



WILLIAMS

BAPTIST COLLEGE

# Student Handbook

2017-2018



# **THE COLLEGE**

## **STUDENT HANDBOOK/CATALOG**

Students enrolled at Williams Baptist College (WBC) enter into an agreement to support and to abide by the purpose and mission of the College. The Student Handbook interprets this agreement by clarifying and delineating the policies, regulations, and guidelines that aid the institution's mission and purpose. Students are expected to know the contents of the Student Handbook and the College Catalog and to comply with the stated policies. The Dean of Students acts as editor of the Handbook. All changes, amendments, and corrections should go through the Office of Student Affairs.

## **PHILOSOPHY OF STUDENT AFFAIRS**

A Christian liberal arts college has dual responsibilities in faith and learning. At Williams Baptist College, Christian faith not only forms the foundation for education, but is also a goal in itself. Fulfilling its mission as a "campus of Christian purpose," the College promotes and teaches Christian faith and values hoping to instill in students a commitment to serve God and man. The Student Affairs program is committed to the objectives of a Christian liberal arts college and seeks to provide a living-learning environment that will foster the individual growth and development of each student.

## **WILLIAMS' COLORS**

Williams' colors of blue and white signify patriotism and purity. These colors were chosen by the student body in 1957.

## **WILLIAMS BAPTIST COLLEGE SEAL**

The seal of Williams Baptist College bears the motto "The Campus of Christian Purpose" and the Greek phrase, "MATHETEUSATE PANTA TA ETHNE," ("Make disciples of all nations"), part of Christ's Great Commission. The open Bible represented on the seal is symbolic of the idea that God's word is the source of all truth. The seal was adopted in 1941.

## **STUDENT EXPECTATIONS**

Williams Baptist College deliberately seeks to foster an atmosphere of student life that is conducive for students' personal and academic development. Student life is defined by the policies, curriculum, programs, and activities of the College. Students at Williams are encouraged to become participants in that aspect of campus life where they are best able to explore their talents, learn skills, develop relationships, form a personal value system, and discover a personal identity. All students are expected to conform to the context described by the policies and regulations of the institution.

# **GUIDELINES FOR BEHAVIOR**

## **STATEMENT OF VALUES**

Based upon the premise that each person has specific God-given abilities, and that each person is a part of a greater community which requires cooperation and mutual consideration, our goal at WBC is to provide an atmosphere in which a student may develop proper values, self discipline, a sense of responsibility, and desirable characteristics which will last an eternity. These values are compatible with the Christian faith and form the foundation of residence life, student activities, campus policies, Standards of Conduct, and other aspects of student life.

On May 2, 1980, the Board of Trustees adopted the statement below that summarizes the College's values:

"In line with this [Christian] orientation, every student is expected and required to respect and uphold personal and property rights; to foster and maintain those attitudes and conditions which contribute to the academic, moral, religious, and social goals of the College; and to manifest and act upon a genuine concern for the general well-being of fellow members of the College community." From this statement, the following list of values can be produced:

- Individual Worth
- Self-discipline
- Respect for Property and Environment
- Respect for others

These values best preserve the institution's Christian purpose and foster the personal development of each individual.

### **STANDARDS OF CONDUCT**

As a Christian institution, the College seeks to provide an environment that best promotes and fosters the holistic development of each student. A student who enrolls at WBC, whether personally committed to Christian ethical and moral values or not, assumes an obligation to conduct him/herself in a manner that is compatible with the College's goals, purposes, and functions and to abide by the policies and guidelines that govern the Institution. In addition, Williams Baptist College has the right and responsibility to provide an environment that is conducive to a students' freedom to grow and to learn and to take necessary measures to preserve that environment. In order to safeguard this freedom, the College defines and delineates a general statement of Standards of Conduct. Violations of the Standards of Conduct will be subject to disciplinary proceedings.

Students are expected to...

1. ...comply with the responsibilities of citizenship; to uphold federal, state, and local laws.
2. ...know and abide by all policies and regulations of the College that are listed, but not restricted to, the Student Handbook and the catalog.
3. ...respect diverse ethnic, racial and religious beliefs and avoid racism or ethnocentricity.
4. ...be honest and truthful in all relationships with students, faculty, and staff; refrain from cheating, plagiarism, and knowingly furnishing false information.
5. ...strive to fulfill the academic expectations of the faculty and the respect the College's property and the property of others;
6. ...gain access to facilities or keys to facilities with proper authorization; comply with library regulations; use others' property with permission.
7. ...respect other's personal integrity and the Christian environment by refraining from profanity, harassment, physical or verbal abuse, conduct which threatens the safety and health of any person, pornography, hazing, gambling, occult practices, sexual behavior that is contrary to Christian teachings, and lewd, immoral, indecent, or obscene behavior, expressions, or gestures.
8. ...refrain from the on-campus possession, use, or distribution of firearms, ammunition, fireworks, explosives, knives, look-alike guns, martial arts weapons, and other weapons or tools intended for criminal use.
9. ...refrain from using, possessing, distributing, manufacturing, dispensing, displaying or being under the influence of alcohol.
10. ...refrain from using, possessing, manufacturing, distributing, displaying, dispensing or being under the influence of illegal drugs.
11. ...dress in a manner that reflects the College's values, principles of etiquette, and respect for oneself.

12. ...refrain from organizing or participating in social dancing on the College campus or at College-sponsored events.
13. ...refrain from disorderly conduct or breach of peace on college property or at college activities; refrain from the obstruction or disruption of teaching, administration, disciplinary proceedings, and other activities of the College; refuse to participate in disruptions, riots, and demonstrations.
14. ...comply with directives of College officials, disciplinary officers or councils; respond to requests from college officials.
15. ...refrain from aiding, abetting or inciting others in violations of WBC policies and federal, state, or local laws; being present without being directly involved, but failing to take preventive action or to inform College officials.
16. ...use emergency equipment, such as fire extinguishers, and emergency services and procedures in an authorized manner.

### **MISCELLANEOUS**

- Camping is not allowed on campus.
- Hazardous or reckless driving on campus is prohibited. This includes, but is not limited to, riding on the outside, top, hood, fender, bed, or tailgate of a vehicle or the towing of any apparatus not permitted for carrying passengers and/or vehicle use.
- Student use of ATVs/UTVs are prohibited on campus, except for student use of ATVs/UTVs owned and operated by the college for official use.
- Climbing campus buildings or trees is not allowed.
- Rollerblading, roller-skating, scootering, or biking inside campus buildings is not permitted. Playing with, throwing, kicking, or rolling any ball or sports paraphernalia inside campus buildings is also prohibited except in appropriate areas of the SMC and Carter Field House.
- The use, possession, and storage of a hover-board anywhere on campus, including residence halls, apartments, classrooms, and other facilities. This ban includes self-balancing scooters, battery scooters, hands-free segways, electric powered skateboards, or any device commonly referred to or known as a hover-board.
- No sparring or horseplay of any kind is permitted in campus buildings.

### **SEXUAL BEHAVIOR POLICY RELATED TO STUDENTS AND PERSONNEL**

(REVISED 09.21.2012)

Williams Baptist College was founded in 1941 by Baptists. It is an institution of the Arkansas State Baptist Convention. As a Christian academic community in the Baptist tradition, we believe that men and women are created in the image of God. We affirm the intrinsic worth of every individual.

We respect and appreciate cultural backgrounds other than those of our own. We respect opinions and attitudes other than our own. We seek to show honor, respect, and dignity to all individuals.

In accordance with scripture, we believe that the cornerstone of a Christian sexual ethic is faithfulness in marriage between a man and a woman and abstinence in singleness. Sexual activity outside the biblically-sanctioned marriage relationship falls short of God's desire for humanity.

Thus, Williams Baptist College holds to a biblical sexual ethic and definition of sexual identity. But because we believe that all men and women are created in the image of God, we believe in the love and grace of God for all people, for those who live by a traditional sexual ethic and those who do not. Based on our understanding of biblical standards, the values of the College community do not condone sexual impropriety, such as the use of pornography, pre-marital sex, adultery, co-habitation

on or off campus, homosexual activity including same-sex dating behaviors, and all other sexual relations outside the bounds of marriage between a man and a woman. Williams does not endorse or approve of the trans-gendered lifestyle. Thus, we welcome all qualified individuals to our campus, but we do not condone sex-related behaviors that are contrary to our values and our interpretation of scripture (Genesis 1:26-28, Genesis 2:23-24, Leviticus 19:2, Micah 6:8, 1 Corinthians 6:18-20, Galatians 5:16-26, Ephesians 5:1-4).

The prohibition of these behaviors is expressed herein with respect and love to all those individuals who disagree with this policy. We treasure the freedom of conscience under God that He grants to all humans and we seek not to rob any individual of that freedom. Yet, herein we seek to exercise our freedom of conscience to unapologetically affirm a traditional Christian sexual ethic and require that all who are employed and/or enrolled adhere to this standard.

### **CRIMINAL BEHAVIOR**

The College requires all students to demonstrate due regard and respect for law. In the event one of its student members is in jeopardy before the law, either for the sake of conscience or for the purposes of testing the validity of particular provisions of law through deliberate violation, the College will not seek to protect him or her from due process of law. Regardless of the action of the courts, however, the College reserves the right to determine whether a student is fit to retain membership in the academic community.

### **PROFANITY**

The College expects all students to refrain from the use of profanity.

### **VIOLATION OF STANDARDS OF CONDUCT**

If a student's behavior is not consistent with the College's standard of conduct, a penalty ranging from warning or reprimand to immediate termination may be imposed. The specific penalty imposed will be determined by the nature and severity of the violation and will take into account any past disciplinary record. If there is evidence of a serious breach of the College's standard of conduct (e.g., a felony crime or serious moral turpitude) the Dean of Students, VP for Enrollment Management and Student Services and the President have the authority to suspend the student pending the resolution of the charges. The specific penalty imposed will be determined by the President of the College.

### **POLICY AGAINST UNLAWFUL HARASSMENT (REVISED 8-1-2009)**

WBC is committed to providing a work and an educational environment that is free of unlawful harassment. In keeping with this commitment, WBC maintains a strict policy that prohibits unlawful harassment of employees by managers, supervisors, or co-workers and students by teachers, coaches, counselors and peer advisors. Visitors to the campus and workers employed by the WBC, other auxiliaries, and other public or private organizations engaged in business with WBC are expected to comply with this policy.

The purpose of this policy is to: (1) familiarize WBC students with the definition of unlawful harassment and the forms it can take; (2) confirm that unlawful harassment will not be tolerated and is contrary to the standards of conduct expected and required of WBC students and employees; and (3) make clear that students and employees who engage in unlawful harassment are subject to possible disciplinary action which may include discharge.

### **DEFINITION OF HARASSMENT**

For the purposes of this policy, unlawful harassment means harassment on the job that is in fact prohibited by provisions of state or federal law applicable to WBC at the time the harassment occurs. Subject to this general definition, unlawful harassment may include unwelcome verbal, physical or

visual conduct that unreasonably interferes with an employee's or student's performance or that creates an intimidating, offensive or hostile working or educational environment. \* This may occur where :

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment or education.
- Submission to or rejection of the conduct by the individual is used as the basis of employment or educational decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work performance or of creating an intimidating, hostile or offensive work or educational environment. Under most circumstances, harassment refers to the type of conduct that is pervasive, repetitive, and that is sufficiently severe to alter the conditions of an employee's employment or a student's education or employment. It also may refer to a single incident that is sufficiently outrageous or harmful, in and of itself, that it substantially alters the conditions of an employee's employment or interferes with that individual's ability to perform job related responsibilities. Employees also should not confuse harassment with supervision. Supervisors have the right and responsibility to define the job that they want an employee to perform, as well as the manner in which an employee must perform that job. Thus, close supervision of an employee (which includes, but is not limited to, counseling and warnings about job performance, inappropriate conduct, or other performance issues) is not considered to be an example of unlawful harassment.

It should be noted that as a private, religiously-based institution the College reserves the right to engage students - in appropriate settings - in the consideration of sensitive issues that derive from the College's religious heritage and ideals. These sensitive issues may involve religious/theological concepts and practices or may involve issues relating to sexual or other matters of personal morality. The college will attempt to assure that discussions of sensitive issues are presented in a responsible way. In all things, the College will strive for a Biblical perspective reflecting traditional evangelical interpretations and understanding.

Furthermore, as a private, religiously-based institution the College reserves the right to restrict employment to individuals who share the core tenets of a traditional, evangelical Biblical theology and lifestyle (see Employment Discrimination policy).

#### **EXAMPLES OF HARASSMENT**

Harassment can take many forms and will vary with the particular circumstances. Examples of unlawful sexual harassment prohibited by this policy may include, but are not limited to, the following: unwanted flirtations, advances and/or propositions of a sexual nature; deprecating remarks, insults, humor, jokes and/or anecdotes that belittle or demean an individual's body or clothing; unwelcome and/or offensive displays of sexually suggestive objects or pictures; unwelcome and offensive touching, such as patting, pinching, hugging or repeated brushing against an individual's body; sexual assault; and/or suggestions that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual's work assignments, status, salary, benefits or other terms or conditions of employment.

Conduct that is part of a consensual relationship is not considered harassment, but only if the relationship is freely and mutually agreed by both individuals. A prior consensual relationship does not permit subsequent unwelcome or unwanted harassment.

## **INCIDENT REPORTING**

Employees should report incidents of unlawful harassment in writing to their immediate supervisor or, if necessary, the Office of the President. Students should submit their complaints in writing to the Dean of Students or the Academic Dean's Office.

\* Harvey A. Silvergate, David French, Greg Lukianoff, Guide to Free Speech on Campus. Philadelphia: Foundation for Individual Rights in Education , 2005. P. 83.

The Supreme Court has held... that for students at colleges and universities, behavior, to qualify as "hostile environment" discriminatory harassment, must be *"unwelcome" and "discriminatory" speech or conduct, undertaken "because of" an individual's race or gender. The behavior must be so "severe," "pervasive and "objectively offensive" that it has the "systemic effect" of denying the victim "equal access" to education.*

## **GRIEVANCE PROCEDURE FOR STUDENTS**

Students may file grievances concerning all phases of college life with either the College President, Vice President for Enrollment Management and Student Services or Dean of Students.

## **DISCIPLINARY PROCEDURES AND SANCTIONS**

The disciplinary system at Williams Baptist College is designed to preserve the values of the campus community and to foster personal development. It is redemptive in nature, seeking to be just and equitable and to preserve the dignity and privacy of each individual. While every effort is made to protect the rights of the individual student, the College does not attempt to duplicate civil or criminal court proceedings. The following is a summary of procedures that are used in all aspects of campus life.

### **I. Reporting Violations**

Any member of the campus community may report a violation of the College's values, policies and Standards of Conduct if he/she believes that there is evidence to support the claim. A resolution to the report is possible only if the following criteria occur:

- The report is in writing and signed by the person making the claim.
- The person making the report is willing to participate in the disciplinary process that may include attending hearings.

Reports of violations should be made in writing, using forms available through the Resident Director or the Office of Student Affairs. The completed report should be filed with the appropriate Disciplinary Officer:

<b>Violation</b>	<b>Officer</b>
Residence Hall Policy	Residence Director
Academic Integrity	Faculty Member or Academic Dean
Standards of Conduct	Dean of Students
Vehicle Policy	Director of Campus Safety

If the report needs clarification, elaboration or merits further investigation, it will be the disciplinary officer's responsibility to gather facts and data to help assure a fair resolution.



## II. Hearing Process

- A. The officer determines whether the case should be handled through administrative channels or through a disciplinary council. The decision is based on the nature and severity of the violation.
- B. If a hearing is needed, a summons to the accused student will be issued by the officer for a hearing at the earliest date agreed upon by the officer, hearing body member, and the accused.
- C. Changes in a date for a hearing should be made in writing to the disciplinary officer in charge. At his/her discretion, the hearing date can be moved. A student who fails to appear at the hearing has forfeited his/her right to appear and the hearing will be held in the student's absence.
- D. The officer and/or the council hearing the case will determine what sanction(s) (if any) should be imposed.
- E. The accused student will be notified of the decision and given a written report in a timely manner.

