF 6 YEARS OLD WEIGHING 60 LBS OR LESS TO BE SECURED PROPERLY IN A CHILD RESTRAINT SAFETY SEAT.
7. Anyone who drives in the state of Louisiana must carry liability insurance.
8. A grace period of 5 business days from the time any vehicle is brought on campus is given for individuals to register that vehicle with the Campus Police. New vehicles with dealer plates must acquire a temporary hang tag from the Guard House until the permanent tag arrives. At that time, a decal must be obtained. If the vehicle arrives during non-business hours, a temporary hang tag must be acquired from the dispatcher at the main entrance Guard House until a proper decal can be obtained.
9. Students who reside in seminary housing but are not registered for classes must obtain a decal from the Housing Office by presenting their letter of approval to live in seminary housing from the Dean of Students.
10. The NOBTS decal is not transferable and must be removed under the following circumstances: change in ownership of the vehicle; termination of association with NOBTS; change in status which would change one's eligibility for car privileges or type of registration decal; or revocation.

B. PARKING REGULATIONS:

1. Each apartment tenant family is provided only one parking space either in front or at the rear of its apartment building. Second vehicles must be parked elsewhere in legally designated parking areas. Third vehicles or more must be parked in the overflow area west of the dormitories. Dormitories and school buildings have designated parking areas. Relatives and friends who visit the campus must park in spaces which have not been reserved for campus residents. They must display in the front window of their vehicle a temporary parking permit secured at the Providence House or the dispatcher at the

main entrance Guard House.

2. Designated street parking is permitted only on one side of the street. Parallel parking on Leavell Lane/ Providence Place between Gentilly Boulevard and Mirabeau Street is not permitted on either side of the street. Parallel parking on Seminary Place is allowed only on the East side of the street. There is no parallel parking on the north side of the Manors, which is located on the south side of Berry Athletic field.
 3. All parked vehicles must be properly positioned within the boundaries of the place designated (no backing into diagonal/slanted spaces or one way areas.) Vehicles must enter and exit parking areas only according to indicated traffic flow patterns.
 4. Handicapped parking places are reserved 24 hours per day and are not intended for people with minor temporary handicaps.
 5. Inoperable vehicles are considered abandoned two weeks after being identified and are subject to being towed at the owner's expense.
 6. Students are not allowed to park in designated faculty/ staff areas. Parking areas are designated: Green - Student; Blue - Faculty; Red - Staff.
 7. No parking is permitted in driveways, turn-around areas, sidewalks, loading zones, or where the street curb is painted yellow. No driving or parking on the grass is allowed under any circumstances, except for emergency and/or service vehicles.
 8. Trailers (camping, boating, moving, etc.) and trucks (other than pickups) are to be parked in the designated parking area against the fence in the William Carey dormitory parking lot along the west side of campus and must bear an NOBTS decal, or a temporary parking permit which can be secured at the Providence House or the main entrance guard house.
 9. Buses owned, leased, or operated by NOBTS students, staff, or faculty must be parked in the area designated by the Director of Campus Police and have a valid NOBTS decal properly displayed. Buses used by visiting groups must be parked in the Hardin Student Center parking lot.
 10. Parking in the Library turn-around is for authorized vehicles only. Authorized vehicles should park facing south.
 11. General parking behind the Hardin Student Center is prohibited. These spaces are for designated staff only. Traffic flow in this area is one-way, west to east, toward Press Drive. Parking along the west fence behind the President's House is for faculty only.
- C. VEHICLE MOVEMENT REGULATIONS:
1. The speed limit on the Seminary Campus is 15 MPH unless otherwise posted. All parking lots are 10 MPH.

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2. If you observe an emergency vehicle behind you, pull to the right side of the street or into a parking lot and stop. Do not block traffic. The officer may or may not be pursuing you.
 3. The following vehicle movements are prohibited:
 - a. Failure to stop or yield at appropriate signs.
 - b. Failure to obey signs regulating movement.
 - c. Exceeding the speed limit, or exceeding a safe speed for special conditions, such as severe weather or traffic or pedestrian congestion.
 - d. Reckless driving and/or endangering life or property.
 - e. Passing moving cars going the same direction.
 - f. Following too closely.
 - g. Driving on the wrong side of the street, or driving the wrong way on a one-way street or in a parking lot.
 - h. Failure to yield to vehicle having the right-of-way.
 - i. Driving against the natural flow of traffic.
 - j. Driving without a current license plate.
 - k. Driving without a current driver's license.
 - l. Driving without proper insurance.
 - m. Failure to yield to an emergency vehicle.
 - n. Failure to yield to pedestrians crossing at a marked cross-walk. All vehicles should yield to pedestrians at any time or place when it is necessary to avoid an accident.
- D. ACCIDENTS:
Any accident involving a motor vehicle resulting in personal injury or property damage must be reported to Campus Police immediately. The involved vehicle(s) should not be moved and the person(s) involved MUST NOT LEAVE the scene of the accident.
- E. RESPONSIBILITY FOR DAMAGE:
New Orleans Baptist Theological Seminary is not responsible for damage caused by another vehicle in the process of parking or driving on campus. All vehicles are operated or parked on campus at the owner's or operator's risk. NOBTS is unable to assume responsibility for vehicles or their contents.
- F. TRAFFIC CITATIONS AND FINES:
1. Parking and speeding tickets will be issued by the Campus Police and/or the New Orleans Police Department.
 2. Parking and speeding fines will be posted to the violator's account.
 3. Seminary residents are responsible for the actions of their guests. A violation by a guest may result in the resident being cited or other administrative action.
 4. FINE SCHEDULE:
 - a. Failure to properly display a NOBTS vehicle decal - \$5.00
 - b. Parking violations except as stated below - \$7.50
 - c. Unauthorized parking in spaces reserved for the handicapped - \$12.50
 - d. Moving violations (speeding, failure to yield or stop, reckless driving, etc.): 1st offense - \$15.00; 2nd - \$25.00; 3rd - \$35.00 and letter sent to the Dean of Students Office.
 5. Three moving or six parking violations in a year may result in a revocation of one's parking permit and all driving privileges on campus. Violations resulting in injury or damage may result in the immediate suspension of driving privileges, regardless of the number of previous offenses.
 6. Any questions concerning a ticket should be addressed to the Campus Police Chief. Any person wishing to contest a ticket must fill out a violation complaint form, obtainable in the Campus Police Office, within 5 business days of the violation.
- G. BICYCLE REGISTRATION:
1. Spaces are provided to accommodate individuals who desire to park motor vehicles on campus. Parking spaces must not be occupied by bicycles.
The following ordinance is suspended until further notice. Sufficient warning will be given when the ordinance is reinstated.
 2. An ordinance of the City of New Orleans requires that all bicycles be registered. Failure to comply with this law may result in a fine or confiscation. Bicycles will be registered one time with a City of New Orleans decal and annually with an NOBTS approved update decal. Annual registration will coincide with vehicle registration. Bicycle owners will be required to come to a designated location where an NOBTS Police officer will issue and place a decal on the bicycle. All bicycles valued at over \$100 will be charged a fee of \$3 for registration. All bicycles with less than a 26" wheel and or valued at less than \$100 will receive the registration decal at no cost.
- H. BICYCLE, SKATEBOARD, INLINE SKATES AND SCOOTER GUIDELINES:
1. No ramps, rails, or other devices may be used anywhere on campus properties.
 2. No bicycles, skateboards, inline skates, scooters, or other man-powered, electric- or gas-operated conveyance are allowed in the quad area in front of the chapel.