## III. Sanctions

Students found guilty of violating a campus value, policy, or Standard of Conduct, may be assigned certain sanction(s). Every effort is made to grant sanctions fairly, equitably, and consistently. Possible sanctions include, but are not necessarily limited to:

- A. Warning or reprimand - written or oral
- B. Counseling
- C. Fines
- E. Restitution of lost or damaged property
- F. Probation in the residence hall

The following sanctions are limited to the Dean of Students, the Vice President for Enrollment Management and Student Services, the President, and the Disciplinary Committee:

- H. Suspension from the residence hall for a defined period of time
- I. Expulsion from the residence hall
- J. Social Probation (making the student ineligible to hold office, serve on committee, play intercollegiate or intramural sports, perform or appear before a College audience, attend a College sponsored activity or event, or to represent the College)
- K. Withdrawal from a class (approved by the faculty member and the academic dean)
- L. Administrative withdrawal from the College
- M. Suspension (for a defined period of time)
- N. Expulsion
- O. Failure grade on a test, assigned work, or course

## IV. Appeals

- A. A student may appeal any decision if he/she is convinced that: 1) proper disciplinary procedures were not followed; 2) the decision was not consistent with the nature of the violation or the presented evidence; or 3) new evidence surfaced that was unavailable at the hearing.
- B. Appeals to decisions must be made, using the Notice of Appeal forms available in the Office of Student Affairs, to the initial disciplinary hearing officer/council within three (3) class days of being notified of the decision.
- C. The appellate officer/council will review the full record of the case and may affirm, reverse or refer the case for further proceedings.



- D. A written response from the appellate officer/council will be provided within five (5) calendar days. Final appeals must be submitted within 14 days of being notified of the original case decision.

V. Summary of hearing officers, councils, and appeal sites:

	<b>Officer</b>	<b>Appellate Council</b>	<b>Final Appeal</b>
Academic Integrity	Faculty/ Academic Dean	Discipline Committee	President
Standard of Conduct	Dean of Students/ Vice President for Enrollment Management & Student Services	Discipline Committee	President
Residence Hall	Housing Director	Dean of Students/ Vice President for Enrollment Management & Student Services	Discipline Committee

VI. Suspension of Proceedings.

Williams Baptist College retains the right to suspend disciplinary proceedings and to deny admission or readmission to a student when it is determined that the student's presence on campus constitutes a danger or threat to the welfare of persons, property, or the College's mission and purpose.

VII. Academic Integrity

Violations of academic integrity such as cheating and plagiarism may be handled at the discretion of the faculty member in consultation with the Academic Dean. Before a penalty is assessed, the student's overall disciplinary record will be reviewed by the Academic Dean. Possible penalties for a first offense may include failure in the course in which the offense occurred. A student may be dismissed from the College for a second offense. All academic infractions become part of the student's permanent disciplinary record filed in the Office of Student Affairs.

VIII. Student Rights

When appearing before any hearing body, the student may request the following:

- A. to be informed in writing of the accusations.
- B. to prepare a defense to refute the accusations.
- C. to face the accuser or accusers either personally or to review written and signed accusations. (The Dean of Students may waive this right in extraordinary circumstances.)
- D. to be advised in writing of the results of the hearing.

IX. Appeals for Parking/Registration Violation

The Office of Campus Safety strives to provide fair and consistent enforcement of the parking or registration rules. Occasionally, a ticket is issued in error and the ticket may be appealed.

1. The Office of Campus Safety provides an online-only appeals process for tickets. Ticket appeals must be submitted within five (5) calendar days of ticket issuance. The fine will remain at the original rate until a decision is made regarding ticket status.
2. The appeal must contain all information requested on the online form.

3. Once submitted, a Campus Safety official will review the appeal and issue a decision via email within three (3) days.
4. Go to [www.wbcoll.edu/ticket](http://www.wbcoll.edu/ticket) to appeal parking tickets.
5. If an appeal is granted, the ticket is voided. However, if the appeal is denied a student may petition the Vice President for Enrollment Management and Student Services for further review and decision.

### **STUDENT RECORDS, NOTIFICATION, AND CONFIDENTIALITY**

WBC's policy regarding accessibility to, and confidentiality of, student records complies with the Family Educational Rights and Privacy Act of 1974. The policy is fully delineated in the college catalog.

All records of student disciplinary reports and proceedings are maintained by the Office of Student Affairs. Only those records of disciplinary action which result in expulsion or suspension become a part of the student's permanent file in the Office of Academic Affairs.

Parents of dependent students may be notified when a student is scheduled to appear before the Discipline Committee or when the student is placed on Disciplinary Probation by an administrative officer, if the student signs a release form granting permission to notify.

## **STUDENT LIFE**

### **ORIENTATION**

Williams Baptist College requires all freshmen to participate in Ascend, an orientation program. Ascend is a series of events designed to assist students in adjusting to college life. The program, which combines large and small group sessions, recreation, and entertainment, is intended to be an enjoyable and informative experience. Administrators, faculty, staff, and students combine their efforts to provide a positive experience for students who are new to the College. Students properly oriented have an advantage for success in the classroom, in the residence halls, and in extracurricular activities.

### **EXTRACURRICULAR ACTIVITIES**

Students are encouraged to become involved in extracurricular opportunities to aid their personal development as well as supplement their academic training.

Employers recognize that students' extracurricular activities supplement and enhance their intellectual capacity. In fact, for many employers, the experiences outside the classroom give the best indication of what graduates can do. Grades show the employer that they know their discipline, but can they practice it?

Involvement also provides important information about student identity, values, and abilities. If students serve as officers in a club or organization, it implies that students have leadership skills. Active participation in athletics or intramural sports implies physical fitness and strength. Students who value service to others demonstrate this through participation in community service projects.

Williams believes in the duty and responsibility of each individual to contribute to the needs of the community. To support this ideal, clubs and organizations that wish to be officially recognized by the college participate in some form of community service. Efforts to encourage the objective of service to man are continuously being reviewed and expanded. A Service Learning Program is available which allows students to help others and gain valuable experience while doing so. This program

offers volunteer opportunities that usually involve one to three hours per week. Contact the Office of Student Affairs for details.

Students who experience a satisfactory college experience have established significant relationships with friends and faculty or staff members; have developed a stronger personal identity and increase self-confidence; and have accumulated skills and experiences that will aid them in their future. Involvement in campus life can provide all this and more.

### **STUDENT INVOLVEMENT**

Numerous avenues exist for students to be involved on campus through clubs and organizations, intramural sports, residence halls, and so on. Some students arrive on campus and immediately find themselves in the middle of everything. Some are reticent and prefer to slowly pick and choose. Still others prefer to be asked or prodded to participate. Here are some suggestions for getting involved:

- **LOOK.** Be aware of opportunities. Read fliers and newsletters. Listen to announcements. The *Wing Tips* is a weekly on-line newsletter published by the Office of Student Affairs that provides updates to the master calendar and announcements. Information and news concerning all aspects of campus life are included in the *Wing Tips*. Clubs, organizations, academic departments, and administrative offices may submit items that are of interest to the campus community. The deadline for submitting these items is noon on Wednesday.
- **THINK.** Consider the opportunities in relation to personal interests, previous experience, and skills.
- **SELECT.** Decide on the level and quality of involvement that can be handled with respect to time and abilities.
- **ATTEND.** Get out of the room. Go to meetings. Attend campus events.
- **VOLUNTEER.** Let interests be known. Sign-up when help is solicited.
- **CREATE.** Form a new club. See the resident director about a program idea. Develop a service project or volunteer where there is a need!

### **CLUBS AND ORGANIZATIONS**

Many organizations provide students with opportunities to enhance their personal and academic development. These include:

- **Alpha Chi Honor Society** - National Honor Society
- **Alpha Psi Omega** - National Theatrical Honor Fraternity
- **Bancroft Society** - History Club
- **Beta BetaBeta** - National Biological Honor Society
- **Campus Ministries** - Provides avenues for Christian leadership, fellowship, and missions
- **Greek Club** - A forum for discussion of the language, culture, and people of 1st century Mediterranean world.
- **Music Educators National Conference** - National Music Education Organization
- **Mu Alpha Theta** - Math and Science Club
- **Phi Alpha Theta** - International Historical Honor Society
- **Phi Beta Lambda** - Business Club
- **Psi Chi** - National Honor Society of Psychology
- **Professional Psychology Club** - Promotes leadership in the field of Psychology
- **Sigma Beta Delta** - Business National Honor Society

- **Sigma Tau Delta** - English National Honor Society
- **Student Activities Board** - Opportunities for student leadership and planning of student activities
- **Student Ambassadors** - Student Service Organization
- Student Government Association - Opportunities for student leadership and development
- **Theta Alpha Kappa** - Religious Honor Society
- **Visual Arts Awareness Society** - To promote the appreciation of the visual arts

### **SPONSORS**

Each club or organization must have a member of the faculty, administration, or staff to serve as a sponsor. The sponsor should be able to meet regularly with the organization and its leadership, co-sign all requisitions, and provide advice and guidance for the organization.

### **EXECUTIVE POSITIONS**

Students may only hold two executive offices simultaneously. All presidents of clubs and organizations must have a minimum GPA of 2.00 unless the club or organization policy dictates otherwise.

### **SOLICITATION AND FUNDRAISING**

Williams Baptist College encourages events that can benefit campus organizations. The Office of Student Affairs is available to provide resources and assistance with events that help raise money for organizations and other approved groups on campus. All fund-raising events or solicitation on campus or by college-sponsored groups must be coordinated through the Office of Student Affairs. This office has the responsibility of enforcing the following policy:

- An activity registration form available in the Office of Student Affairs must be completed and approved before initiating any fund-raising or solicitation event.
- Fiscal accountability for all monies raised is the responsibility of the organization's sponsor and the executive officers.
- No door-to-door solicitation will be permitted in campus housing, residence halls, classrooms, or offices.
- Events should not promote or sell any products or services that are contrary to the Mission/Purpose of the institution.
- Non-campus related groups, vendors, or individuals may not sell or solicit on campus without obtaining sponsorship of a recognized organization or authorization from the Office of Student Affairs.
- All other policies of the College must be observed.

### **PROCEDURE FOR ESTABLISHING A NEW ORGANIZATION**

Organizations at Williams are expected to reflect the ideals, purposes, policies, and traditions of the College. New organizations are approved by the Office of Student Affairs. Petitions for the creation of new organizations are to be signed by ten students and must include the signature of a faculty advisor who agrees to be present at all organizational planning meetings. Permission to hold organizational meetings does not give the group official recognition by the College.

### **REQUIREMENTS FOR STUDENT ORGANIZATIONS TO BECOME OFFICIALLY RECOGNIZED AND CHARTERED**

- The name and purpose of the organization
- The drafting of a constitution and bylaws

- A list of officers
- The name of the proposed faculty advisor
- The signatures of ten students
- Information regarding national, state, or local affiliations with groups not connected with Williams Baptist College

The Dean of Students shall consider the petition for referral to the Student Life Committee. The petitioners must meet with the Dean of Students and Student Life Committee to answer any questions concerning the new organization. Upon the recommendation of these two committees, the Dean of Students will make the final decision. Each new club will automatically be on one year probation. The Dean of Students and the Student Life Committee may suspend the activities of student organizations.

### **AWARDS AND RECOGNITION**

Students, who distinguish themselves in academics, athletics, service, and leadership, are recognized in a variety of ways.

#### **FOUNDERS AWARD**

Faculty members elect students who demonstrate leadership, academic achievement, poise, Christian character, and participation in campus life as Founder's Award recipients. This is coordinated through the Alumni Affairs Office.

#### **WHO'S WHO AMONG AMERICAN COLLEGES AND UNIVERSITIES**

Faculty members nominate students who maintain strict criteria for academic and extracurricular performance.

#### **ACADEMIC AWARDS BANQUET**

Each spring semester, at a formal banquet, the faculty honors select students for their achievements in academics, leadership, and athletics. The event is sponsored by the Office of Academic Affairs.

## **STUDENT ACTIVITIES**

A wide variety of activities and events are provided each year to promote leadership development, to supplement academics, and to develop interpersonal skills. Student activities allow students a break from academics to mingle and participate on a social level. Students take active roles in planning and implementing a diverse program of student events. The Office of Student Affairs oversees the student activities program.

#### **STUDENT ACTIVITIES BOARD**

Students must apply to be on this board. The SAB plans campus-wide activities. The board meets regularly to plan and coordinate events for entertainment and recreation.

#### **TRADITIONS**

Williams Baptist College believes in the rich heritage a traditional liberal arts campus provides. The traditional events provide an inviting framework in which to make memories, which are accomplished mostly through the student activities program. Some of the traditions at Williams are:

- ***FIRST WEEK/FIRST FAIR***  
The first few weeks of school are filled with events to welcome new and returning students to campus. The highlight of the week is First Fair--a festive, informative

atmosphere where local businesses, student organizations, and local churches, set up booths in the Southerland-Mabee Center.

- ***HOMECOMING***

The homecoming celebration at Williams spans several days in the fall. Alumni, students, faculty, other friends and supporters of the College enjoy receptions, a luncheon, basketball games, and the presentation of the Homecoming Queen, King and their court.

- ***CHRISTMAS IN THE COVE***

The faculty members open their homes for students to drop in for refreshments and fellowship during the Christmas season.

- ***SPRING FLING***

Spring Fling is a series of events held each April sponsored by the Student Activities Board to celebrate the beginning of spring. These events include many outdoor recreational activities including a 5K glow run/walk.

### **CAMPUS RECREATION**

All students, both men and women, are encouraged to participate in the campus recreation program. Numerous recreational sports are offered including: flag football, softball, volleyball, basketball, spike ball, disc golf and ultimate Frisbee. Tournaments and leagues are held throughout the year in all activities. Students who are interested in participating are encouraged to join a team or form their own team.

Much creativity and fun go into the process of selecting team names and nicknames for individual team members. Many teams purchase T-shirts with their names printed on them. Interested students should look in the cafeteria for announcements about organizational meeting times and competition schedules, or information is also available at the Office of Student Affairs.

## **ATHLETICS/USE OF FACILITIES**

### **GOAL**

Approximately 250 students participate in nineteen sport programs each year. The Athletic Department at Williams seeks to provide student-athletes an opportunity to compete in an intercollegiate athletic program that is fully integrated into the educational process and the goals, objectives, and mission of Williams. Success in achieving this goal is exemplified through the high academic achievements of many student athletes.

### **INTERCOLLEGIATE ATHLETICS**

Intercollegiate athletics at Williams includes basketball, softball, soccer, volleyball, golf, swimming, track and field, cross country for women, and basketball, baseball, soccer, golf, swimming, track and field, cross country, wrestling and Greco Roman wrestling for men. Williams is a member of the National Athletic Intercollegiate Association. The NAIA is open to institutions that award bachelor's degrees. Williams joined the NAIA in 1990-91.

### **SCHOLARSHIPS AND ELIGIBILITY**

Athletic scholarships are available and range in value up to the full cost of tuition, room and board. Incoming freshmen must complete two of the following eligibility requirements: GPA of 2.0, top half of the graduating class, and 18 ACT. Transfer eligibility is based on GPA and number of college

hours completed and will be reviewed by the Registrar. Upon acceptance to Williams, eligibility is determined each semester according to GPA and number of hours taken.

### **ATHLETIC ASSOCIATIONS**

Williams is a member of the National Athletic Intercollegiate Association (NAIA). Williams is a member of the AMERICAN MIDWEST conference, within the NAIA affiliated conference structure. The following institutions compete in the AMERICAN MIDWEST: Central Baptist College, Columbia College, Hannibal-LaGrange University, Harris Stowe University, Missouri Baptist University, Park University, Stephens College, Freed-Hardeman University, Lyon College, Williams Woods University, Lindenwood University-Belleville, and St. Louis College of Pharmacy.

### **FACILITIES**

The Athletic Department is housed in the Southerland-Mabee Center. The center holds Webb gymnasium, one racquetball court, jogging track, and two classrooms. Other athletic facilities include: Carter Field House, Frank Shell Baseball Field, Sloan Tennis Courts, and the Lady Eagles Softball Field and the Athletic Annex (located approximately one-fourth mile east of the Maddox Center). For further information write the Athletic Director, Box 3611, College City, AR 72476.

### **USE OF FACILITIES**

College buildings and equipment must be reserved through the Office of Student Affairs. Requests will be forwarded to faculty or staff who will schedule the building and/or equipment. When a facility is reserved, the event will be placed on the master calendar. Buildings must be properly secured when the event is concluded, and equipment must be returned in good condition immediately following the event. Posters, notices, and advertisements may be displayed on campus bulletin boards with the approval of the Dean of Students. Food or beverages may not be taken either into classrooms or from the cafeteria. The use of tobacco is prohibited on campus.

### **OFF-CAMPUS GROUPS**

College facilities may be requested by off-campus groups. Requests must be approved by the Williams' administration and coordinated through the Office of Student Affairs. Proof of liability insurance must be provided for residential camps.

### **CHILDREN AND RECREATIONAL FACILITIES**

Children under the age of 15 must be accompanied by an adult when using campus facilities or buildings.

### **RECREATION**

The Mabee Student Center, Southerland-Mabee Center (SMC), and the Carter Field House provide various forms of recreation and entertainment. Ping pong table and a snack bar are among the amenities available in the Student Center. The SMC contains one racquetball court and an indoor track, in addition to the gymnasium. Fitness equipment is available in the Carter Field House and the Mabee Student Center.

## **SPIRITUAL LIFE**

The foundation of student life at Williams is the spiritual development of each individual. The College seeks to integrate faith and learning in all aspects of campus life. Students can be assured that each member of the faculty and administration is committed to this mission.



## **CAMPUS MINISTRIES**

Our greatest desire is to help each student take full ownership of their faith in Christ. We believe this happens when students are challenged to grow in Christ, connect to His church, and serve His world.

### **MINISTRY TEAM**

The Campus Ministries Student Leadership Team exists to carry the vision of the campus ministry into every corner of the campus. They are the primary mouthpiece for what is happening as well as why it is happening. They also set the example of what it looks like to carry out the mission of Campus Ministries.

#### **Expectations of Ministry Team Members:**

##### Personal Expectations

- Daily recapture your faith by:
  - Identifying with Christ's death through dying to self
  - Identifying with Christ's resurrection as a new creation
  - Living eternal life now in Christ's power
- Daily pursue Christ through scripture and prayer
- Meaningfully connect and faithfully attend a local church
- Be above reproach
- Be evangelistic
- Make disciples
- Represent Jesus well on campus

##### Ministry Expectations

- Commit to serving for an entire calendar year (Spring through Fall)
- Meet weekly with the team for Bible study, prayer and fellowship
- Attend Collide (2 unexcused absences allowed)
- Be prepared to counsel any guy/girl during response times at all events
- Attend all events (when possible)
- Help with setup and tear-down of all events (when possible)
- Promote events through conversations and social media
- Lead a Life Transformational Group
- Make intentional connections with those who do not know Jesus, build a relationship with them and share Jesus with them

##### Academic Expectations

- Attend class regularly
- Show respect to professors and staff
- Always do your best academically
- Always honor God

## **CHAPEL**

Students, faculty and staff meet weekly on Wednesdays at 11:00 a.m. for our chapel services. We meet each week in Manley Chapel. The purpose of chapel is for the entire campus community to join together in a time of worship and to set our hearts and focus on Christ.

Chapel is required of all students at WBC. The Office of Student Affairs administers the chapel policy as determined by a faculty committee. Students are responsible for bringing their ID cards to

chapel to scan their attendance. Once chapel starts and the doors are closed, students are considered absent. Students are allowed one paper slip attendance per semester if ID cards are lost or forgotten. Students are allowed four absences per semester. **Each subsequent absence will result in a \$50 fine being placed on the student's account.**

### **CHAPEL EXEMPTIONS**

A student requesting chapel exemption should complete a chapel exemption form and submit it to the Office of Student Affairs by the end of the second week of classes in order to avoid a \$50 processing fine. Each petition is considered on its own merit and must be renewed **each** semester. If a request is **not** granted, the student will be notified by campus mail.

#### **Exemptions from chapel are possible in the following cases:**

- If a student lives off-campus and does not have a class or on-campus activity on Wednesday or until 12 noon or later on Wednesday.
- If a student has an unavoidable work responsibility which conflicts with chapel the student must provide a letter from his/her work employer, on letterhead, detailing the conflict.
- If a student is part-time (carrying less than 12 semester hours).

### **CM FALL RETREAT**

The purpose of the Fall Retreat is to encourage students to live out their faith personally, and in community with one another, as they have their souls refreshed and renewed. During the retreat students have the opportunity to deepen their relationship with Christ through corporate worship, small group discussion and fellowship.

Other aids to spiritual development come from the influence and guidance from faculty, staff, administration, Ministry Team, and various small groups and Bible studies that occur in resident halls and other student groups.

### **REFINE**

Refine is a weekly worship gathering on Tuesday evenings. We believe that everyone is refined when we encounter God, engage in worship and are equipped to serve His world. Students are led in worship by other students and hear teaching from God's word to apply to their daily life.

### **CONVOCATIONS**

Each year, several chapel experiences are designated for special services and recognitions including:

- ***FORMAL OPENING***  
The Formal Opening is on the first Wednesday of the fall semester to signify the beginning of a new year.
- ***SENIOR CHAPEL***  
Seniors lead in worship and music at the last chapel service of the spring semester with special recognition given to the graduating class.
- ***OTHER SPECIAL CHAPELS***  
Singers Chapel, Missions Chapel, Cast Chapel, and Christmas Chapel

### **LIFEGROUPS/PEER MENTORING**

The LifeGroup Leader program is a program for first-time students designed to assist in the social, personal, and academic acclimation to Williams Baptist College. LifeGroup Leaders provide support

through leading small group, modeling successful academic skills, emphasizing involvement on campus and in a local church, and helping new students take responsibility and initiative for their own individual growth and development.

### **MISSIONS**

Mission opportunities are very important and the College desires to see all students on mission with God all over the world. The College takes mission trips each spring break and summer. WBC also helps students find locations to serve during the summer, either in the United States or overseas. Campus Ministries encourages all students, faculty and staff to join in prayer for the spread of the Gospel throughout the world.

## **STUDENT SERVICES**

### **STUDENT SERVICES FEE**

Students are assessed a \$195.00 services fee per semester. This fee covers admission to athletic events and Lecture-Concert Series events, the student photo book, I.D. card, and mail box. The fee also supports the Student Activities Board that plans campus-wide activities. Students enrolled for less than six semester hours are not assessed the Student Service Fee. Part-time students are assessed a \$6.00 registration fee and the mandatory \$75.00 accident insurance fee. Part-time students are issued an I.D. card and a campus mail box.

### **STUDENT ID**

Student ID cards (Blue Cards) are placed in students' post office boxes by the Office of Student Affairs or for freshman students the ID cards will be given out during Ascend Orientation. Blue Cards are necessary to eat in the cafeteria and grill, to record chapel attendance, to check out recreational equipment, to attend athletic events, to attend open dorm, to gain access through security doors and to check out books from the library. Blue cards may also be used to receive a discount at area businesses. Lost cards should be reported to the Office of Student Affairs immediately. Replacement cards are \$15.00.

## **ACADEMIC ADVISING**

Each student who enrolls at Williams is assigned an academic advisor who assists in planning the student's course of study. The counsel that students receive from the first class until graduation can help determine a smoother and faster educational experience. Students should meet regularly with academic advisors. The Office of Academic Affairs is also available to assist students in their academic program.

### **ACADEMIC ADVISOR ASSIGNMENTS**

The Office of Academic Affairs is responsible for assigning every new student at WBC to a faculty member for academic advising. Usually, students keep the same academic advisor for their entire college career. The relationship between an academic advisor and a student often becomes one of the most rewarding and durable relationships a student will enjoy at Williams. In fact, friendships between academic advisors and students may well last a lifetime.

### **ROLE OF THE ACADEMIC ADVISOR**

The academic advisor works closely--and individually--with students to arrange each semester's class schedule. Moreover, the academic advisor assists students in the development of an overall degree plan. This degree plan becomes the blueprint for guiding students through the College's requirements. Academic advisors counsel students personally concerning their academic progress and their college

experience generally. Students who experience any difficulty in their academic program will find their advisor eager to offer assistance and mature advice.

### **PRE-REGISTRATION SESSION**

Students who attend pre-registration sessions in the summer work with an advisor on a fall schedule. This pre-registration advisor may or may not be assigned to the student as a permanent advisor.

### **IMPORTANCE OF THE ACADEMIC ADVISOR**

Students should regard their academic advisor as a valuable--vital--resource. Students should not hesitate to consult their academic advisor on any matter pertaining to their college experience.

## **VIRTUAL BOOKSTORE**

WBC Utilizes a virtual bookstore operated by Follett. New and Used books are available, as well as select book rental. Students should plan to pay at the time of order, and most major credit or debit cards are accepted. In some cases, students may use pre-approved financial aid for the purchase of books. The link for the virtual bookstore is found on the WBC website. All textbooks can be shipped to the Mail Room and Copy center for student pick-up. The address for the Mail Room is 56 McClelland Drive, Walnut Ridge, AR 72476.

## **CAMPUS STORE**

The WBC Campus Store is located inside the Eagle Coffee House and Grill, at the Student Center. It carries WBC apparel such as shirts, caps, pullovers, and jackets. In addition, it has snacks, electronics, personal hygiene, and other items students may need.

The store accepts Visa, Mastercard, American Express and Discover. Normal operating hours mirror that of the Grill, but are subject to change during special events, holidays, and the summer.

## **CAMPUS SAFETY**

Safety is an issue that affects everyone on campus: students, faculty, staff, and guests. Under the Office of Enrollment Management and Student Services Division, the Office of Police and Campus Safety enforce all college rules and regulations. The Office of Police and Campus Safety employs full-time, part-time and auxiliary law enforcement officers along with full time and part-time (student) Campus Safety officers.

All Campus Safety officers have the authority to ask persons for identification and to determine whether individuals have business at the College. They have the responsibility and authority to investigate suspicious persons/circumstances on campus, if safe to do so. Campus Safety Officers have the authority to issue campus parking citations along with enforcement of WBC code of conduct policies.

Certified Law Enforcement Officers have arrest authority and can enforce all state and local laws along with WBC regulations. All officers of the Office of Police and Campus Safety work closely with local law enforcement agencies to ensure a safe environment for the students, faculty, staff and guests at Williams Baptist College.

### **POLICE AND CAMPUS SAFETY OFFICERS' RESPONSIBILITIES**

- Police and Campus Safety Officers have responsibility to report and enforce violations of campus policy.
- Campus Police Officers have responsibility to report and enforce violations of local, state, and federal laws and have arrest authority.

- Police and Campus Safety Officers may question any person, including students, on campus property and request identification.
- Police and Campus Safety Officers have the right to assist in an inspection and to confiscate contraband that is in violation of campus policy.
- Campus Safety Officers' jurisdiction is limited to campus property and roads.
- Campus Police Officers' jurisdiction is primary to campus property and roads, but also has continuous authority as needed.

#### **POLICE AND CAMPUS SAFETY OFFICERS' DUTIES**

- To physically secure entrances to all campus facilities.
- To report hazards to physical safety and security (i.e., gas leaks, nonworking lights, and fire equipment.)
- To report and enforce violations of campus policy.
- To report and enforce unsafe actions hazardous to persons or property.
- To report suspicious or unusual persons or conditions.
- To assist in parking detail for major functions.
- To accompany students, visitors, faculty, or staff between locations when requested.
- To aid in crime prevention education.
- To enforce violations of civil law reported or committed on campus.
- To cooperate with civil authorities in the investigation of crimes associated with campus.

#### **HOW TO REPORT A CRIME AND/OR SAFETY VIOLATION**

To report a crime and/or safety violation, call the WBC Office of Police and Campus Safety (870) 759-4161, the Office of Enrollment Management and Student Services (870) 759-4120, the Office of Student Affairs (870) 759-4188 or visit the Office of Police and Campus Safety on the lower level of the Mabee Student Center, Midkiff Lane. The Chief/Director of Police and Campus Safety may be contacted at (501) 276-4013 for incidents occurring after normal business hours.

To report an emergency to the Lawrence County Sheriff's Department, the Walnut Ridge Police Department, or Walnut Ridge Fire Department, dial 9-911 from a campus phone, or 9-1-1 from a cell phone. For non-emergency calls, the Lawrence County Sheriff's Department may be contacted at (870) 886-2525 and choose from the recorded directory.

Any and all criminal activity or incidents should be reported to the WBC Office of Police and Campus Safety immediately. Any suspicious activity or person seen on campus, inside buildings, or around the residence halls should be reported to a campus security authority. "Campus security authority" is a term that encompasses four groups of individuals and organizations associated with an institution:

- A member of the campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security, but who do not constitute a campus police department or a campus security.
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution. **If someone has significant responsibility for student and campus activities, he or she**

**is a campus security authority.** Campus Security Authorities at WBC include, but are not limited to:

Office of Police and Campus Safety	(870) 759-4161 Mabee Student Center, First Floor
Chief/Director Police and Campus Safety	(501) 276-4013 After Hours
VP Enrollment and Student Services	(870) 759-4120 Swaim Admin. Building First Floor
Dean of Students	(870) 759-4188 Mabee Student Center, Upstairs
Director of Counseling	(870) 759-4184 Joy Ring Student Success Center
Student Life Director	(870) 759-4187 Mabee Student Center, Upstairs
Campus Minister	(870) 759-4143 Mabee Student Center, First Floor
Campus Nurse	(870) 759-4298 Mabee Student Center, First Floor
Athletic Director	(870) 759-4194 Southerland Mabee Center
Women's Residence Hall Director	(870) 759-4204 Southerland Hall
Men's Residence Hall Director	(870) 759-4302 Cash/Wilson Hall

### **VOLUNTARY CONFIDENTIAL REPORTING**

If you are the victim of a crime and do not wish to pursue action within the Williams Baptist College system or the criminal justice system, you may still wish to consider making a confidential report. With your permission, the Chief/Director of Police and Campus Safety can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, WBC can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

The Office of Police and Campus Safety encourages anyone who is the victim or witness to any crime to promptly report the incident to Campus Police, local law enforcement, or a campus security authority. However, because police reports are public records under state law, law enforcement cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to WBC campus security authorities as identified above.

### **SAFETY AND CRIME PREVENTION EDUCATION AND AWARENESS**

The Office of Student Affairs is the source for promoting education and awareness of safety and security issues. The goal is to eliminate criminal activity through prevention and awareness. Security and safety are issues that affect everyone and must involve everyone. Each individual must recognize the potential hazards to persons and property and take reasonable precautions for his/her and others' protection. To encourage individual responsibility, Williams Baptist College promotes crime prevention and prevention education to all members of the campus community. Existing programs and policies that affect safety and security are continually evaluated and revised through the Office of Student Affairs.

The College sponsors several on-going programs for crime prevention, which include, but are not limited to:

- Registration of Valuables. The Resident Director in each residence hall maintains a record of serial numbers and other identification information when given by residents.
- Fire Drills. The residence halls have a minimum of one fire drill each semester. Other offices/buildings post fire emergency information and host periodic drills.
- Students, visitors, faculty, or staff may use a Campus Police or Campus Safety Officer on duty to accompany them to and from their vehicle or buildings on campus.
- WBC Alert (Emergency Alert Notification System) Students are alerted via email, text, and phone calls for weather related emergencies, school closings, breach of security, or other emergencies. At registration each semester, students provide emergency contact information for this system. Testing of this service takes place numerous times a year.
- Active Killer on Campus Training: Students, faculty and staff are to follow the United States Department of Justice recommended Run, Hide, Fight response plan to an active shooter on campus. This training may be done through video, publications, and actual scenario training. For more information, go to [www.wbcoll.edu/safety](http://www.wbcoll.edu/safety).