All modes of conveyance must yield the right of way to pedestrians and must not obstruct pedestrian areas.
 3. Parents, guardians, or persons with legal responsibility for children under the age of 12 are required to ensure any child riding on a roadway, bicycle path or other public right of way wears an approved helmet fastened securely upon the head.
 4. Children and adults over the age of 12 are strongly encouraged to wear helmets and protective gear.
 5. Anyone operating a device in an unsafe manner will have

their device confiscated by Campus Police. Parents may contact the Dean of Students who will make the final decision as to whether or not the device can be operated in a responsible manner.

I. FIREARMS AND WEAPONS:

1. It is required that firearms be kept under lock at all times or locked in the trunk of the owner's automobile.
2. The use or carry of any type of weapon on campus is prohibited, except for campus police or other appropriately commissioned law enforcement officers.
3. The use of air-powered guns (BB Guns, pellet guns, AirSoft guns, etc.) is prohibited on campus.

J. FLOODING:

In the event flooding should occur on campus, temporary regulatory signs will be placed in the necessary locations. Please pay close attention to these signs and observe the safety changes.

FACILITIES AND SERVICES

A. ACADEMIC COUNSELING:

Academic counseling is available to all students. Leavell College provides academic counseling for all undergraduate students. Music students should seek advising from the Church Music Ministries division. Doctoral students receive their academic counseling through the Research Doctoral Programs Office or the Professional Doctoral Programs Office.

B. ASBESTOS POLICY:

In compliance with the Environmental Protection Agency's

SEMINARY HOUSING — 28



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SEMINARY HOUSING INFORMATION

Information contact: Housing Office - ext. 8595

GENERAL REGULATIONS:

1. The seminary maintains dormitories and several types of apartments. Each type of housing is affected by general and unique regulations.
2. Residents shall comply with all the rules, regulations, codes, and ordinances of the seminary, the Board of Health, and the city applicable to said housing units and premises. Of particular importance:
 - a. All stairwells and alcoves of all resident buildings must be kept completely clear at all times. NO storage of any materials is allowed at any time.
 - b. New Orleans city fire codes require that no barbeque grills be used within 15 feet of any campus structure.
3. The Seminary's policy does not allow students to repaint apartments due to additional cost at end of lease to recondition apartment. Please understand if additional work is required there will be a standard labor rate plus materials fee charged to the resident. Please contact Housing if you have any questions about this policy.

ELIGIBILITY:

1. Housing units are reserved for full-time students in the primary Fall and Spring semesters.
 - a. A housing unit may not be held by a student enrolled for less than twelve credit hours (Undergraduate) or nine hours (Graduate) per semester. Academic workshop hours and Internet courses do not count toward full-time status.
 - b. Failure to register during Fall and Spring semesters automatically terminates the student's housing privilege. A written vacating notice must be submitted and the housing unit vacated within 14 days (for dorm residents) or 30 days (for apartment residents) of the beginning of a semester in which the student is not registered.
 - c. Dorm rooms may be assigned for summer workshop students, depending on availability. A minimum stay of one month is required.

GUEST POLICY:

- a. Eligible Family Residents: No person other than a currently enrolled student, his or her spouse, and their dependent children will be allowed to reside in an apartment except upon special permission from the Dean of Students.
- b. Family Housing: Guests may stay for up to 4 days.
- c. Single Student Housing: Single students must have prior approval from the Dean of Students.
- d. In this case, students are responsible for obtaining a temporary parking permit at the Dean of Students office.

HOUSING TENURE:

- a. Under normal circumstances, Associate, Bachelor, and Master students will be allowed to occupy seminary housing through the uninterrupted completion of their first degree program. Uninterrupted completion is interpreted to mean tuition as a full-time student in consecutive primary semesters from start to finish.
 - b. Students must vacate their housing units within two weeks after completion of requirements for graduation. A written vacating notice must be submitted 14 days (dorm residents) or 30 days (apartment residents) prior to the afore stated deadline.
 - c. Should the resident be approved to work on another degree, or in the event of other unique circumstances requiring the extension of housing, the student must apply for an extension with the Dean of Students Office in the Hardin Student Center. Housing extensions will be considered case by case and with attention to anticipated housing needs and length of previous tenure of the applicant. Application does not guarantee that an extension will be granted.
4. Doctoral and Second Degree Student Housing. Priority for on-campus housing assignments is given to Associate, Bachelor, and Master level students in their first degree program. Doctoral or second degree students may receive on-campus housing continuances or assignments at the discretion of the administration on a space available basis and must be renewed each semester.
 5. A deposit fee is required on all apartments and dormitories. See fee schedule in the current academic catalog for deposit amounts.
- ### ASSIGNMENT:
1. All apartment assignments are made by the Director of Housing
 2. Moves from one apartment to another are not permitted except in the case of a couple without children becoming parents while living in couple housing. In such a case, the couple would be required to move to family housing. Moves from two bedroom apartments to the larger Farnsworth building or Manor apartments when families meet the eligibility requirements for these areas are also permitted.
- ### RENT:
1. Rent shall begin on the date the housing unit is assigned to the individual, whether the keys have been picked up or not. It is prorated per day for the first and last months of occupancy when proper notice is given.
 2. The Rental Agreement, signed at the time of occupancy, becomes, in fact, an addendum to this document, a copy of which is given to the student at the time the agreement is signed.