### **PERSONAL AND PROPERTY SAFETY PRECAUTIONS & CRIME PREVENTION**

- Keys should not be loaned or copied.
- Dorm rooms or any other student housing unit should be locked when not occupied.
- Each person should be familiar with and participate in drills and emergency procedures for fires and natural disasters.
- All members of the campus community should cooperate with Campus Police, Campus Safety Officers, and other college officials during an inquiry or an investigation of a violation or crime.
- Doors that should be locked or that have been secured by a college official should not be propped open, unlocked, or tampered with in order to prevent its proper functioning.
- Strangers or suspicious persons should never be given access to a residence hall or other facility, and should be reported immediately to the Residence Hall Director or Police and Campus Safety Officer.
- Vehicles should observe all campus and civil guidelines for parking and traffic.
- No weapons or firearms of any type are allowed on campus in vehicles, residence halls or other facilities. (See Weapons Policy below)
- No illegal or "pleasure" drugs are allowed on campus.
- No alcoholic beverages are allowed on campus.
- Harassment (verbal, physical, or sexual) will not be tolerated.
- Abuse, assault, battery, or other forms of physical intimidation will not be tolerated.
- Visitors to the campus should be in the company of a campus host/hostess and should observe all campus policies.
- A visitor's host/hostess is responsible for communicating expectations and for reporting any violations of his/her guest.
- Personal property should be insured.
- Serial numbers should be recorded and valuables engraved. For a detailed statement about Safety and Prevention Education on the WBC campus, please read the Annual Security Report at [www.wbcoll.edu/safety](http://www.wbcoll.edu/safety).

### **CONCEALED WEAPONS – ARKANSAS ACT 226 (REVISED 1-26-2015)**

The Williams Baptist College Board of Trustees voted to “opt out” of Act 226 passed by the Arkansas General Assembly. With this decision, Williams Baptist College employees are prohibited from bringing concealed lethal weapons on campus. (Section 6.d.).



Weapons Policy for Williams Baptist College:

1. *Statement of Purpose*: As campus safety is intended to promote and maintain the academic and Christian nature and purpose of Williams Baptist College (WBC), this policy is intended to help advance the safety of WBC faculty, staff, students and guests while on WBC property.
2. *Definition of "Weapon"*: For purposes of this policy, the term "weapon" shall include any object that can reasonably be considered a weapon (whether real, facsimile, toy, or replica). Anything designed as and understood to be weapons on WBC property include, but are not limited to:
  - a. firearms
  - b. martial arts weapons
  - c. hunting bows and arrows
  - d. hunting arrowheads (excluding historic artifacts)
  - e. knives
  - f. metal knuckles of any kind
  - g. spring-powered, air-powered, or CO2-powered projectile guns (BB or pellet guns)
  - h. bludgeons or clubs of various types
  - i. grenades or other explosive/incendiary devices
  - j. all types of ammunition
  - k. any chemical(s) that can cause personal injury, possessed outside of an appropriate academic (laboratory) context
  - l. Personal-defense spray (Pepper spray, OC spray, etc.) is not allowed on the WBC campus, unless it is for the express purpose of personal-defense.
    - i. Arkansas law states: It is lawful for a person to possess or carry, and use, a small container of tear gas or pepper spray to be used for self-defense purposes only. However, the capacity of the cartridge or container shall not exceed one hundred fifty cubic centimeters (150 cc). (§ 5-73-124)
    - ii. Any misuse of personal-defense spray (e.g., as an offensive weapon, playing with it, etc.) on the WBC campus by any person will result in disciplinary action, and/or law enforcement intervention.
  - m. Additionally, many common objects and tools are designed for uses other than as a weapon, but may be used or modified for use as a weapon. In considering whether a particular common object or tool shall be considered to be a weapon under this policy, WBC officials will consider the time, place, and other circumstances surrounding the possession of the common object, including the explanation for its possession and/or whether the object has been modified, altered, and/or used as a weapon.
3. *Persons Covered by this Policy*: This policy applies to all WBC faculty, staff, students, and guests.
4. *Scope of this Policy*: This policy shall be applicable and enforceable on all properties owned by WBC.
5. *Substance of this Policy*: WBC faculty, staff, students, and guests are prohibited from carrying or storing on the WBC campus any firearm or weapon as defined above. WBC has chosen to opt out of the concealed carry provisions of Act 226 of the General Assembly of the State of Arkansas, meaning faculty and staff are not allowed to carry a concealed weapon on campus.
6. *Exceptions to this Policy*: Exceptions to this policy are limited to lawful practices pertaining to:
  - a. Certified law enforcement officers

- b. Commissioned security officers who are employed by WBC and are acting within the scope of their duty
  - c. Faculty and staff who reside in residential “faculty” housing.
  - d. Faculty and staff approved to conceal carry by the President of WBC, as allowed by specific WBC administrative policy.
  - e. Faculty/staff/guests who are connected with a weapons safety course, a weapons education course, or hunter’s education course approved and authorized by the Chief/Director or Police and Campus Safety
  - f. Faculty/staff who are engaged in a Campus Safety approved pest eradication effort
  - g. Faculty/staff/guests who are connected with a WBC sponsored skeet/trap club:
    - i. All skeet/trap equipment (including firearms and ammunition) shall be maintained, supervised, and securely stored by appropriate WBC personnel.
    - ii. At no time shall students be allowed to access, possess, use, or transport any skeet/trap equipment (including firearms and ammunition) while on the WBC campus.
    - iii. A complete statement of rules for firearms/ammunition for use in the skeet/trap club may be obtained from the Office of Police and Campus Safety.
    - iv. Violation of any of skeet/trap club rules by the student will result in expulsion from the WBC trap/skeet club, and liable to other appropriate disciplinary actions.
  - h. Faculty/staff/guests who are connected with a WBC academic course in archery or a WBC sponsored archery club:
    - i. All archery equipment shall be maintained, supervised, and securely stored by appropriate WBC personnel.
    - ii. At no time shall students be allowed to access, possess, use, or transport any archery equipment while on the WBC campus, except while taking part in an official WBC archery course or club, and under the direct supervision of appropriate WBC personnel.
7. Violations: Any violation of this weapons policy will result in disciplinary action, and may result in law enforcement intervention.

### **PENALTIES AND PROCEDURES**

The College is committed to maintaining an environment on campus that is safe and secure and will exercise any means available for the preservation of that environment. Students charged with a violation of campus policy are subject to the Disciplinary Procedures and Sanctions as outlined in the Student Handbook. However, incidents which violate state or federal law, the College may involve Campus Police and/or local law enforcement agencies, thus subjecting that person to the penalties of the law as well as college disciplinary actions.

### **COLLEGE CITY AND 9-1-1**

The three-digit emergency number, 9-1-1, is available for residents of College City and Williams Baptist College. Dial 9-9-1-1 from a campus phone, or call 9-1-1 from a cell phone. This number is to be used for legitimate emergencies needing immediate fire, police, or medical services. Persons making false or fraudulent emergency calls will be prosecuted by county officials according to federal statutes. WBC students who make false or fraudulent emergency calls will also face severe disciplinary actions.

## **OTHER SAFETY OFFICIALS**

Other individuals on campus are also authorized to supervise and enforce campus safety and security measures and policies. These individuals, including the Resident Directors, Resident Advisors, Dean of Students and the Vice President for Enrollment Management and Student Services, have the same rights and privileges as Campus Safety Officers (as listed under "A. Campus Safety Officers").

## **VEHICLES ON CAMPUS**

Vehicle use on the WBC campus encompasses the need for policies that help protect the safety and welfare of all persons. Persons using vehicles or pedestrians walking on the campus need to be aware of these policies and other factors that affect safety. For the purpose of this policy, vehicles are defined as every device in, upon, or by which any person or property is, or may be, transported or drawn upon a highway, excepting devices moved by human power or used exclusively upon stationary rails or tracks. The following policies state the regulations for campus vehicle use:

- I. Registration of Vehicles
  - a. All vehicles used by students and employees on campus property must be registered with the Office of Student Affairs
  - b. When vehicles are registered, students purchase a parking decal/hangtag for \$50.00 per academic year. The decal/hangtag must be placed on the rearview mirror of the front window/windshield or, if a mirror is not present, in a conspicuous location easily visible on the front window, windshield, or dash. A decal placed on a motorcycle must be placed on an easily located and accessible area of the motorcycle. Lost or unreadable decals/hangtags must be replaced at the registrant's own expense for a replacement decal/hangtag. Replacement decals are \$10.00, and may be purchased in the Office of Student Affairs. Failure to purchase and properly display a decal/hangtag will result in a fine.
  - c. The following information is **REQUIRED** when registering a vehicle for a decal/hangtag:
    - i. Student name
    - ii. Resident or Commuter
    - iii. Will you have a vehicle on campus?
    - iv. Vehicle manufacturer (e.g., Ford, Chevrolet, etc.)
    - v. Vehicle model (e.g., F150, Escape, Silverado, etc.)
    - vi. Vehicle year
    - vii. Vehicle color
    - viii. License plate number
    - ix. License plate state
  - d. Students must renew vehicle registration and purchase new decals/hangtags annually. Employees' vehicle registration is valid for the duration of employment.
  - e. The name appearing on the registration form is held responsible for all nonmoving violations. Drivers of vehicles are held responsible for moving violations in accordance with state and local statutes.
  - f. Special or temporary parking tags are available in the Office of Student Affairs to those persons who need to use another vehicle temporarily, are registered in the summer term, or have physical limitations. There is no charge for these permits.
  - g. A "Failure to Register Vehicle" fine will be issued to any student who fails to provide **ALL REQUIRED** registration information.

- h. A “Failure to Transfer Registration” fine will be issued to any student who fails to transfer registration in the following circumstances:
  - i. Ownership of the vehicle changes;
  - ii. Vehicle registrant changes status (e.g., resident to commuter, etc.);
  - iii. Vehicle registrant is not eligible for privileges;
  - iv. ANY information on the registration form changes.
- i. If driving a different vehicle on campus temporarily (e.g., if his/her vehicle is being repaired, and he/she is driving a parent’s vehicle or rental vehicle), the student may use their registered vehicle’s hang tag on a temporary basis or they MUST obtain a “Temporary Parking Permit” (free of charge) from the Office of Student Affairs. Failure to do so will result in a fine.

**PARKING**

Parking areas on campus are designated to resident students, commuter students, and faculty/staff. Persons are expected to park in areas designated according to their status. All residence hall students are to leave their cars and/or motorcycles parked in their own residence hall parking lot while on campus.

An illegally parked vehicle: For the purposes of defining and enforcing all parking rules on the WBC campus, an illegally parked vehicle shall be defined as a vehicle which is stopped, temporarily or longer, in any location not designated as:

- 1. A legal parking space for that vehicle,
- 2. A traffic control (e.g., STOP sign, crosswalk, etc.), whether the vehicle is occupied by persons or not.
- 3. Resident student parking spaces marked with yellow parallel lines.
- 4. Commuter student parking spaces marked with white parallel lines.
- 5. Faculty and staff spaces marked with blue parallel lines.
- 6. Except as provided below, students MAY NOT PARK in any space or location that is not designated for them, either by painted lines or signs.
- 7. A Campus Parking Map is available at [www.wbcoll.edu/parkingmap](http://www.wbcoll.edu/parkingmap).

**RESIDENT STUDENTS MAY PARK ONLY IN THESE AREAS (Yellow parallel lines):**

- 1. Residence hall parking lots
- 2. Fulbright Ave. (street in front of the Administration Building and Southerland Hall)
- 3. Baseball and Softball parking lots during athletic practices and games
- 4. Exceptions (Resident students MAY park at the following locations between 3:00 PM and 7:00 AM):
  - a. Parking lot BEHIND Sloan Center and Student Center
    - i. Student athletes who need to enter the Southerland Mabee Center may do so from this parking lot
    - ii. Work study students who need to enter the Southerland Mabee Center may do so from this parking lot
  - b. Marked Commuter student parking spaces on Carter Ln. (street between Manley Chapel and Carter Field House)
  - c. Marked Commuter student parking spaces on Frazier St. (parking spaces at the north end of the gym)
- 5. Resident students MAY NOT park in any other location, even if they have been allowed to at a previous time

**COMMUTER STUDENTS MAY PARK ONLY IN THESE AREAS (White parallel lines):**

1. Moore St. (street behind the Maddox Center, Sloan Center, Student Center)
2. Midkiff Ln. (street in front of the Maddox Center, Sloan Center, Student Center, and the Southerland Mabee Center)
3. Fulbright Ave. (street in front of the Administration Building and the Library)  
\*Note: these lines are yellow, but Commuters may park there.
4. Carter Ln. (street between Manley Chapel and Carter Field House)
5. Parking lot BEHIND Sloan Center and Student Center
6. First St. (small parking area near Cash/Wilson Hall)
7. Frazier St. (spaces at the north end of the gym)
8. Commuter Students MAY NOT park in any other location, even if they have been allowed to at a previous time

**RESIDENT AND COMMUTER STUDENTS MAY NOT PARK IN ANY OF THE FOLLOWING LOCATIONS AT ANY TIME:**

1. Wharton St. (street in front of Cash/Wilson Halls)
2. McClellan Dr. (street in front of Cafeteria and Mail Room/Joy Ring Student Success Center)
3. Driveways and crosswalks
4. Grassy areas and other non-designated parking areas such as sidewalks
5. Yellow or red curbs
6. In any yellow, white, red, or blue striped area. For example:



7. In any Handicap Parking space: To use these spaces requires the clear display of a valid ADA (handicap) placard or license plate.
8. In any area indicated by “No Parking”
9. Within 15 feet of any fire hydrant
10. In any space marked by blue lines or signs indicating Faculty or Staff parking (e.g., the three blue-line spaces in front of Southerland Hall)
11. In any space, area, or street that is not specifically designated for parking for that student’s status as a Resident or Commuter.

**FACULTY AND STAFF MAY PARK:**

1. Any street on campus, in any legal parking space marked by painted blue, yellow, or white line.

**ADDITIONAL PARKING RULES:**

1. Baseball, Cross Country, Golf, Indoor Track & Field, Soccer, Softball, Volleyball, and Wrestling athletes may drive to their respective venues (fields, SMC, Miller Building, etc.) for practice and games/matches.
2. Vehicles should be parked within marked spaces and shall not park on or straddle lines.
3. The campus is walking accessible, so vehicles shall not be moved from building to building. Parallel parked cars shall have the right tire facing the right hand curb.
4. Students dropping off or picking up person(s) or supplies in any location not designated a legal parking space for that vehicle is considered illegal parking.
  - a. Locations for this violation include but are not limited to:

- i. Staff parking spaces directly in front of Southerland Hall lobby
- ii. Anywhere on Wharton St. (street in front of Cash/Wilson Halls)
- iii. Anywhere on McClellan Dr. (street in front of Cafeteria and Post Office)

## **TOWING POLICY**

1. The decision to tow a vehicle is not taken lightly. The WBC Office of Police and Campus Safety and Office of Student Affairs will make every effort to contact the owner/operator of a vehicle in an attempt to get a vehicle moved prior to towing. There are, however, certain circumstances when towing will be justified without prior notice.
2. Williams Baptist College reserves the right to tow any vehicle parked in violation of any of the college's Parking Rules and Regulations at the expense of the vehicle owner or registrant.
3. Common Definitions
  - a. Abandoned/Derelict vehicles – A vehicle is considered abandoned if it is not registered with a valid campus parking permit, is inoperative or partially dismantled, or if it is parked on college property for more than one week without authorization.
  - b. ADA Designated space – spaces designated per specifications of the Americans with Disabilities Act (ADA). ADA designated spaces are also sometimes referred to as “Handicap” parking. To use these spaces requires the clear display of a valid ADA placard or license plate.
4. Policies/Procedure
  - a. In areas not directly under the control of Williams Baptist College, law enforcement may be contacted to have a vehicle towed, if deemed necessary for safe and responsible Campus operations.
  - b. Vehicles may be towed for the following reasons:
    - i. Parking on property not designated for vehicular traffic or in a "No Parking" area (parking lot driving lanes, traffic lanes, yellow or red curbs, fire-lanes, driveways, sidewalks, dumpster spaces, intersections, grass, lawns, loading zone, etc.)
    - ii. Parking in handicapped spaces without proper ADA identification. Proper registration paperwork must accompany all vehicles displaying ADA hangtags, placards, or license plates and occupying an ADA space.
    - iii. Parked in reserved spaces, areas, or parking lots without authorization from the Office of Police and Campus Safety. This includes all temporary signage.
    - iv. Parked in a way that obstructs pedestrian traffic or creates a hazard to pedestrians (e.g., blocking a crosswalk, blocking a sidewalk, etc.)
    - v. Parked blocking a driveway or obstructing an exit or entrance.
    - vi. Parked in a way causing a hazard to vehicles driving through, entering, or exiting a parking lot.
    - vii. Parked in fire lanes, red curbs, yellow curbs, or blocking access to a fire hydrant.
    - viii. Vehicles parked in areas or lots restricted to WBC vehicles or authorized vehicles only.
    - ix. Any vehicle creating a dangerous condition or hazard.

5. Williams Baptist College is not responsible for damages to a vehicle resulting from towing or storage.
6. All costs associated with towing/storing a vehicle rests with the owner and/or registered operator of towed vehicle.
7. What to do if your vehicle is towed: During regular business hours, contact the Office of Police and Campus Safety at (870) 759-4161 to verify the towing location of your vehicle. After normal business hours or on weekends, contact the Office of Police and Campus Safety at (501) 276-4013.

### **STATE, LOCAL, AND CAMPUS STATUTES AND RULES**

1. All statutes of College City, Lawrence County, and the State of Arkansas should be observed. These include, but are not limited to laws for speeding, reckless driving, and driving under the influence of alcohol or other intoxicants.
2. Tampering with speed limit, parking, and other signs placed on campus by municipal, county, or WBC officials may result in criminal charge
3. Violators of State and local statutes will be monitored by college and city personnel and reported to Campus Police or local law enforcement officials. Campus Safety Officers may issue a Code of Conduct violation to any student observed driving in an unsafe manner, speeding, etc.
4. Campus Police Officers, Lawrence County Sheriff's Department and Walnut Ridge Police Department have full authority to enforce state and municipal statutes
5. Prosecution for violations on state and local laws is through the City of Walnut Ridge and Lawrence County courts

### **FINES AND PENALTIES**

1. Violations of parking and registration policies are reported to the WBC Police and Campus Safety Office according to procedures outlined in the Student Handbook.
2. Parking/registration fine amounts:
  - a. Unless otherwise noted, all parking/registration fines-\$25
  - b. Illegal use of designated Handicap parking-\$60
  - c. Emergency access areas (fire hydrants, fire lanes, parking lot lanes, etc.) \$60
3. Ticket fines are to be paid in the Office of Student Affairs within ten (10) business days of receiving a ticket. After that date, the penalty will incur an additional \$10 and be placed on the student's account in the Business Office.
4. Ticket Appeals
  - a. The Police and Campus Safety Office strives to provide fair and consistent enforcement of the parking or registration rules for everyone's benefit. Occasionally, a ticket is issued in error. When this happens, the appeal process provides an opportunity to appeal the ticket.
  - b. The Police and Campus Safety Office provides an online-only appeals process for Tickets. Ticket appeals must be submitted within five (5) calendar days of ticket issuance. The fine will remain at the original rate until a decision has been made regarding the ticket status.
  - c. The person appealing the ticket must provide all information requested on the online form, and affirm that he/she has read the parking/registration section of the Student Handbook.
  - d. Once submitted, a Police and Campus Safety official will review the appeal, and issue a decision via email as soon as possible following receipt of the ticket appeal.



- e. PLEASE READ THE FOLLOWING INFORMATION BEFORE YOU FILE YOUR APPEAL: Registrant and Driver Responsibility:
  - i. The vehicles of all employees and students of the college must properly display parking permits obtained directly from the Office of Student Affairs.
  - ii. The person driving the vehicle on campus is responsible for finding a legal parking space and for knowing the regulations which are available in the Student Handbook or online at [www.wbcoll.edu/parking](http://www.wbcoll.edu/parking) and/or [www.wbcoll.edu/parkingmap](http://www.wbcoll.edu/parkingmap). However, the registered permit holder is responsible for any ticket issued to any vehicle in which their permit is displayed.
  - iii. Fire lane, handicap zone, and red and yellow curb violations WILL NOT be voided!
- 5. If you have further questions regarding the appeal process, contact the Police and Campus Safety Office at (870) 759-4161.
- 6. Ticket appeals WILL NOT be heard in the Police and Campus Safety Office.

### **FACTORS AFFECTING SECURITY**

1. Persons should be aware that all roads on campus are public streets maintained by College City, Walnut Ridge, or Lawrence County. Therefore, use of these streets is not restricted to WBC students and employees. This may result in heavy traffic patterns at certain times of the day. Pedestrians should especially be aware of this when crossing streets, etc.
2. Speed bumps are placed on several roads throughout the campus to help control speed limits.
3. Persons who walk the campus should be aware of traffic patterns and take precautions for personal safety. Such precautions include, but are not limited to, wearing reflective or light-colored clothing at night and using marked crossings.

Persons should read the “Campus Safety” section of the Student Handbook for more information on personal safety and crime prevention. Persons may also read other helpful safety information by visiting [www.wbcoll.edu/safety](http://www.wbcoll.edu/safety)

## **COMPUTERS**

Computers are available in the labs located in the Sloan Center, Maddox Fine Arts Center, Mabee Student Center and Felix Goodson Library for student use. All computers have Internet access and word processing capabilities. Students should consult each facility for hours of operation. Internet connections are provided in each resident's room.

### **COMPUTER LABS**

Williams provides computer labs for general student use while school is in session. The labs are located on the ground floor of the Maddox Fine Arts building, Sloan Center, Mabee Student Center, and in the library reading room. Programs available include Microsoft Word for word processing and other productivity software.

Internet services are also available in the campus labs. Students are automatically assigned an account registering and have access to email and web services. A number of on-line references may also be accessed through the World Wide Web.

Operating hours at each lab vary. During the school year, Lab hours in the Sloan Center are generally 8:00 a.m. to 4:30 p.m. each weekday. After hours and weekends, computers are available in the Library and Mabee Student Center. The Student Center is open from 7:00a.m. to 1:00a.m. See various posted schedules for more information. Students are free to use the lab for personal or school related work with the following guidelines:

- No food or drink allowed.
- No access of pornographic material.
- No use of Internet for illegal purposes.
- No installation or playing of computer games.
- No commercial or for-profit activities in any form.
- No children under the age of 15.
- No forwarding of email chain letters.

Printing is available in both labs and costs 5¢ per page. Prepayment for printing is required and is made during regular business hours in the Business Office located on the main floor in the Swaim Administration building.

Internet services are also provided in dorm rooms. Computer requirements for connecting to the network are Ethernet (NIC) card, and an Ethernet CAT5 patch cable. Modems and phone cords will not work. All residence hall related problems should be reported to the Director or Asst. Director of Student Housing. No peer to peer (P2P) file sharing networks (i.e. Limewire, Bit Torrent, etc.) is allowed. Computers are not provided by WBC in residence halls. The computer resource fee is \$160 per semester.

#### **TELECOMMUNICATIONS CONDUCT STATEMENT**

Williams Baptist College is strongly committed to creating and preserving a Christian environment that fosters spiritual growth and respects the dignity of all persons. However, as society grows more complex and the field of telecommunications continues to expand, it becomes increasingly difficult to shield members of the campus community from influences that threaten this aim.

It is imperative that individuals exercise personal responsibility in making decisions concerning the use of telecommunications or other communication media on campus. Furthermore, individuals must understand that any communication in a public forum (blogs, public Internet bulletin boards, etc.) is also subject to the Standards of Conduct.

The Standards of Conduct prohibits lewd, obscene, indecent, or immoral behavior on campus. Students need to be aware that "behavior" includes viewing, reading, or other means of participation in such activities.

#### **DISCIPLINARY POLICY FOR STUDENT ACCESS OF PORNOGRAPHIC/ PIRATED INTERNET MATERIAL**

A student is assumed to be intentionally accessing or attempting to access pornographic/pirated material via the Internet when:

- Firewall/computer logs reflect a pattern of blocked or accessed sites.
- A student is observed accessing or attempting to access pornographic sites by a computer lab/library worker.

#### **FIRST OFFENSE:**

An email/written warning will be sent to the student with a copy to the Office of Student affairs. The warning will be:

Computer logs indicate you have attempted to access Internet sites containing pornographic material. Access and/or possession of pornography is not permitted in any form on the Williams campus and is a violation of computer use policy. Continued access will result in loss of computer lab account privileges and other disciplinary actions.

**SECOND OFFENSE:**

The student account will be terminated and the Office of Student Affairs notified. The account may be reinstated after a minimum of one week.

**THIRD OFFENSE:**

The account will be terminated for the remainder of the semester and the Office of Student Affairs notified. Other disciplinary measures may be appropriate.

**ELECTRONIC PRIVACY POLICY**

- Email - As a general rule, student and faculty/staff email is considered private, to that end all user accounts are password protected from other users. However, Williams Baptist College reserves the right to inspect each email for viruses and spam. Moreover, WBC also reserves the right to examine email on the network without permission from the user.
- Cookies- Cookies may be distributed from the website. Cookies should not contain any personal information and will only aid in the functionality of the site. They may be used for private statistical information and will never be released to any commercial institution.
- Packets - Network packets flowing into and out of our network may be monitored for content (Limewire, Bit Torrent Trojan horses, etc) and information that can be used to filter content or to instigate disciplinary actions in violation of our policies or code of conduct.

Private electronic information will only be released by Williams Baptist College for purposes of law enforcement. Such bodies will need to get approval through Computer Services.

## **JOY RING STUDENT SUCCESS CENTER**

**FRESHMAN FOCUS**

Freshman Focus recognizes that first-time freshmen who are considered “at risk” need personal and separate attention. The Admissions Office places these students in Freshman Focus as a condition of their admission to the College. Students generally selected are those who are admitted under probation or condition (see page 13 for Freshman Admission Criteria.) The terms of Freshman Focus and the student’s involvement are as follows:

**A. PROBATION:**

The student is only allowed to take 12 hours during their first semester and possibly the second semester and must hold a least a 1.5 overall grade point average. If the probationary student fails to achieve a GPA of 1.5 or above on 12 semester hours at the end of the first semester, the student will face academic suspension. The student is also expected to attend Freshman Focus class weekly and tutoring 2 hours per week.

**B. CONDITION:**

The student may take up to 15 hours during the first semester. The student is also expected to attend Freshman Focus class weekly and tutoring 2 hours per week.

## **ADVISOR SELECTION AND ASSIGNMENT**

The Freshman Advisor will register and advise students in Freshman Focus. A new advisor may be assigned to the student in their major subject area at the end of the first semester.

## **FRESHMAN ACCEPTANCE CRITERIA**

The following criteria are considered when selecting candidates for unconditional admission.

1. Satisfactory scores on either the American College Test (ACT) or Scholastic Aptitude Test (SAT). No particular score is a guarantee of admittance; however, priority is given to students who score an ACT composite of at least 20 or an SAT I score of at least 910.
2. Graduation from an accredited U.S. high school or satisfactory completion of the General Education Diploma (GED) examination. The student's transcript should demonstrate the following:
  - a. At least a 2.6 average on a 4.0 scale.
  - b. A satisfactory class rank based on the standards of the particular high school attended.

Applicants deficient in either one of the admission criteria may be admitted under condition or probation and will have restrictions placed on their enrollment. Students admitted under condition or probation will be required to participate in Freshman Focus (see Academic Regulations – Freshman Focus). If the probationary student fails to achieve a GPA of 1.5 or above on 12 semester hours at the end of the first semester, the student will face academic suspension. Admission will be denied if an applicant's composite score on the ACT is less than 17 OR if the high school GPA is less than 2.25.

## **END OF SEMESTER MEETING**

At the end of the semester, each student will be required to meet with the Freshman Advisor to assess the student's academic progress and to decide on the necessary action for the coming semester. A student who has maintained a 2.0 during the semester and shows successful assimilation into a collegiate lifestyle can be released from Freshman Focus and given full admission status.

## **STUENTS WITH DISABILITIES/ADA**

Disability accommodations are offered through Williams Baptist College Counseling Services. It is our desire to help students make the transition into college life and connect them with those services and resources needed to be a successful college student.

In accordance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act of 1990, WBC provides **reasonable accommodations** to students with a physical or mental impairment that substantially limits one or more major life activities including learning.

It is important for students to understand that at WBC students who wish to receive accommodations must self-identify to our counselors in order to begin the accommodation process. *Please note that current and appropriate **documentation** of a disability is required in order to obtain requested services.*

## **COUNSELING SERVICE**

The mission of Williams Baptist College Counseling is to help all students achieve the maximum benefit from attending WBC. Our goal is to assist students in becoming wise, mindful, and balanced adults by helping them develop interpersonal skills, intrapersonal skills, life management skills, intellectual skills, career exploration and career search skills. The Counseling Office strives to help students in assessing themselves, building a sense of self-respect and establishing a deeper respect for others and nature. The Counseling Office supports each student in integrating all types of learning

experiences and contemplating their lives holistically while applying this not only to their lives at college but also throughout the rest of their lives.

The Counseling Office offers short term personal counseling and career counseling, by appointment, for enrolled Williams Baptist College students, Monday-Friday 9:00 a.m. to 4:00 p.m. A full-time Licensed Professional Counselor provides services in a safe, supportive, and confidential environment at no cost to the student. Numerous books and pamphlets are offered, as well as local community resources available through referral by the counselor.

Appointments can be made by stopping by the office located in the Joy Ring Student Success Center, by emailing [acooper@wbcoll.edu](mailto:acooper@wbcoll.edu) or by phoning 870-886-4184.

### **CONFIDENTIALITY**

The Counseling Office staff subscribes to the Code of Ethics of the American Counseling Association and to the professional laws of the State of Arkansas. Adherence to these standards ensures the confidentiality of all counseling services. You can be assured that all discussions with the counselor are private and no information about you can be shared without your written permission.

Confidentiality will be kept at all times with the following exceptions:

- When a client poses a clear and imminent danger to her/himself.
- When a client poses a clear and imminent danger to others.
- When legal requirements demand that confidential information be revealed, i.e. a court subpoena. Patriot Act.
- PLEASENOTE it is required by law to report all cases of current abuse. Past abuse must be reported when there is any possibility of current danger to any child, elderly or disabled person (e.g., a child lives with the abuser). When there is reason to suspect child/elder abuse past or present.

### **ACADEMIC TUTORING**

A tutor is an additional resource to help students succeed. The main focus of tutoring in the Joy Ring Student Success Center is the improvement of study skills, time management and knowledge of general subjects. In the counseling center we focus on helping students with foundational skills. Foundational skills are those skills in reading, writing and mathematics, as well as learning time management and study skills, which are necessary for students to succeed in college-level work.

The tutorial sessions are intended to help the individual master the course material. Tutoring sessions are NOT an opportunity for the student to have the tutor do their homework. The tutor is provided to mentor the tutee and guide them through the assignment. Under NO circumstances is the tutee to ask the tutor or insinuate to the effect that the tutor should "help" the individual by doing their work for them. The tutor has been instructed that this is not allowed. Requirement for students seeking tutoring is to bring in textbooks and specific questions and problems.

**Study Skills and Time Management:** Many students come to college with little study skills or time management preparation. They may not have needed these skills to study in high school or to be organized. Study skills and time management skills are crucial strategies that the tutors at WBC can share with the tutees.

When a tutee is facing difficulties that go beyond the skills of the tutors a referral list will be made available to assist with obtaining needed assistance for success in the subject area.