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3. Rent will be posted on the first business day of each month.
 4. Rent charges and other seminary related charges are posted to the student's account in the Business Office and should be paid there in accordance with the statement in the Finances Section in this Handbook. The accrual of unpaid rent or other charges may result in eviction from seminary housing.
- E. ALTERATIONS TO PROPERTY:
1. Unauthorized alterations of any kind shall result in forfeiture of the rental deposit.
 2. CEILING FANS: Residents can request additional ceiling fans for their apartment, with the exception of Courtyard and Willingham Manor. The resident should make their request to the Facilities Department at ext. 3230 or by emailing their request to fixit@nobts.edu. There is a \$75 dollar fee which the resident is responsible for, which covers the cost of the Facilities department purchasing an appropriate fan and installing it. When the resident vacates Seminary housing the fan remains the property of the Seminary. This is the only approved process for obtaining additional fans in any Seminary apartment.
 3. SMOKE DETECTORS: Do not remove smoke detectors. Taking a smoke alarm down in an apartment or dorm not only threatens the residents of that dwelling, it puts everyone living in that building and adjoining buildings in danger. The resident is responsible for replacing the battery. The smoke detector requires a standard 9 volt battery. To replace battery and stop the beeping, follow these steps: Replace battery, hold down the button on the face of the smoke detector for approximately 8 seconds. This resets the network that the apartment's smoke detectors work on. Beeping should stop. If you have any questions about replacement of a battery or the beeping of a smoke detector contact the Facilities Department at ext. 3230 or by emailing fixit@nobts.edu.
- F. APPLIANCES:
Residents in apartments are required to use the appliances (stove and/or refrigerator) provided by the seminary. Appliances cannot be removed from housing unit.
- G. AUTOMOBILE REPAIRS:
Minor car repairs, requiring no more than 24 hours to complete, may be conducted in the parking spaces; however, each resident doing such work must not drain oil onto the pavement or in storm drains and must clean up the area. Old oil should be discarded in appropriate manner. Vehicles must not be left unattended at any time while elevated on jacks or ramps.
- H. BICYCLE STORAGE:
Bicycles must be kept in the racks provided for each building for safety and appearance. Lock chains are recommended.
- I. COMMON AREAS:
1. Each resident is required to keep entrance halls, front and back, free from trash and personal belongings at all times. This includes hanging pots for plants. Failure to comply with this regulation will be written up by the buildings resident assistant and may result in the confiscation of the item(s) in question if not moved by the date specified on the violation notice.
 2. Each resident is responsible for assisting with the cleaning of common areas in his/her building (halls, stairways, landings, and porches.)
 3. Skateboards, skates and other riding toys are not permitted on the porches at any time.
 4. Picnic-pads are available on a first-come basis. These areas are available to all campus residents. The cleanliness of these areas is the responsibility of those who use them.
- J. CONSTRUCTION AREAS:
All residents are required to keep their children from maintenance and construction areas at all times.
- K. DAMAGE EXPENSE CHARGES:
Whenever damage to any housing unit results from misuse or neglect, the expenses for such repairs shall be charged to the resident at a fixed rate as repairs of any kind are made. This includes extensive repainting. Forfeiture of deposit will also apply.
- L. FIRE SPRINKLER DRAINS AND VALVES:
1. Several apartments contain sprinkler drain valves in them. At no time shall the valve be tampered with.
 2. An official seminary representative and/or emergency personnel are the only persons authorized to adjust these drains.
- M. GARBAGE PICK-UP:
1. Garbage pickup on campus is provided by the seminary 2 days each week, Tuesday and Friday, between the hours of 7:00 a.m. and 10:00 a.m. All garbage must be in strong plastic bags, securely tied, and placed at the street no earlier than 7:00 a.m. and no later than 10:00 a.m. on the day of pickup. Personal exterior garbage containers are not permitted.
 2. The designated location for trash disposal at times other than normal pick up days is at the garbage trailer at the Facilities Department. Trash may be placed in this trailer on non-designated pick up days. Boxes should be broken down and placed in the designated bin.
 3. If trash is found in a non-designated area or outside at a non-designated trash time, there will be a \$25.00 fee charged to the resident for each occurrence.
- N. GROUNDS:
1. Residents may not place anything on the grounds that will interfere with the care of the grounds.
 2. Please completely clear any personal items from the

immediate grounds surrounding your complex by 6 a.m. each morning, so as to facilitate any work that may need to be done in that area.

3. Items blocking stairwells, foyers, breezeways, sidewalks, and other egress points at any time during the day will be subject to removal as per local fire-code regulations.

O. HAZARDOUS MATERIALS:

1. The outdoor storage of flammable, poisonous, or any other material the seminary shall deem as hazardous is strictly forbidden. Highly flammable liquids such as gasoline, kerosene, etc., are not permitted in or around seminary housing. These materials must be stored in an off-campus location.
2. Household items such as spray paint, charcoal lighter fluid, and/or other dangerous household materials may be stored inside the apartment in a well ventilated space out of the reach of children.

P. LIGHTING:

Each resident is responsible for replacing burned out light bulbs in his/her housing unit as needed. Bulbs may not be removed from areas of the buildings common to all residents. Do not put bulbs requiring more than 60 watts in any permanent fixture (one attached to wall or ceiling) in any dorm room, apartment, bath, or hall.

Q. LOCKOUT:

Contact Campus Police at 504-944-7711 for all lockouts. See Maintenance Request section S.

R. MAIL BOXES:

1. All residents are required to keep mail boxes locked, if a locked box is provided.
2. In order to receive mail on campus all dormitory and Courtyard Apartment residents must have a P.O. Box in the Seminary Post Office.
3. Apartment residents are never to use 3939 Gentilly Boulevard or NOBTS in their return address.

S. MAINTENANCE REQUESTS:

1. 7:30 a.m. to 4:00 p.m. - Direct requests to the seminary Facilities Department at fixit@nobts.edu or 282-4455, ext. 3230.
2. EMERGENCY REQUESTS AFTER HOURS AND ON WEEKENDS:
 - a. Call Campus Police at 944-7711 for maintenance needs, lock-outs and etc.
 - b. Call 9-1-1 and 944-7711 for fire, medical, criminal, or other such emergencies.

T. OUTDOOR AREA (RECREATION, STORAGE, TOYS):

1. The use of personal gym sets and/or swings is prohibited. No ropes or chain swings may be attached to any tree or laundry pole on the campus.
2. Outside water toys are prohibited. In an attempt to conserve water, outside water toys that require connection

to seminary water spouts are not allowed. This includes portable swimming pools.

3. Any temporary or permanent building or masonry work (i.e., a barbecue pit, storage shed, etc.) is prohibited.

U. PARKING:

Each resident is required to park in the assigned parking area. Only one space per apartment is provided. Information regarding the parking of additional vehicles or equipment and other parking regulations may be found in the Campus Police section of this handbook.

V. PERSONAL PROPERTY LIABILITY:

Each student resident is responsible for the insurance of all personal property. The replacement, cleaning or repair of the contents of dormitory rooms and apartments which may be lost or damaged by any means while in or on seminary property is not the liability of the institution. Every family is urged to invest in renter's insurance.

W. PEST CONTROL:

The Facilities Department of the Seminary is responsible for Pest Control in all campus buildings. This responsibility requires the Seminary Pest Control Technician to regularly treat all buildings, both inside and out for common household pests. Each resident can help control the pest population by keeping their dwelling clean. Garbage, food or dirty dishes should be appropriately cleaned, discarded or stored. Any pest control problems should be reported to the Facilities Department at ext. 3230 or by emailing the problem to fixit@nobts.edu.

X. PETS:

No animals of any kind (exclusive of aquarium and small caged pets) are allowed in seminary-owned student housing units. Dogs, cats, and ferrets are not considered to be small caged pets. Aquariums must not be any larger than 25 gallons.

Y. PRIVATE BUSINESS:

1. **LOW PROFILE BUSINESS POLICY:** Door-to-door solicitation is not allowed on campus at all. Some low profile business operations, not requiring city permits or state licensing, may be engaged in from the student apartments. These activities cannot require that the apartment be used for storage or as a warehouse. Business activities which require bringing off-campus people onto the campus for the transacting of business, the finalizing of any agreement, or the completion of any sale must be approved in advance by the Dean of Students.
2. **GARAGE/YARD/PORCH SALES:** Garage, yard, or porch sales are not permitted on campus. Students having items for sale may post notices on the bulletin board in the student center after approval by the Dean of Students Office.
3. **BABY SITTING:**
 - a. No member of any seminary student family shall engage in regular baby-sitting for anyone else's

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children in the baby-sitter's apartment (i.e., for more than one or two days in any week, or for more than two weeks in a row.)