- Subject professors will be contacted for names to upper level students familiar with a particular subject that may be available to offer tutoring.
- Mr. Davis, by appointment for math and science needs outside of Joy Ring Student Success Center skill level. (More info from the Natural Science Department)

Online private tutoring resources are also available with a cost to the student.

- ThinkingStorm online tutoring. <http://thinkingstorm.com/>
- Smarthinking online tutoring: <http://www.smarthinking.com/>

### **CAREER AND PLACEMENT SERVICES**

The Center provides career counseling services. A collection of graduate catalogs, personal evaluation tools, and career inventories are available to assist students in their career development. Also, two computer-generated programs, Discover and TypeFocus, reveal interests, values, goals, and personality strengths to assist students in selecting a career path. Guidance in preparing resumes, interview skills, and other areas related to job search is available. The Center post current job opportunities.

### **ADMINISTRATIVE INTERVENTION/WITHDRAWAL**

Students who exhibit inappropriate behavior resulting from psychological or emotional difficulties or behavior that poses a potential threat to themselves, others, or property will be referred to the Dean of Students. The Dean, after consultation with the Director of Counseling and other appropriate personnel, may mandate counseling or another form of intervention. In extreme cases, the student may be administratively withdrawn from the College.

## **FINANCIAL AID**

The financial aid program at Williams has two objectives: (1) To reward outstanding students for past academic accomplishments, (2) To assist students who, without such aid, would be unable to attend college. The Williams' financial assistance program consists of grants, loans, and work-study. Inquiries concerning financial aid at Williams should be directed to the Director of Financial Aid.

### **PAYING FOR COLLEGE**

There's no doubt about it: A college education is one of the most important (and one of the best) investments students will ever make. The Financial Aid Office at Williams understands this and wants students to know that if they have a question about their scholarship or loan, please come by the office or call us at 870-759-4112. The information below will help to answer students' questions about financial aid and payment plans.

### **TYPES OF FINANCIAL ASSISTANCE**

The Financial Aid Office will be happy to provide students information about sources of financial assistance. This assistance can be in the form of scholarships, loans, grants, and work-study that is either funded by the state and federal government or Williams. All assistance has certain restrictions such as academic performance, income and availability. It is therefore very important to apply early in the spring.

### ***FINANCIAL AID TIMETABLE***

Students must fill out a Free Application for Federal Student Aid (FAFSA) each spring to determine eligibility for federal funds for the next school year. The FAFSA determines if students are eligible for a Pell Grant, loan, and work-study. FAFSA worksheets can be obtained from the

Financial Aid Office. The FAFSA can be completed on-line at HYPERLINK “<http://www.FAFSA.ed.gov>”. **Students must complete this form before leaving for the summer.**

### **WORK-STUDY**

College work-study is a federal program that allows students to earn money to help pay educational expenses. College work-study is based on the students’ need, the amount of money the college has for the program, and the amount of aid that students receive from other programs. Unlike a scholarship, grant, or loan, work-study will not be paid to their account in a lump sum. Students earn minimum wage and are paid monthly on the hours turned in on a timecard.

### **WORK-STUDY EMPLOYMENT**

Students looking for a job should fill out the Work–Study Questionnaire ([http://www.williamsbaptistcollege.com/financial\\_aid\\_scholarships/printable\\_forms.aspx](http://www.williamsbaptistcollege.com/financial_aid_scholarships/printable_forms.aspx)) and mail it to the Financial Aid Office. A questionnaire must be in their file before they will be placed in a position. If they are not placed in a work-study position before schools starts, a list of open positions is available in the Financial Aid Office.

### **EXPEDITED PROCESS**

Students who have all their financial assistance completed and in order will be assured of a quicker registration process in the fall. Students who have completed the application process prior to registration will receive an awards letter that indicates their specific financial aid awards. Students who have not completed the application process or who have not received their awards letter will be required to use the Williams deferred payment plan unless there are other arrangements.

### **DEFERRED PAYMENT PLAN**

Williams Baptist College realizes that all students cannot pay the entire balance of their account at the time of registration, therefore, Williams offers a deferred payment plan. Under the deferred payment plan, one-fourth of the students' total account is due and payable at registration. This can be paid through financial aid grants, scholarships, or loans. However, the necessary documents (FAFSA, scholarship letter, taxes, etc.) must be on file in the Financial Aid Office prior to registration.

The balance will be divided into three equal payments, with the payments billed on a monthly basis. Due dates for payment are October 10, November 10, and December 1, for the fall semester. A finance charge at the rate of .833% per month will be levied on any unpaid balance. Prior to final exams, students who have an unpaid balance must contact the Business Office at 870/759-4123.

### **SCHOLARSHIP GUIDELINES**

- Anyone who receives the benefits of institutional or private scholarships administered by the College is expected to maintain a sympathetic and cooperative attitude toward the purposes and policies of Williams.
- Students who enter into their second disciplinary offense in one semester forfeit institutional and/or private scholarships immediately and become ineligible for institutional/ private scholarships for the following semester. Future eligibility will be determined on an individual basis by the Financial Aid Committee.
- In the event of withdrawal, dismissal, or a reduction in course load to less than 12 semester hours, the student forfeits institutional and/or private scholarship assistance for the current semester. In certain situations, scholarship benefits may be prorated.



- If a student withdraws voluntarily from an activity for which he/she is receiving scholarship assistance then the student forfeits the scholarship for the entire current semester. If a student is dismissed from an activity for disciplinary reasons, then the student's scholarship assistance for that activity will be discharged on a prorated basis.
- No student may receive institutional/private scholarship funds for more than eight semesters or after a bachelor degree is earned.
- International students are eligible to apply for academic and athletic scholarships.

## FINANCIAL SERVICES

### CHECK CASHING POLICY

Students may cash checks made payable to Williams Baptist College at the Business Office in amounts up to \$100.00 per check. Students who write checks to the College, which are returned by the bank, are applicable to bank fees, plus a \$20.00 fee for the first returned check and a \$30.00 fee for the second returned check. After the second returned check, the check cashing privilege is suspended.

### ATM

First National Bank of Walnut Ridge provides an ATM in the Mabee Student Center. Students who have an account with First National Bank will not be charged a fee to use the ATM. However, students without an account will be charged up to two dollars based on the money drawn from the ATM and a possible fee from whichever bank the students' use. The ATM is available from 7:00 a.m. to 1:00 a.m.

## FOOD SERVICES

Cafeteria meal plans are for Residential Students only. Food services are provided by Fresh Ideas. All resident students purchase the food service plan granting them the opportunity to dine in the college cafeteria. At registration each semester, all residential students choose one of the five plans.

### Plan A: 19 Meal Plan

This plan allows students to eat all 19 meals served each week in the Sulcer Dining Room. The meal plan is non-transferable.

### Plan B: 12 Meal Plan

This plan allows students to eat 12 meals per week in the Sulcer Dining Room. It also includes the award of \$125 flex dollars per semester and is non-transferable. The flex dollars can be used in the Sulcer Dining room or the Eagle Coffeehouse and Grill.

### Plan C: 180 Meal Block Plan

This plan allows students to eat 180 meals during the semester in the Sulcer Dining Room and is designed for those students with fluctuating schedules due to athletics or other campus activities. Meals under the 180 Block Plan can be used in the quantity and schedule that best suits an active lifestyle. In addition, this plan includes \$100 flex dollars per semester for use in the Sulcer Dining Room or Eagle Coffeehouse & Grill.

### Plan D: Unlimited 7 Day (\$110 premium charge required)

The unlimited 7 day plan allows you to eat an unlimited number of snacks and meals in the Sulcer Dining Room from Monday through Sunday. This plan is non-transferable.

**Plan E: Unlimited 5 Day (\$110 premium charge required)**

The unlimited 5 day plan allows you to eat an unlimited number of meals and snacks in the Sulcer Dining Room from Monday through Friday. This plan, which includes the award of \$125 flex dollars per semester, is also non-transferable.

**IMPORTANT INFORMATION ABOUT MEAL PLANS**

- Flex dollars are placed on I.D. cards and may be scanned in either the cafeteria or Eagle Grill during normal, business operating hours. If desired, additional flex dollars may be purchased, for the current semester, at the cafeteria.
- Each meal plan period begins on Sunday at dinner and ends on the following Sunday at lunch. Students who are over their meal limit may pay cash or debit/credit card or use their flex dollars.
- All students must have an ID card to scan at the Sulcer Dining Room and Eagle Coffeehouse and Grill. No numbers are allowed to be entered.

**COMMUTER MEAL DISCOUNT**

The Declining Balance Program allows commuter students to purchase meals by adding money to their student ID card. Payment of a minimum \$20 earns a 10% bonus. For example: pay \$20 and get \$22 applied to the ID card or pay \$30 and get \$33 applied to the card, before taxes. The card must be swiped in the cafeteria for each meal consumed.

Students who need a special diet, as certified by a physician, may be required to pay an additional charge for meals. The Mabee-Gwinup Cafeteria offers complete food services: breakfast, lunch, and dinner. The food service is available on days that the College is in session and does not include holidays or days between semesters. The Eagle Coffeehouse and Grill in the Student Center is also operated by Fresh Ideas and offers a variety of snacks and short orders.

**CAFETERIA HOURS**

**Normal Weekday Hours of Operation:**

The Sulcer Dining Area is open 7:00 a.m. to 7:00 p.m. except for 15 minute change over periods between meals.

Hot Breakfast	7:00 a.m. to 10:45 a.m.
Lunch	11:00 a.m. to 1:30 p.m.
After Lunch (Limited Menu)	1:30 p.m. to 4:30 p.m.
Dinner	4:45 p.m. to 7:00 p.m.

**Normal Weekend Meal Periods**

Saturday Brunch	10:30 a.m. to 12: 30 p.m.
Saturday Dinner	4:30 p.m. to 5:30 p.m.
Sunday Continental Breakfast	8:30 a.m. to 11:00 a.m.
Sunday Lunch	12:00 p.m. to 1:30 p.m.
Sunday Dinner	4:45 p.m. to 7:00 p.m.

**Normal Eagle Coffeehouse and Grill Hours**

Monday - Thursday, 7:30 a.m. to 9:00 p.m. Fridays: 7:30 a.m. to 11:00 a.m.  
Saturday & Sunday: Closed. Seasonal hours may apply.

## **HEALTH CONCERNS/SERVICES**

Williams Baptist College is located near many health providers in Walnut Ridge. In the event of emergencies, resident students who become ill or injured should notify the residence director who will either call 911 or arrange for transport to the Lawrence Health Services. Students with a non-emergency need can make appointments with physicians or other health providers in the area. The College assumes no financial responsibility for hospital, physician, or other medical charges. First aid supplies for minor injuries are available in the residence halls, gymnasium, Student Center, and Office of Student Affairs.

An on-campus nurse is available part-time, Monday, Tuesday, and Wednesday 9:00a.m. – 2:00p.m. to see the sick students and can dispense over the counter meds or recommend a MD visit at no cost. Campus Health has a verbal agreement with 1<sup>st</sup> Choice Healthcare clinic in Walnut Ridge for WBC students where they can be seen quickly and will send the nurse a discharge note for follow up if necessary. The nurse can perform limited nursing duties such as: administer prescribed injections with an order from the students' physician, remove stitches or staples, BMI, body fat, BP and blood sugar screenings, and test for influenza and strep. The nurse also teaches CPR and first aid. Campus Health hosts a weight loss completion each year. Campus Health is located in the Mabee Student Center.

### **HEALTH FAIR AND OTHER RELATED EVENTS**

Each month Campus Health promotes a different theme regarding health issues in addition to hosting a Health Fair in spring semester. Monthly promotions include: Child Safety, Breast Cancer Awareness, National Diabetes Month, Drugs and Drinking Awareness, National Eye Month, American Heart Month, National Nutrition Month, etc. Assistance with doctor appointments, finding health related resources and various health related information is also available. Campus health also sponsors a 5K Glow run each spring.

### **MEDICAL INFORMATION**

All students must present a completed EMI prior to registration for classes. These forms are available online and must include the following information to be considered complete:

- Immunization records
- Health insurance information
- Emergency contact information
- Medical conditions
- Drug/Food allergies
- Students will not be allowed to register or attend classes if proof of immunization is not submitted within 30 days of registration each semester. It is recommended that all students be vaccinated for hepatitis and meningitis.
- TB screening questions

### **INSURANCE**

Students are required to have accident insurance. The bi-annual cost of \$75.00 for accident coverage is added to tuition billing. If a student qualifies for Medicaid (Title IX) medical assistance, this information should be provided on the Health Form.

### **CONTAGIOUS DISEASE/VIRUS POLICY**

The College reserves the right to restrict campus access and the on-campus activities of any student diagnosed as having a contagious disease or virus. Such restrictions will be determined by the Dean

of Students in consultation with a College-approved physician and may include, but not be restricted to the following:

- Alteration of resident living conditions.
- Adjustment of class attendance requirements (in consultation with the Vice President for Academic Affairs.)
- Prohibition from attending College-sponsored functions.
- Termination of enrollment at Williams Baptist College.

## **TOBACCO**

The use of tobacco (including E cigarettes) is prohibited on campus.

## **COLLEGE POLICY ON ALCOHOL/DRUGS**

Williams Baptist College does not tolerate the use, possession, display, or distribution of alcohol and other drugs. It endorses the official position of total abstinence from the use of these substances.

The College reserves the right to take reasonable measures (which may include individual and/or team drug screening) to insure adherence to its principles and policies. Violation of this policy is handled by the Office of Student Affairs according to the disciplinary procedure described in this handbook.

The College seeks to provide education and information about substance use and abuse to each student. Sessions are held in several academic courses, and in special programs and events throughout the year.

## **HEALTH RISKS OF ALCOHOL AND OTHER DRUGS**

- I. Alcohol is a drug. It is also a depressant that slows down the Central Nervous System impairing coordination, memory and reflexes. It loosens inhibitions which result in poor judgment. Damage to the central nervous system may include poor vision, memory loss, loss of sensation and coordination, brain damage and seizures. It may also cause/or contribute to the following:
  - A. Cirrhosis of the liver
  - B. Stomach ulcers and gastritis
  - C. Cancer of the pancreas
  - D. Heart disease
  - E. High blood pressure
  - F. Malnutrition may also result from alcohol abuse
- II. Other Drugs--The use of illegal drugs, as well as the misuse of legal drugs, may cause, but is not limited to the following:
  - A. Cocaine is a stimulant. It accelerates the central nervous system. Use may cause damage to the lungs, immune system, malnutrition, brain damage, heart attack, coma, or death.
  - B. Heroin is a narcotic that slows down the Central Nervous System. It is very addictive and affects the nerve cells of the brain.
  - C. Marijuana is of the cannabis family. Damage to the lungs, heart, reproductive systems, and brain damage may result from use. Death may occur as well.
  - D. Hallucinogens are mind-altering drugs, which may cause sudden loss of memory, behavioral changes causing extreme violence. Memory loss may be permanent.

- E. Amphetamines fall into the category of stimulants increasing the activity of the central nervous system. They affect the portion of the brain that controls breathing, heart rhythms, blood pressure and metabolic rate. Even though they are legal, their misuse can lead to malnutrition, heart attack and even death.
- F. Sedatives and pain pills may be legal, but their abuse is widespread. They cause damage to the liver and kidneys. Overdose can cause death.

**DESCRIPTION OF LEGAL SANCTIONS**

- A. Drug Laws under the Arkansas Controlled Substance Act are very significant depending upon the controlled substance and the act involved, notwithstanding any other provisions of law to the contrary.
  - 1. Any person convicted of delivering controlled substances shall be sentenced for a term of imprisonment of not less than ten (10) years and thereafter up to whatever the court decides.
  - 2. "Delivery" means the actual attempt to transfer from one person to another a controlled substance.
  - 3. Personal Use - A person accused of possession of more than one ounce of any controlled substance, if found guilty, may be fined from \$10,000 to \$100,000 and imprisoned no less than four (4) nor more than ten (10) years. (The above will depend on the type of controlled substance that is in use at the time of arrest.)
  - 4. Any conviction of a drug offense will result in the suspension of a driver license for a period of 6 months.
  - 5. 5-64-411. Distribution near certain facilities - enhanced penalties.  
Any person who commits an offense under Arkansas Controlled Substance Act by selling, delivering possessing with intent to deliver, dispensing, manufacturing, transporting, administering or distributing a controlled substance may be subject to an enhanced sentence of an additional term of imprisonment of ten (10) years if the offense is committed on or within one thousand feet (1000') of the real property of:
    - a. A city or state park
    - b. A public or private elementary or secondary school, public vocational school, or private or public college or university.
- B. Alcohol Laws--State Code 3-3-203--"It is illegal for a person under 21 years of age to purchase, possess, or consume any alcoholic beverage."
  - 1. Any person convicted of driving while intoxicated (Code 5-65-103 over 21) or driving under the influence (Code 5-65-304 under 21) will lose his/her driving privileges, pay a fine and may have to serve jail time.
- C. The Federal laws that pertain to the use of alcohol or drugs, Publication 101-226, states that any person using illegal drugs cannot receive any type of financial aid. If employees are using illegal drugs, the College can have all federal aid denied from the federal government.

**FACULTY, STUDENTS, AND STAFF**

Students concerned about their use of alcohol or drugs are encouraged to meet with staff from either the Counseling Center or Office of Student Affairs. The above will keep all information confidential and may refer the individuals to resources and/or agencies in the community that may be of help.

Agencies within a 50-mile radius that may be of help include:

- Lawrence Health Services, Walnut Ridge  
870/886-1200
- Families, Inc., Walnut Ridge  
870/886-5303 (includes Hot Line 24/7)

- Midsouth Health Systems, Inc., Walnut Ridge  
870/886-7924 Hot Line: (24/7) 800/356-3035
- Five Rivers Medical Center, Pocahontas  
870/892-6000
- St. Bernard's Behavioral Health Center, Jonesboro  
870/932-2800
- NEA Baptist, Jonesboro  
870/972-7000
- Arkansas Methodist Medical Center, Paragould  
870/239-7000

## **HOUSING SERVICES**

All students are encouraged to live on campus in order to experience a more satisfactory college experience. Williams Baptist offers and maintains living accommodations for single and married students. These accommodations include apartments and residence halls. Wilson, Butler, Cash and Nicholas Halls are the residential facilities for men. Southerland Hall, Shell Hall, Belle Hall and Southerland Hall Apartments are the residential facilities for women. Eight apartment units are available to married/single parent students. Housing space is limited, so early application is advisable. Information is available in the Office of Student Affairs or on the website.

Policy and guidelines are made available for residents in all campus housing units. Residents or tenants in these units are expected to comply with all campus and housing policies or be subject to eviction or disciplinary action.

### **RESIDENT REQUIREMENT**

Single students, who do not live at home, are expected to live on campus. Students must be at least 21 years old by the end of the current semester, have 60 or more hours, and have a cumulative GPA of 3.00 for exemption from the residency requirement. When registering, students will be expected to provide information about their residency. Students failing to comply with the residency requirement or submitting false information are subject to disciplinary action including suspension and fines. Once a student reaches age 23, the residency requirement is void.

Resident students whose course loads fall below 12 semester hours must file a request for continued campus housing with the Dean of Students to determine continued eligibility for student housing.

## **HOUSING (FAMILY)**

### **APPLICATION**

Applications for on campus family housing are included in the application packet provided by the Office of Admissions to new students and are also available on the WBC website and in the Office of Student Affairs. All applications are forwarded to the Office of Student Affairs, P.O. Box 3731.

### **ASSIGNMENTS**

Housing units are assigned to students on a first-come basis according to the College's housing policy. Assignments are made by the Office of Student Affairs. Neither applications for housing nor rank on housing waiting lists guarantees a housing assignment. Once a tenant is notified of the definite availability of an apartment, the tenant is required to pay the deposit (equal to one month's rent). The deposit is to be paid within three business days from the time of notification. Tenants will not be officially given an apartment until this deposit is paid. Tenants are also asked to sign a tenant agreement form and must be renewed by April 1 of each year. The tenant agreement covers occupants

of college-owned apartments and is effective on a month-to-month basis that must be renewed by July 1 of each year.

### **REFUND OF SECURITY DEPOSITS**

One-third of the security deposit is refundable only after the premises have been vacated, inspected, charges for any damage have been assessed, and all accounts have been cleared, and a formal written refund request has been made. The remaining balance of the security deposit is used for maintenance of the facility in preparation for new residents. Requests for Residence Hall Security Deposits and Family Housing Deposits must be made in writing to the Office of Student Affairs. If a written request is not made within 6 months of vacating, it will be assumed the refundable deposit amount is being donated to Williams Baptist College. The refundable deposit will be placed in the Scholarship Fund.

### **FACILITIES**

Generally, there are three apartment complexes available for family housing. All apartments have two bedrooms, one bath, storage room, a refrigerator, stove and a washer/dryer hookup in the bath. All dryer hookups are electric. Utilities are paid by the renter.

### **FAMILY HOUSING PET POLICY**

No pets are allowed in Family Housing.

### **RENTAL RATES/DEPOSITS**

Nicholas West - \$335 per month (utilities not included)

The deposit and first month's rent are due prior to moving in to assigned unit and is paid in the Office of Student Affairs. Thereafter, rent is due on the first of the month and is paid in the Office of Business Affairs, located on the main floor of the Swaim Administration Building. Rent is prorated for a partial month's rent.

### **UTILITIES**

Students are responsible for the utilities of their apartment. Contact the appropriate companies below for information on security deposits and to set up your activation date. Utility companies are listed below:

- Entergy:(electric) 1-800-368-3749
- Centerpoint Energy/ ARKLA: (natural gas) 1-800-992-7552
- City Water Works:216 SW 4<sup>th</sup>, Walnut Ridge, 870-886-2312
- AT&T: (landline) 1-800-464-7928
- Sudden Link: (cable and internet) 1-877-694-9474

## **LIBRARY SERVICES**

The construction for the present building was completed in 1966 and named after former employee Felix Goodson, a good friend of the principal donor for the library building. The Felix Goodson Library is a comfortable and well-equipped facility at the heart of campus academic life. The library is conducive for study and reflection. The library contains more than 60,000 volumes and a broad spectrum of scholarly and popular periodicals. The library also has over 80,000 eBooks. The library offers personal assistance, online catalog, print journals and periodicals, online journal databases, interlibrary loan, photocopy service, a computer lab, special collections, digital archives, online tutorials, WiFi service, comfortable seating and group study areas. The library also has personal and class instruction available. Look for Felix Goodson Library on Facebook. The library's web page is [www.williamsbaptistcollege.com/library](http://www.williamsbaptistcollege.com/library).

## **LIBRARY HOURS**

Monday – Thursday: 8:00 a.m. to 12:00 a.m. ( midnight)

Friday: 8:00 a.m. to 4:00 p.m.

Saturday: 12:00 p.m. to 4:00 p.m.

Sunday: 1:00 p.m. to 5:00 p.m.; 7:00 p.m. to 12:00 a.m. ( midnight)

Hours are subject to change. (I.e. inclement weather, work study availability and student use)

## **MAIL AND COPY ROOM**

Williams' students are served by the campus mail and copy room located near the cafeteria. Students, residents and commuters, are assigned mail boxes. Students should check mail boxes daily for important notices. Mail services are included in the student services fee. Stamps, certified mail, FedEx and overnight express mailing services are available to Williams students, faculty and staff.

### **HOURS**

Window hours are 8:00 a.m. to 4:00 p.m., Monday through Friday. Mail boxes can be checked seven days a week when the building is unlocked.

### **MAILBOX ASSIGNMENT**

All full-time students are required to have a campus box regardless of whether they reside on campus or off campus. Mailbox assignments are given to new students as a part of the registration process. The mailbox assignment will remain the same during the duration of a student at Williams Baptist College.

### **MAIL DELIVERY**

Incoming off-campus mail is placed in boxes by 2:00 p.m., if possible, Monday through Friday. In-house mail is distributed to boxes on a timely basis.

Outgoing mail picked up by the Walnut Ridge Post Office each afternoon around 2:00 p.m. All outgoing mail must have proper postage affixed. Mail without postage will be placed in the sender's (if known) campus box. If the sender's name is not written on the mail, the mail and copy center personnel have authority to open the mail to determine to whom it belongs.

### **ADDRESS CHANGES**

Students should report all changes of address and mail forwarding instructions to WBC Mail and Copy Room personnel.

### **MISCONDUCT**

Tampering with a mailbox or mail other than one's own is a criminal offense. Offenders will be subject to disciplinary action by the local authorities and face possible fines and restitution costs.

### **COPY AND PRINTING SERVICES**

The Mail Room and Copy Center offers black and white and color copying, laminating, printing, faxing and binding. Orders can be emailed or dropped off Monday through Friday, 8:00 a.m. – 4:00 p.m.

## **RESIDENCE LIFE**

Residence halls can have a positive impact upon the educational achievement of students who live in them and upon a student's personal growth. The student's background, the decision to live in a residence hall, the peer group that exists within the residence hall, the student's roommate, and the



Resident Advisor can serve to influence academic and personal growth. On-campus living at WBC provides a great living and learning experience. Students can experience living next to an individual from a different culture, a different section of America, or even a different country. Living in the residence halls plays an important role, as students become a part of the academic community at WBC. Also, studies show that students who live on campus tend to make better grades. Reasons for this may include being closer to the library and the computer lab, or the fact that residence life is more conducive to studying than off campus housing.

#### **GOALS FOR RESIDENTIAL LIVING:**

- To provide a living-learning environment that is conducive for individuals' academic and personal growth and development.
- To provide facilities that are attractive, safe, clean, and well maintained.
- To foster the development of service, leadership and interpersonal skills by encouraging self-governance and by providing educational, service, and social programs.
- To provide trained staff and management services that help to ensure an orderly and effective administration of the residence life program.

By accepting admission to Williams Baptist College, students assume the responsibility to abide by the rules and Standards of Conduct of the College as well as city, state, and federal laws.

#### **INVOLVEMENT IN RESIDENCE LIFE**

Studies have shown that students who become "connected" to their campus by belonging and participating in activities tend to persist in the attainment of their degree, have a higher grade point average, and develop socially at a greater rate than their peers who do not get involved. Residence Life offers many opportunities for involvement.

#### **RESIDENT ADVISOR (RA)**

A Resident Advisor (RA) is a part of the Residence Hall staff. Each residence hall has a well-trained staff consisting of a Resident Director and Resident Advisors. The Resident Director (RD) is responsible for the total supervision, counsel, direction, and activities in the residence hall. The RAs provide assistance in the halls, the lobby, and the cafeteria.

#### **RESIDENT'S BILL OF RIGHTS**

The residence hall is a community that depends on an understanding and toleration of different lifestyles, cultures, and rights of others. A recognition and responsibility of the welfare of others is also an indication of maturity. A summary of rights to help you and others on your floor relate successfully in a community living environment is listed below:

- Residents have a right to live in a safe environment that is free of intimidation and physical or emotional harm.
- Residents have the right to study or to sleep without noise, interference, or distractions.
- Residents have the right to personal privacy.
- Residents have the right to expect respect for their personal property.
- Residents have the right to live in a clean environment.
- Residents have the right to complain to, and to expect assistance from, residence staff in settling conflicts.
- Residents have the right to have guests with the expectation that these guests will respect the rights of other residents.
- Residents have the right of free use and access to their room without pressure from a roommate or other residents.

- Residents have the right to expect courtesy and consideration from a roommate or other residents.
- Residents have the right to learn, grow, and develop as individuals with unique interests, differences, and values.

Remember you may choose to refuse these rights for yourself. However, you may not choose to refuse these rights of other residents.

### **RESIDENCE HALL DAMAGE ASSESSMENT**

Ideally, the individual or group responsible for negligence or repair is charged with making restitution for the cost of restoration or repair; however, community service may occur at the discretion of the Dean of Students and Director of Maintenance.

Students who damage campus buildings and/or property will be billed for the cost of repair. **A fee sheet, with cost for repairs, is distributed to all resident students at the beginning of the semester. Additional copies are available at the front desk in each lobby.**

### **RESIDENCE HALL APPEARANCE**

All students are expected to take an active interest in the total appearance of the residence halls. By working together, students can keep the lobbies and halls clean with a minimum number of work hours. When entertaining guests, the residents are expected to leave the area clean. Please remove soda cans, trash, crumbs, etc., from the lobby. Students are not to sleep on lobby furniture. Rough and rowdy behavior cannot be tolerated. Please do not sit on lobby tables. The volume of the TV should be kept at a minimum. Be considerate of others who are visiting or studying in the lobby.

### **VISITING**

Visitors are received in the main lobby of each residence hall. Therefore, residents should always be properly dressed and wear shoes in this lobby.

Lobby visiting hours end at 2:00 a.m. each night. Visiting through the windows of the residence halls is prohibited. There is a \$100 fine for removal of screens from windows.

### **ROOMS**

Room assignments are made through the Office of Student Affairs by the Residence Hall Directors once the application for housing and the \$75 security deposit have been submitted. Every effort is made to honor requests for rooms and roommates. However, the College reserves the right to make changes deemed necessary. Every student has a roommate unless he or she wishes to pay for a private room (if available). Private rooms are assigned on the basis of seniority.

### **REFUND OF SECURITY DEPOSITS**

One-third of the security deposit is refundable only after the premises have been vacated, inspected, charges for any damage have been assessed, and all accounts have been cleared, and a formal written refund request has been made. The remaining balance of the security deposit is used for maintenance of the facility in preparation for new residents. Requests for Residence Hall Security Deposits and Family Housing Deposits must be made in writing to the Office of Student Affairs. If a written request is not made within 6 months of vacating, it will be assumed the refundable deposit amount is being donated to Williams Baptist College. The refundable deposit will be placed in the Scholarship Fund.

## **ROOM ASSIGNMENTS**

Room assignments are made by the Residence Hall Directors. Every effort is made to honor requests for rooms and roommates. All students have a roommate unless they wish to pay for a private room (if available). Private rooms are assigned based on seniority and availability. Placement in Southerland Hall apartments is based on seniority and cumulative grade point average.

## **PRIVATE ROOMS**

A student living alone in the residence hall will be charged for a private room except for the following situations:

- When a roommate moves out, the room rate will not change as long as the student is willing to take a roommate or is willing to move in with another roommate.
- Any student who is willing to move in with another roommate but one is not available.

Ordinarily, the student with less tenure as a student will be asked to move to the other student's room. This will prevail unless by mutual consent the other student prefers to move. The College reserves all rights in connection with room assignments to residence halls or the termination of occupancy.

## **ROOM CHANGES**

Students will be expected to live in the room assigned to them. Students are not permitted to move from their assigned room without specific authorization from the Residence Hall Director. If a move should become necessary, the Residence Hall Director will have to authorize the move. Room changes must be made within the first three weeks of the semester. After that date, a \$50 room change fee will apply. If there are two persons without roommates, they will be expected to move together and close the other room. Unauthorized moves may result in disciplinary action.

## **STEWARDSHIP OF PROPERTY**

Students are to exercise the same respect for college furniture and housing as they would in their own home. The occupants of a room in the residence hall are financially responsible for all property that is part of the room including windows, screens, and doors. Occupants will be held accountable for any damage that occurs while living there.

Prior to leaving for breaks and holidays, students are expected to remove all trash from their rooms. Failure to do so will result in a \$10 fine per person/ per room.

## **ROOM CHECK**

Students are expected to keep their rooms clean and orderly. It is a joint responsibility of roommates and/or suitemates to be good housekeepers. Rooms are checked on Wednesdays. However, the College reserves the right of periodic inspections of room conditions, including refrigerator contents, by residence hall administration at any time. In order for rooms to be in good condition, beds should be made; clothing should be in drawers or closets; trash containers should be empty; floor and furniture should be free from dirt, dust, and stains; books and other articles should be arranged so as to present an orderly appearance; commodes, basins, and showers should be clean. Remember: dirty toilets, sinks and showers can fail a room. First fail--there will be no penalty. For each subsequent failure of room check, students will be charged a fine. A member of the Maintenance Staff or Security may accompany the RA during the weekly room checks.