- b. Liability factors make it necessary that the seminary forbid any baby-sitting in any seminary apartment for any off-campus children at any time. Any student or student's spouse accepting the responsibility of baby-sitting off-campus children must go to that infant's house or to a neutral location off-campus.
- c. Whenever possible, even short-term baby-sitting should occur in the apartment of the child or children being attended.

Z. REASONABLE CARE:

Each resident shall take good care of the housing unit assigned, including its fixtures, and, to the best of the resident's ability, will see that no injury or misuse shall occur. Upon vacating, the resident shall remove any personal belongings and leave the housing unit in good order and condition. Failure to do so will result in the forfeiture of the resident's deposit. Additional charges may apply.

AA. RIGHT OF ENTRY:

The seminary reserves the right to enter a student's apartment/room to check conditions, perform repairs, routine maintenance such as Pest Control and AC Filters, and to respond to emergencies either with the consent of the student, or with the authorization of the seminary President, VP of Business Affairs, Associate VP of Facilities, or Dean of Students.

BB. SOLICITATION:

No peddling or soliciting or commercial enterprise is allowed on campus. Violations should be reported to Campus Police immediately.

CC. SOUND EQUIPMENT:

Loud radios, stereos, or production of other disturbing noises are not permitted. Please be considerate of your neighbors.

DD. TV HOOK-UP:

1. Exterior TV antennas are not permitted (this includes satellite dishes of any kind.)
2. Cable service is available. One cable TV outlet has been installed in the living room area of each apartment. Additional Internet cable outlets may be added in any room at the occupant's expense. Occupants must contact the local cable service operator to arrange for service. Please contact the Housing Office for the name and phone number of the present Cox Cable TV representative.
3. Cable service is provided in lobby of each dormitory but may be installed in dormitory rooms at occupant's expense.

EE. UTILITIES:

1. WATER: Residents of housing units in which water is supplied by the seminary are expected to use water conservatively, as if each paid a personal water/sewerage bill each month. Vehicles may not be washed by students

except in the car wash facility provided.

2. GAS AND ELECTRICITY: In apartments where utilities are not furnished, each resident has individual meters for gas and electricity and must deal directly with ENTERGY (1-800-ENTERGY) both for connecting and disconnecting services.
3. Residents may not use exterior electric outlets and water sources without prior permission from the Facilities Department.

FF. WATERBEDS:

1. Waterbeds are not permitted in dormitories or apartments.
2. Resident Liability: Should damage occur to seminary property as a result of illegal placement, use, or maintenance of a waterbed, the resident will be held responsible for damage compensation. The seminary will be the sole determiner of extent and value of loss.

SPECIAL HOUSING REGULATIONS

In addition to the housing regulations stated previously, the following special regulations for specific buildings or areas must be honored by residents.

A. LIPSEY/CRUTCHER/DEMENT:

1. Breaker boxes must be accessible at all times. Nothing should be on top of or in front of these boxes.
2. Resident may only use storage area assigned to occupied apartment. For questions and specifications, please contact the Housing Office.

B. MANOR/OAKS APARTMENTS:

1. BALCONIES:
 - a. All second and third floor apartments have balconies. Items may not be draped over the railing.
 - b. Please do not use the balconies for storage. While some items may be left outside, balconies should be kept in a neat and orderly fashion.
 - c. The hanging of plants and/or window boxes may be done under the following conditions: (1) the building is not altered in any way, and (2) the item is not hung to the outside of the railing. NOTE: Please use a watering saucer to prevent water leaking over the side and onto the balcony below.
2. BREEZEWAYS:
 - a. A narrow shoe-rack may be kept outside of your apartment door on the side closest to the center of the breezeway. If you do not keep your shoe rack in an orderly fashion, this privilege may be revoked.
 - b. NOTHING ELSE MAY BE STORED OUTSIDE OF YOUR APARTMENT.

C. WILLINGHAM MANOR:

1. Grills must be stored under the Pavilion in Sunshine Park.
2. Each apartment has one specified parking spot in the lot.

All secondary vehicles should be parked across the street in the Carey Overflow parking lot.

D. FARNSWORTH APARTMENTS

1. BALCONIES

- a. All apartments have front balconies. Items may not be draped over the railing. Large items may be hung to dry but must be removed the same day they are placed outside. Clothing may not be dried on railings.
- b. Please do not use the balconies for storage. While some items may be left in front of your storage area (folding chair, small cooler, etc), balconies should be kept in a neat and orderly fashion. There must always be easy access to exterior storage unit to access sprinkler system.

E. COURTYARD APARTMENTS:

1. Seminary-owned furnishings cannot be removed from rooms or apartments.
2. Do not paint rooms, walls, cabinets or apartment.
3. Dating practices should be conducted with propriety and in accordance with Christian standards. Behavior contrary to such standards is addressed in the section of Ethical Conduct in this handbook.
4. Residents are encouraged to use seminary provided grills in the courtyard picnic area.
5. Nothing can be stored in the walkways.

F. DORMITORIES:

1. Dormitory rooms are maintained for men and women. Room assignments are made in the Housing Office upon arrival.
2. A breakage fee deposit is required. This amount will be refunded in full when the student vacates dormitory housing, if the room is left clean and in good condition.
3. Small refrigerators and low wattage microwaves are permitted in dormitory rooms.
4. The seminary reserves the right to require that all dormitory rooms be semi-private in occupancy when enrollment makes such occupancy necessary.
5. The dormitories are not only places of living but also studying. Music volume should be at a minimum and noise confined to what is essential for normal dormitory life. QUIET HOURS are from 11:00 p.m. through 7:00 a.m.
6. A student-initiated move within the dormitory will cost \$30.
7. Cooking is not allowed in any dormitory room. All cooking is confined strictly to the dorm kitchen areas located in Carey, Hamilton, and Lipsey Halls.
8. If the air conditioning or heating unit is in operation, it is imperative that windows and storm windows be kept down at all times for the system to function properly.

It is also imperative that no one restrict the air vents in any manner.

9. Space heaters are not allowed.

10. Students must be properly dressed when in hallway areas at all times. Maintenance and Housekeeping personnel are in the dorms throughout the working day, as well as in the dorm during off hours for emergency reasons.
11. Male visitors are allowed in the TV rooms, parlor, and kitchen of Carey Hall. All other areas are off limits. With prior permission, men may assist women, on occasion, when moving heavy packages into a dormitory room. Women are allowed in the lobbies of the men's dormitories.
12. The use of tobacco of any kind is not allowed in the dormitories.
13. Residents of dormitories are not permitted to alter the paint colors of the rooms or the physical structure of the rooms.
14. Seminary-owned furnishings cannot be removed from the room.
15. Practice on musical instruments may not be done in the dormitories.
16. Lounges in the dormitories are for the benefit of all the dormitory residents. Furnishings may not be moved about the room, nor the decor of the room altered. Changes in room decor or furnishings will be done only by the seminary administration.
17. Basic TV cable service connection is provided in each dormitory, located in the lobby.
18. Dating practices should be conducted with propriety and in accordance with Christian standards. Behavior contrary to such standards is addressed in the section of Ethical Conduct in this handbook.
19. Unassigned dormitory rooms are off limits.
20. All residents are encouraged to lock their rooms when leaving even for a short time. The seminary does not assume responsibility for money, valuables, or other personal property left in apartments, rooms, storage rooms, common areas, or elsewhere on the campus.
21. Residents should not place personal items (posters, pictures, etc.) on the walls in the hallways. Each may place a memo pad on his/her door.
22. Children are not permitted in the dorms, except with a parent.
23. Dorm-room lavatories may not be used to wash dishes. Kitchen grade sinks are provided for this use in the kitchenettes.
24. Hallways and stairwells are to remain clear at all times. No bikes or other items may be left in these areas.

G. CAREY HALL:

1. The piano may be played only between the hours of 9:00

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a.m. and 7:00 p.m. Monday-Friday and 11:00 a.m. and 7:00 p.m. on the weekends. Please be considerate of those studying or sleeping during the late hours. The piano was designed for seminary calendared events. It was given by a donor for this purpose.

2. Carey Hall residents must park their cars across the street in front of the dormitory. Parking spaces behind Carey Hall must be left available for residents of Willingham Manor.
 3. Loading and unloading at the back door of Carey Hall is permissible.
 4. Each dormitory resident is expected to participate in dormitory meetings.
 5. Students shall not bring children into the dormitory while baby-sitting. Children are not permitted in the dormitory unless they are accompanied by their parents.
- H. CAREY HALL PARLOR: See Facilities and Services, page 15.
- I. DORMITORY KITCHEN AREAS:
1. Kitchens must be kept neat and clean at all times. Kitchens will be inspected weekly by the Resident Assistant and monthly by the Director of Housing.
 2. Courtesy is expected. Do not use food and appliances that belong to other residents.
 3. Coffee makers, crock pots, popcorn poppers, and hot pots (for heating liquids) are permitted in the kitchen area, where special electrical outlets are provided. They are not to be used in any dormitory room.
 4. Hot plates are specifically prohibited by seminary policy and are not permitted.
 5. Anyone leaving food in the refrigerators must label each item with name and room number. Unlabeled items will be discarded.
 6. Residents are responsible for cleaning interior of refrigerators, stoves, and individual food containers, plates, etc.
 7. Do not dispose of grease or food in sink drains.
 8. While cooking, do not at any time leave food unattended.
- J. DORM CHECKOUT:
1. Before checking out, residents are expected to clear the room of all trash and personal items, remove all food items from the refrigerators, and remove any items stored in the luggage closets.
 2. Residents are also responsible to set up the room in the standard room configuration (diagrams are available through the housing office.)
 3. Failure to comply with these policies may result in the forfeiture of deposit either in part or in the full. Additional charges may apply.

VACATING POLICY

A. NOTICE REQUIRED:

1. Apartments. Each apartment resident is required to give thirty days notice before vacating his or her housing unit. If he/she fails to do so he/she will be liable for rent for thirty days beyond the date the notice is given or until the keys are turned in to housing, unless the apartment is rented in less than thirty days by a new tenant.
2. Dormitory Rooms. Each dormitory resident is required to give two weeks notice before vacating his or her dorm room. If he/she fails to notify the Housing Office, he/she will be liable for rent for two weeks beyond the date the notice is given or until the key is turned in. In addition, all dormitory residents will be required to register their summer housing needs with the Housing office by filling out a summer intent form.
3. Graduation does not exempt the resident from filing the thirty-day written vacating notice, or a two-week vacating notice for dormitory residents.
4. Students receiving exemptions from the Dean of Students are still required to give proper notice.

B. DEPOSIT REFUND:

The deposit and breakage fee will be refunded only if the housing unit is left clean and in good condition, showing only signs of normal wear, and if the proper vacating procedure has been followed.

C. VACATING NOTICE IN WRITING:

Vacating notice must be made in person and in writing to the Housing Office by the completion of a "Vacating Notice" form.

D. REASSIGNMENT OF UNIT:

Once a written vacating notice is submitted, the apartment is available for reassignment.

E. FORWARDING ADDRESS:

As a part of the vacating process, each apartment or dorm resident is required to leave a forwarding address with the Housing Office.

FIRE PREVENTION REGULATIONS

A. FIRE PREVENTION CODE:

Campus fire prevention regulations are designed to be in accordance with the provisions of the New Orleans Fire Department:

Fire Prevention Division
Phone: 529-4311, Ext. 482
New Orleans Fire Department
7-W 11 City Hall Civic Center
New Orleans, Louisiana

- B. Under the provision of Ordinance No. 4912MCS, Article 28, F2841.0 establishing a Fire Prevention Division in the New Orleans Fire Department, no part of a stairway, whether interior or exterior, nor of a hallway, corridor, vestibule,

balcony, or bridge leading to a stairway or exit of any kind shall be used in any way that will obstruct its use as an exit or that will present a hazardous condition. (Extract from the fire prevention code, Ordinance Number 4912MCS, Article 28, F-142.1)

- C. PENALTIES PRESCRIBED: Any person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine not to exceed \$100.00 or by imprisonment not to exceed 90 days or by both. Each day that a violation continues after the service of notice as provided herein shall be deemed a separate offense.
- D. The application of the above penalty shall not be held to prevent the enforced removal of prohibited conditions.

HURRICANE INFORMATION FLYER

- A. Hurricane season lasts from June 1 to November 30. The following information is to advise the seminary family how best to prepare for a hurricane coming into the New Orleans area. During hurricane warnings, all seminary residents are advised to stay tuned to radio station WBSN FM-89.1, television station WWL Channel 4, radio station WWL 870 AM or www.nobts.edu for up-to date weather information. If you have a SelfServe account, you may sign up for the NOBTS emergency text messaging service by going to <http://nobts.edu/NOBTSEmergencyTextMessage.html>. The Mayor's office will be making announcements through the media. If the Mayor or the President of NOBTS recommends that you leave the city, then do so. For information, call 800-662-8701.

If a mandatory evacuation is called every one will leave, except emergency personnel. **STAYING ON CAMPUS IS NOT AN OPTION!**

- B. GENERAL HURRICANE PREPARATION
- Once a tropical storm or hurricane enters the Gulf of Mexico:
1. Remove or secure all objects on the outside of the building, including balconies, that could cause damage if blown by the wind.
 2. Clean the bathtub and fill for fresh water storage. This water can be used for flushing commodes or drinking water if power loss is substantial. Stock up on additional bottled drinking water.
 4. Stock up on non-perishable food items.

5. Make sure your vehicles' fuel tanks are filled before fuel supplies diminish.
6. Keep calm and listen to your weather station for hurricane updates and evacuation orders.
7. If you decide to voluntarily evacuate the campus:
 - a. Please do so with enough time to exit the city and avoid any traffic problems connected with the emergency.
 - b. Listen carefully for news of the school's closing. Additional Hurricane Flyers will be issued in this event.
 - c. REMOVE ALL ITEMS FROM YOUR REFRIGERATOR AND FREEZER AND TAKE THEM WITH YOU SO AS TO PROTECT THE REFRIGERATOR IN CASE OF A LONG-TERM POWER OUTAGE.
 - d. Take all of your vehicles with you to avoid damage and possible flooding.
 - e. Please turn in evacuation data to the Officers at the front of campus.
8. Remain indoors during storm conditions. Blowing debris can injure and even kill. Do not walk in flooded streets as manhole covers become dislodged and create a deadly danger, especially to children.
9. Please note anytime flooding occurs on campus, signs will be posted regarding roads being closed. Please pay close attention to these signs and follow the directions set forth by Campus Police. Moreover, during these times of flooding on campus please observe a Speed Limit of 5 MPH due to wakes caused by your vehicle. Any flooded area on campus becomes a NO WAKE ZONE to help keep water from being pushed into vehicles and residences.
10. After the storm has passed:
 - a. Keep tuned to radio station WBSN FM-89.1, WWL 870 AM or television station WWL Channel 4 for advice.
 - b. Obey Campus Police at all times.
 - c. Do not drive since roads may be filled or blocked by debris, and avoid loose or dangling power lines.
 - d. Stay inside during clean up operations. Do not wander around the campus. Keep children inside until it has been announced by Campus Police that the

danger has passed.

- e. If there has been a lot of flooding, do not drink tap water until it has been determined to be safe.
- f. If no evacuation is ordered, but we lose power, leave your freezer shut. In order to best preserve your food during a power outage, do not open your freezer for any reason. Check refrigerated foods for spoilage if power has been off and remove spoiled food from your refrigerator IMMEDIATELY. Residents are encouraged to keep a cooler so as to keep food fresh.
- g. USE NO OPEN FLAMES IN YOUR APARTMENT, including candles or grills.
- h. Do not use the telephone, except for emergencies. For EMERGENCY ASSISTANCE ONLY, call Campus Police at 944-7711. For information, call the Seminary's toll-free number, 800-662-8701

C. MANDATORY HURRICANE EVACUATION:

If a mandatory evacuation is called then everyone will leave, except emergency personnel.

STAYING ON CAMPUS IS NOT AN OPTION!

- 1. Remove everything from your refrigerator and freezer, and take it with you or dispose of properly. Dumpsters are conveniently located on the way to the front gate. (Do NOT leave trash inside)
- 2. Remove or secure all objects on the outside of the building that could cause damage if blown by the wind.
- 3. Close all windows. DO NOT PUT TAPE ON YOUR WINDOWS.
- 4. Take all of your vehicles with you to avoid storm damage or flooding.
- 5. As you exit the campus, you will turn in evacuation data to Campus Police at the front of campus.

D. EMERGENCY SHELTER INFORMATION:

Be advised that THE SEMINARY HAS NO EMERGENCY SHELTERS ON CAMPUS BUT HAS MADE ARRANGEMENTS FOR SHELTERING IF YOU NEED IT. Shelter information will be listed on the hurricane flyer and can be obtained from the Dean of Students Office.

SEMINARY TELEPHONE SYSTEM

For information contact, Telephone Services ext. 8599; telephone@nobts.edu

A. SERVICE DESCRIPTION:

- 1. The seminary system services each seminary office and all student residences.
- 2. Local and long distance calls can be made and received 24 hours per day on this telephone. All residents living in the housing units indicated are responsible for abiding by the following policies and procedures regarding the system.

B. GENERAL TELEPHONE REGULATIONS:

- 1. WARNING: No operator-assisted calls may be charged to

any seminary system telephone (outgoing or incoming.) This means no collect calls may be accepted and no calls placed from another telephone may be charged to the seminary system phone. Any operator-assisted call charged to the seminary system phone will result in a \$5.00 surcharge per call on the student's account, in addition to the cost of the call.

- 2. LONG DISTANCE CALLS: Long distance calls are billed monthly to the account of the responsible student. In semi-private dorm rooms, the first student assigned to that room receives a computer account of all calls and must settle with the other student assigned to that room. The billing includes length of call, charge, number called, time call was placed, date of call, and destination (state) called.
- 3. DIRECTORY ASSISTANCE CHARGES: Costs for local Directory Assistance (1-411) and Long Distance Directory Assistance (1-[Area Code]-555-1212) will be billed to the student's account.

C. EMERGENCY CALLS:

- 1. The seminary phone system interfaces with the local Phone Company through a number of "trunk lines" which attach to our system in the building next to Shepherd's Corner. When you press "9" on your seminary phone, you access one of the trunk lines, allowing you to dial an off-campus phone. When you call 9-1-1 in an emergency, your seminary phone number (816- 8100) and your address on campus will NOT be displayed on the emergency dispatcher's computer. Instead, the 9-1-1 operator will see only the phone number of the trunk line and the seminary address. Slowly and distinctly, you MUST tell the 9-1-1 dispatcher your name, phone number, correct street address and the nature of the emergency.
- 2. A second problem arises if you accidentally dial 9-1-1 while trying to dial a long distance phone number. The emergency dispatcher's operating procedure states that he/she MUST send a police car to the address displayed on the screen in the event that the caller hangs up during the call. If you unintentionally dial 9-1-1, please stay on the line and simply explain to the emergency dispatcher what has happened and give your correct address. You will not be reprimanded or prosecuted for your mistake.
- 3. In summary, observe the following guidelines when using your seminary telephone:
 - a. Dial carefully.
 - b. In the event of an emergency, call Campus Police at 944-7711. They are closer and can respond more quickly. Then call 9-1-1, and tell the dispatcher your name, phone number, your exact street address and the nature of the emergency. Speak slowly and clearly.
 - c. If you call 9-1-1 accidentally, stay on the line and explain the situation to the dispatcher, including your correct address. Then call Campus Police and

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tell them a NOPD patrol car will be responding to your inadvertent call.

4. REPAIRS: Repair needs should be reported immediately by calling extension 8599 or emailing your needs to telephone@nobts.edu. Costs resulting from abuse or damage to the system will be charged to the student's account.

D. DIALING PROCEDURES:

1. To dial any seminary-system phone number from a dormitory or apartment phone requires only the last four digits.
2. To dial local phones outside the seminary system (on

or off campus), dial 9, wait for a dial tone, then dial the complete 7-digit number.

3. To call long distance direct, dial 9+1+area code and the complete 7-digit number. The cost of the call will be billed to you by the seminary.
4. To call long distance collect, dial 9+0+area code and the complete 7-digit number. Wait for the operator to give instructions on forwarding charges.

E. ANSWERING MACHINE SERVICE - VOICE MAIL:

A message receiving/sending option is available to users of the campus telephone system free of charge. Also a Find Me service is offered free of charge. This service can connect your campus extension to your cell phone. Call extension 8599 or email telephone@nobts.edu for information regarding its use.

F. ALTERNATE LONG DISTANCE SERVICE:

Any student on the seminary system may elect to use a long distance calling card (MCI, SPRINT, AT&T, or some other long distance calling card). That service will provide a calling card for billing and specific instructions for accessing their system. To avoid billing confusion, your calling card number must not reflect the same number sequence as your phone number. Note: Any service used must provide a local access number or a 1-800 access number. Using 9+1 automatically routes the call through the seminary system.

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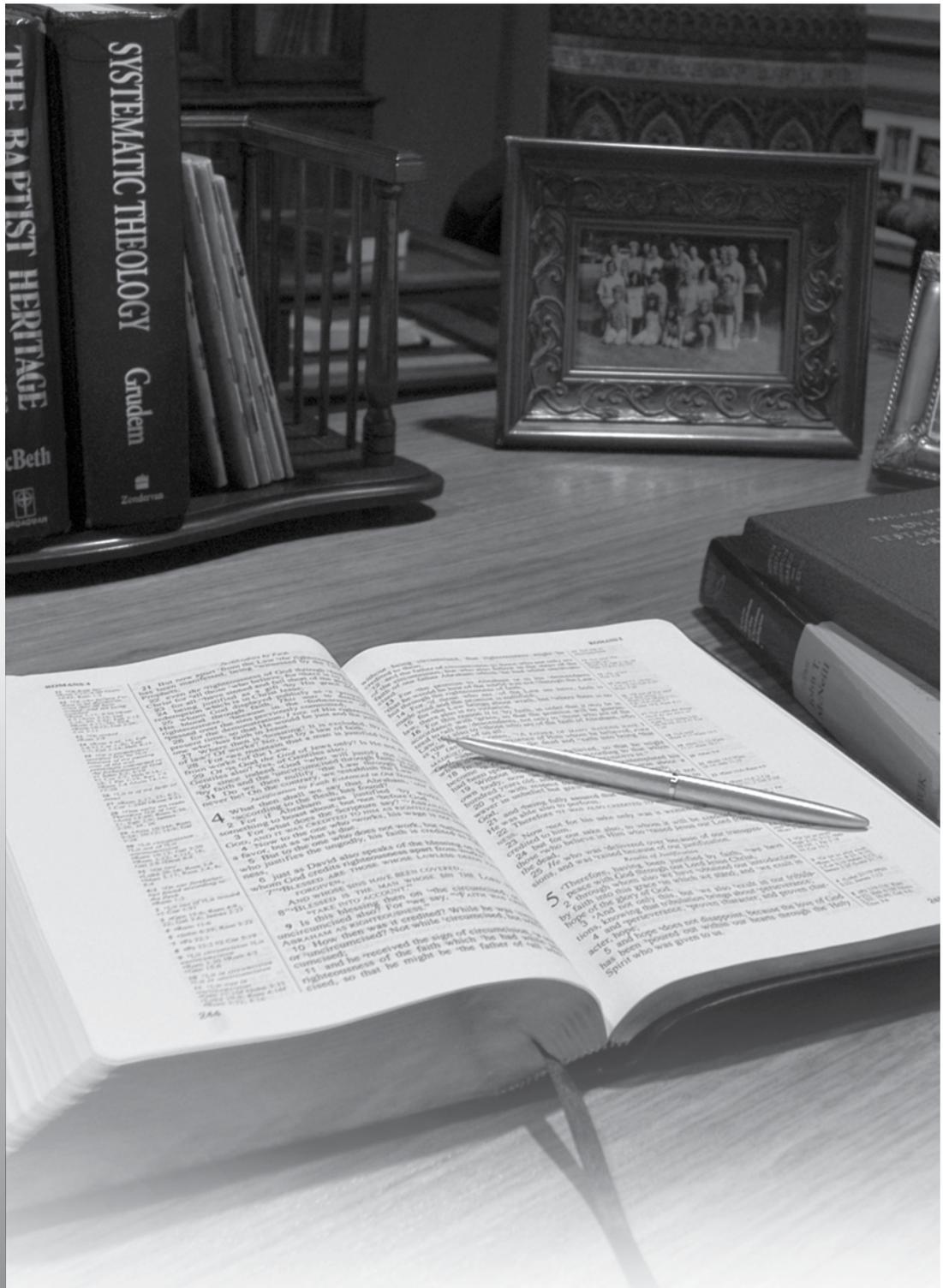


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EXTENSION CENTER INFORMATION

Associate Dean for Louisiana and Mississippi Extension Centers:

Dr. Norris Grubbs, 1-800-662-8701 ext. 3264 or
n grubbs@nobts.edu

Associate Dean for Georgia and Alabama Extension Centers:

Dr. Steve Echols, 1-800-514-1175 or sechols@nobts.edu

Associate Dean for Florida Extension Centers:

Dr. Doug Watkins, 407-514-4412 or dwatkins@nobts.edu

A. GENERAL POLICIES AND SERVICES:

1. Every student is responsible for the General Policies section of this handbook. Some policies obviously apply only when the extension student is attending courses on the main campus. Other statements, such as conduct policies and the handling of personal account balances, are incumbent on the extension student at all times.
2. To the extent logistically possible, extension center students are afforded the same services as students on the main campus. All official student records are maintained in the academic and administrative offices in New Orleans. Access to assistance from Business Affairs, Student Development, Church-Minister Relations, Registrar, Academic Counseling, and Extension Centers Offices is available through the main seminary line (504) 282-4455 or (800) 662-8701. Telephone contact with faculty members must be arranged through the Extension Center Office.

B. STUDENT HANDBOOK:

1. A copy of the Student Handbook is made available to each extension student.
2. Prior to a visit to the New Orleans campus for an Academic Workshop, the extension student should review general administrative policies, campus security policies, and policies governing the use of recreational facilities.

C. ACADEMIC COUNSELING:

Academic counseling is available to all students through the Extension Center director or a member of his staff.

D. BUSINESS OFFICE: See Finances in the General Policies section of this handbook.

E. CAMPUS CLINIC:

Extension center students have access to the services of the Clinic on the main campus while they are attending workshops. See Facilities and Services, on page 16 in this handbook.

F. CATALOG:

1. The Catalog is the official administrative/academic document of the seminary. A copy of each year's edition is made available to every active student. An online version of the catalog is also available on the schools website at www.nobts.edu.
2. Every student is encouraged to pay careful attention to all the academic and administrative policy information

reflected in this important publication. The attention of each extension student is called, as well, to the Extension Center Programs section found in the Catalog.

G. COMPUTER SERVICES: (See the Computer Use Policy on pg. 17)

H. FINANCIAL AID: See Financial Aid listed under the General Policies section of this handbook.

I. LIBRARY UTILIZATION:

1. Library services and policies are available to each Extension Center student via the library web pages. The pages provide specific instructions on how the extension student can make use of the services of the main campus staff of the John T. Christian Library facility.
2. In addition to the direct mail procedure for drawing on the research capacity of the main library, the Extension Center Library arrangements make religion resources available to the extension student in the area in which his or her center is located.
3. All extension centers have library resources available for students. Please contact the Director of your particular extension center for details.

J. INFORMATION ON THE CITY OF NEW ORLEANS:

1. Information about the city of New Orleans is available in the Dean of Students Office.
2. Contact with the mission work in the city can be made through the office of the New Orleans Baptist Association, 2222 Lakeshore Drive, New Orleans, LA, 70122. The telephone number is (504) 282-1428.

K. OPEN DOOR POLICY:

1. The open door policy at NOBTS is descriptive of its commitment to personal attention to students. The administration and faculty have always maintained the practice of being available. Each one is accessible to every student to assist with either academic or administrative matters.
2. Faculty/administrative leaders will make time to assist you personally. Their office hours and teaching schedules are posted on their office doors each term. Making an appointment is the best way to ensure availability.

L. PROVIDENCE GUEST HOUSE: (See also page 20)

1. Facilities are available for housing extension center students and their guests when they have occasion to attend workshops, continuing education programs, and other activities on the main campus. Located across the street from the Hardin Student Center, the recently built Hamm and Henry Halls as well as PGH rooms offer clean, safe hotel-style rooms with cable TV. The lobby for checking into guest housing closes at 12:00 am and reopens at 6:30am. Arrangements for late check-in should be made prior to arrival. To make reservations, call (504) 944-4455 (local) or (888) 886-7276 (toll-free.)

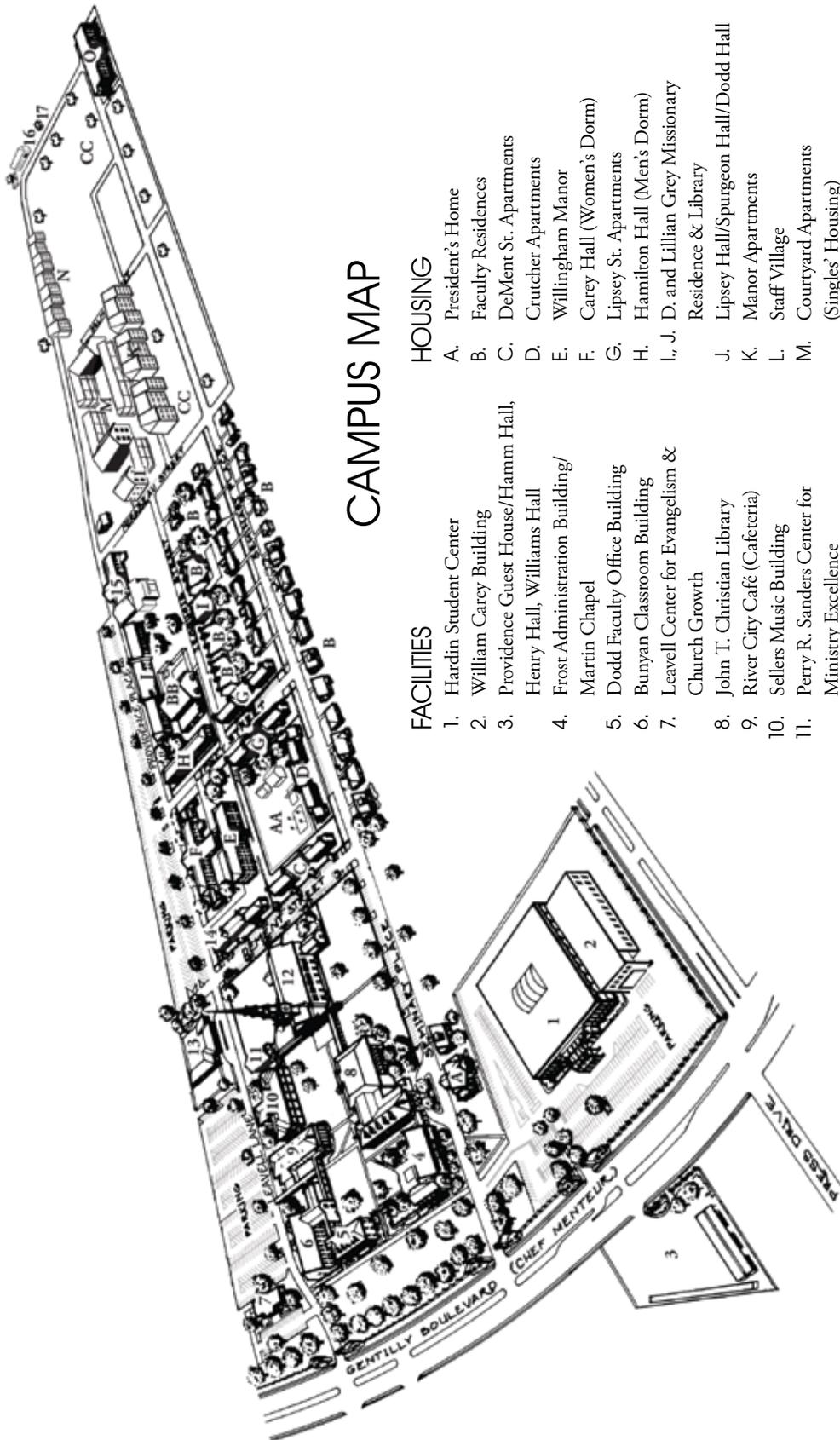
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2. Additionally, dormitory rooms with baths on the hall are available in guest dormitories on Providence Place on the campus. The daily charge for each type of room is affordable.
3. Providence House facilities are also available to SBC church groups and individual members visiting the New Orleans area. A group coordinator is available to assist group leaders in arranging lodgings and planning activities (e.g. River Boat Cruises, Audubon Zoo, etc.).

M. REGISTRATION PROCEDURES AND POLICIES:

For Registration procedures and policies, refer to the sections on admissions & academic policies in the current graduate or undergraduate catalog. The catalogs are available online at www.nobts.edu/academics.

- N. STUDENT IDENTIFICATION CARDS: See Identification Cards section on page 13 listed under the General Policies of this handbook.



CAMPUS MAP

FACILITIES

1. Hardin Student Center
2. William Carey Building
3. Providence Guest House/Hamm Hall, Henry Hall, Williams Hall
4. Frost Administration Building/ Martin Chapel
5. Dodd Faculty Office Building
6. Bunyan Classroom Building
7. Leavell Center for Evangelism & Church Growth
8. John T. Christian Library
9. River City Café (Cafeteria)
10. Sellers Music Building
11. Perry R. Sanders Center for Ministry Excellence
12. Leavell Chapel
13. Preschool Education Center
14. Student Enlistment/Shepherd's Corner
15. Price Center for Urban Ministries
16. Facilities: Maintenance, Grounds, Janitorial
17. SWAP Shop

HOUSING

- A. President's Home
- B. Faculty Residences
- C. DeMent St. Apartments
- D. Crutcher Apartments
- E. Willingham Manor
- F. Carey Hall (Women's Dorm)
- G. Lipsey St. Apartments
- H. Hamilton Hall (Men's Dorm)
- I, J. D. and Lillian Grey Missionary Residence & Library
- J. Lipsey Hall/Spurgeon Hall/Dodd Hall
- K. Manor Apartments
- L. Staff Village
- M. Courtyard Apartments (Singles' Housing)
- N. The Oaks Apartments
- O. Farnsworth Apartments

RECREATION AREAS

- AA. Sunshine Park/Family Recreation Center
- BB. Gymnasium/Swimming Pool
- CC. Playgrounds

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