## **ROOM INSPECTION**

Williams Baptist College reserves the right to inspect a room or apartment at any time. A room inspection may be performed when the presence of alcohol, drugs, or other contraband is suspected. The College reserves the right to call local authorities as necessary. When an inspection is performed, the following guidelines must be followed:

- Two college officials, only one of whom can be a student, must perform the inspection.
- If found, the college official and/or police would confiscate contraband for evidence.
- The Vice President for Enrollment Management and Student Services and the Dean of Students will be notified of the results of the inspection.

### **ROOM DECORATIONS**

Room decorations, such as pictures, pennants, and calendars may be posted only in a manner as to avoid damage to walls, doors, etc. Nails, screws, or staples are not allowed. Sticky tack is recommended. Obscene pictures or literature may not be displayed in a residence hall. Room decor may not be contrary to the values held by the College. The display of alcohol or tobacco related products is not allowed. Carpet is allowed, but may not be stuck down with tape or tacks. If carpet is put in, students are responsible for bringing a vacuum.

Blinds or drapes should be closed after dark if the room is lighted. Road signs, warning flares and similar paraphernalia are not permitted in the residence hall.

### **FURNITURE**

An inventory of the furnishings and the state of repair is taken at the start of each year and maintained by the residence hall director. The residents are advised to check the inventory and conditions of the room and furnishings with an RA at the time room is occupied. Furniture may not be removed from rooms. Lobby chairs are not to be taken to residence hall rooms.

### **RESIDENCE HALL ACTIVITY FEE**

A \$125.00 fee per semester will be collected from each resident student during registration. This fee helps pay for residence hall activities.

### **VALUED ITEMS LIST**

Even though the College cannot accept responsibility for theft or damage to items such as stereos, radios, bicycles, etc., a valuables registration form is available from the RA. The form, kept on file by the Residence Director, will help in the event of theft or damage.

### **INDIVIDUAL PROPERTY LIABILITY**

The College cannot accept responsibility for any theft or damage due to fire, water, etc., in college-owned facilities at anytime. **DOORS SHOULD BE KEPT LOCKED AT ALL TIMES.** Students should check with their parents concerning insurance for items such as musical instruments, stereos, etc. The parents' personal property or home insurance may cover such items. Immediately report, in writing, any loss of property to the RA or Residence Hall Director.

### **MAINTENANCE**

**Students are not to contact maintenance directly.** Report any room repairs or problems regarding lights, plumbing, doors, and etc., to the RA on your hall or to the RD. Please complete the form that is available at the front desk and turn it in to the RA or Residence Hall Director immediately. Specify where the problem is and put room number on the form. We can save time and expense by repairing minor defects before continued use creates a major problem.

### **RESIDENCE HALL MEETINGS**

Attendance at all Residence Hall Meetings is required unless excused by the Resident Director. The Resident Advisors will ask the students who are on their hall to meet with them periodically. All meetings are for the purpose of improving communication, solving problems, providing information, etc. Absence from hall meetings will result in a fine.

### **RESIDENCE HALL ACCESS POLICY**

The policy for entering and exiting the residence halls is designed to blend personal freedom and responsibility for the use of time on and off campus. It is not designed to accommodate the indiscriminate use of time that jeopardizes personal safety, academic success, or that is incompatible with the College's values. Students who violate the policy or who demonstrate irresponsible use of the policy may be referred to the Resident Director or to the Dean of Students for disciplinary procedures or other intervention.

### **PET POLICY FOR RESIDENCE HALLS**

No pets are allowed in the residence halls.

### **LAUNDRY ROOMS**

Washers and dryers will accept either coins or debit cards. Change machines are offered in both the men and women's lobbies. Since, the laundry rooms are shared with numerous students, clothes should be removed from washer/dryers as soon as they are finished. Washing supplies are to be kept in students' own rooms. The laundry room is cleaned periodically and items left over 24 hours will be removed.

### **CABLE TELEVISION**

Cable service is provided in each residence hall room at no charge from September 1 to April 30. Satellite dishes are not allowed in the residence halls.

### **MICROWAVES**

Due to fire safety codes, cooking in the residence hall rooms is restricted. (Coffee pots and hot air popcorn poppers are allowed.) A microwave is also available in the private lobby of Wilson, Nicholas, Shell and Southerland Halls. Students who live in Butler Hall or Southerland Hall Apartments may have a microwave in the kitchen area of the apartment.

Also, residents are prohibited from activities that involve incendiary (flame or explosion producing) devices in the residence hall such as candles and firecrackers.

### **OVERNIGHT GUESTS**

Overnight guests must sign-in and register their vehicles at the front desk. A resident who does not register his/her guest will be assessed \$10.00 per night. Overnight guests are subject to the same regulations and standards as students. Guests may only stay as long as the Housing Director grants permission.

### **KEYS**

Loss of any residence hall room key results in a \$50.00 replacement fee.

### **MISCELLANEOUS**

- Camping is not allowed on campus.
- Hazardous or reckless driving on campus is prohibited. This includes, but is not limited to, riding on the outside, top, hood, fender, bed, or tailgate of a vehicle or the towing of any apparatus not permitted for carrying passengers and/or vehicle use.
- Student use of ATVs/UTVs are prohibited on campus, except for student use of ATVs/UTVs owned and operated by the college for official use.
- Climbing campus buildings or trees is not allowed.
- Rollerblading, roller-skating, scootering, or biking inside campus buildings is not permitted. Playing with, throwing, kicking, or rolling any ball or sports paraphernalia

inside campus buildings is also prohibited except in appropriate areas of the SMC and Carter Field House.

- The use, possession, and storage of a hover-board anywhere on campus, including residence halls, apartments, classrooms, and other facilities is also prohibited. This ban includes self-balancing scooters, battery scooters, hands-free segways, electric powered skateboards, or any device commonly referred to or known as a hover-board.
- No sparring or horseplay of any kind is permitted in campus buildings.

### **HOUSING EVICTION**

The Resident Director may recommend to the Dean of Students the eviction from student housing of any resident whose influence is a detriment to other students or who consistently manifests a non-cooperative spirit in college housing. The College reserves the right to move a student when necessary.

### **STUDENT/RESIDENCE HALL SAFETY**

For student safety, residence halls provide smoke detectors, fire alarms, fire safety films, fire escape exits, and intruder alarms on selected entrances and exits. It is a serious matter to tamper with any of this safety equipment because it affects the safety of all residence hall students and staff. Opening a fire door will result in a \$50 fine. Tampering or playing with the firefighting equipment and/or alarms will result in disciplinary action, including, but not limited to, disciplinary dismissal. Firearms, of any type, including look-alike guns, are not allowed on campus.

### **EMERGENCY PREPAREDNESS PLAN**

#### **I. In Case of Fire**

##### **A. If a fire alarm sounds:**

1. Remain calm and be as quiet as possible.
2. If time permits, put on a robe, raincoat, or long jacket for protection.
3. Get a towel to put over your mouth and nose if there is smoke in the halls. Since smoke rises, stay as close to the ground as possible when exiting the building.
4. Close windows.
5. Raise blinds.
6. Exit room immediately. If possible, leave the door open.
7. Proceed out of your hall's assigned exit to the designated outside assembly area and report to your Resident Assistant.
8. Remain in assigned area until the all clear sign is given.
9. Do not re-enter building for any reason, (i.e., personal belongings).

#### **II. In Case of Tornado**

##### **A. If a tornado warning is given:**

1. Proceed to first floor hall areas of buildings, especially in Residence Halls and Southerland-Mabee Center.
2. Stay away from windows, doors, and outside walls. Students should protect their heads.
3. College staff will give directions.
4. If possible, it is recommended students take a pillow or blanket with them. These items should be used to cover your head from potential flying debris.

#### **III. In Case of Campus Evacuation**

##### **A. If the order to evacuate is given:**

1. Proceed to Manley Chapel for instructions.
2. All students will remain at the Chapel until further instructions are given by the College Staff.

#### **IV. In Case of Earthquake**

- A. If an earthquake is felt:
1. If inside, stay inside; if outside, stay outside.
  2. If inside, take cover under a heavy desk, table, in a supported doorway, or along an inside wall. Stay away from glass. Do not use candles, matches, or other flame during or after the tremor because of possible gas leaks.
  3. If outside, move away from buildings and utility wires. The greatest danger from falling debris is just outside doorways and close to outer walls. Once in the open, stay there until shaking stops. If in a moving car, stop as quickly as safety permits, but stay in the vehicle. When safe, proceed to Midkiff Lawn and await further instructions. Stay together with those who were in the same building as you. This will make it easier to determine if all are present.

### **FIRE PRECAUTIONS**

- To help prevent fire, residents are requested to observe the following precautions:
- **Do not** overload or abuse electrical outlets.
- Check appliance cords for frayed or worn areas.
- Refrain from activities that involve incendiary (flame or explosion producing) devices in the residence halls or apartments such as candles and firecrackers. The use of incense in college housing is prohibited.
- Do not use candles in the residence halls.
- Do not smoke anywhere on campus.

## **VALUES VIOLATION PROCEDURES**

### **STATEMENT OF VALUES:**

Based upon the premise that each person has specific God-given abilities, and that each person is a part of a greater community which requires cooperation and mutual consideration, our goal within the Residence Halls at Williams Baptist College, is to provide an atmosphere in which a student may develop proper values, self discipline, a sense of responsibility, and desirable characteristics which will last an eternity. These values are compatible with the Christian faith and for the foundation of residence life, student activities, campus policies, Standards of Conduct, and other aspects of student life.

On May 2, 1980, the Board of Trustees adopted the statement below that summarizes the College's values:

"In line with this [Christian] orientation, every student is expected and required to respect and uphold personal and property rights; to foster and maintain those attitudes and conditions which contribute to the academic, moral, religious, and social goals of the college; and to manifest and act upon a genuine concern for the general well being of fellow members of the college community."

From this statement, the following list of values can be produced:

- Individual Worth
- Self-discipline
- Respect for Property and Environment
- Respect for Others

It is these values that best preserve the institution's Christian purpose and fosters the personal development of each individual.

The disciplinary system at Williams is designed to preserve the values of the campus community and to foster one's individual personal development. It is redemptive in nature, seeking to be just and equitable and to preserve the dignity and privacy of each individual. While every effort is made to protect the rights of the individual resident, the College does not attempt to duplicate civil or criminal court proceedings.

Therefore, the disciplinary system within the Residence Hall Community, seeks to endorse the philosophy of and to work in cooperation with the College's larger disciplinary system.

### **VIOLATIONS**

A violation is any behavior that fails to uphold civil law, disrupts or threatens the peace, or jeopardizes the safety and welfare of persons or property. Violations are not tolerated and will result in an immediate disciplinary response.

Students should be aware, however, that infraction records are viewed seriously and can result in further disciplinary response.

### **REPORTING VALUES VIOLATION**

See Section: Disciplinary Procedures and Sanctions (pages 6-8).

### **ALCOHOLIC BEVERAGES/ILLEGAL DRUGS**

Students possessing, distributing, displaying, or using alcohol and/or illegal drugs will be subject to immediate disciplinary action. Containers and posters or advertisements of such are prohibited in the rooms of the students and their vehicles. Students present on campus where alcohol or controlled substances are being used, whether participating or not, are also subject to disciplinary action.

### **ILLEGAL ENTRY**

Anyone opening the doors with anything other than a key will be confronted and dealt with in a disciplinary manner. Confidentiality is provided to those who report offenders when safety is involved. If a student locks himself out, he should either find his roommate and use his key or get the Resident Advisor or Resident Director. Windows are not to be used for access. If the screen is removed, for any reason other than fire, there is a \$100 fine.

### **RESIDENCE HALL CHECK IN PROCEDURES**

Upon arrival, students report to the front lobby of their assigned residence hall. At that time, they sign a housing contract and check into rooms. Students then inspect their rooms and note any damages on the check-in sheet to avoid charges at checkout.

### **RESIDENCE HALLS CHECKOUT PROCEDURES**

- Everyone must go through a checkout procedure. One-third of the security deposit is refundable only after the premises have been vacated, inspected, charges for any damage have been assessed, and all accounts have been cleared, and a formal written refund request has been made. The remaining balance of the security deposit is used for maintenance of the facility in preparation for new residents. Requests for residence hall security deposits must be made in writing to the Office of Student Affairs. If a written request is not made within 6 months of vacating, it will be assumed the refundable deposit amount is being donated to Williams Baptist College. The refundable deposit will be placed in the Scholarship Fund.
- After everything has been moved out and the room and bathroom thoroughly cleaned, see the Resident Director or Resident Advisor to complete the checkout form.



- The walls and windows must be cleaned (no writing on the windows and all tape, posters, and stickers must be removed.)
- The mirrors must have all stickers cleaned off.
- The floors, toilets, and showers must be cleaned thoroughly. All residue must be removed from the floor.
- Make sure all storage areas are cleaned out.
- All furniture is to be moved back to its original place. Resident Director will check the rooms after everyone has moved out of the residence halls. **BE SURE TO TURN IN ALL KEYS.** If the key is not returned, \$50.00 will be charged to the resident so the lock can be changed.
- If it is necessary to keep part or all of the room deposit, the balance must be brought current during the summer before the fall semester begins.

## **RESIDENCE HALL HOLIDAY SCHEDULE**

The residence contract period begins the first day of the semester and ends for students at 6:00 p.m. the day of their last final examination. (Items left on the premises at the termination of this contract become property of Williams Baptist College with the exception of students returning for the spring semester may leave personal items in their rooms.) Residence halls will remain accessible to students during Fall Break, Thanksgiving Holiday Break and Spring Break. Students will be permitted to reside in their dorm room during these times at no additional cost.

For the Christmas Holiday and Winter Break, the residence halls are closed excluding student-athletes (wrestling and men's/women's basketball) required to stay late and return early. Exceptions could also be granted for students that require accommodations (International students, out-of-state students, students with special circumstances, etc.). Those students permitted to stay during the Christmas Holiday and Winter Break may do so at the fee of \$20.00 per day. **However, food services will NOT be available, and residents are responsible for their meals. Residents staying in the residence halls during these times must notify the Resident Director.**

### **2017-2018 Residence Hall Calendar**

August 18: New students Move In (9:00 a.m. – 2:00 p.m.)

August 20: Returning Students Move In (1:00 p.m. – 5:00 p.m.)

October 16-17: Fall Break

November 22-24: Thanksgiving Break

December 13: Christmas Break Begins

January 8: Spring Semester Begins

March 19-23: Spring Break

May 9: Close at 6:00 p.m. except for those participating in graduation

May 12: Close at 2:00 p.m.

## **RESIDENCE HALL STAFF**

Gabriela Dixon, Women's Residence Director, Office: (870) 759-4204, Cell: (479) 387-6385

Daniel Capp, Men's Residence Director, Office: (870) 759-4302, Cell: (816) 863-0271

John Mayberry, Student Life Director, Office: (870) 759-4187

Amber N. Grady, Dean of Students, Office: (870) 759- 4188

## **RESIDENCE HALLS FOR WOMEN**

Resident Advisors

Erica Isbill

Location

Upper West

Tia Brazell	Upper South
Tori Johnson	Lower South
Bethany Dorton	Lower Shell
Makayla Marshall	Upper Shell
Melanie McKuinn	Upper Belle Hall
Ashley Lyons	Lower Belle Hall

Assistant Resident Director

Hannah Cates	Southerland Apartments
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**RESIDENCE HALLS FOR MEN**

Resident Advisors

Cooper Briggs, Corby May  
CJ Cara, Graham Karwath  
Allen Thompson  
Luke Carter  
Colton Dunbar  
Noah Stoddard

Location

Upper Wilson  
Lower Wilson  
Lower Cash  
Upper Cash  
Upper Nicholas Hall  
Lower Nicholas Hall

Assistant Resident Director

Corbitt Cooper	Butler Hall
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## ANSWER PAGES

<b>QUESTIONS ABOUT</b>	<b>GO TO</b>	<b>LOCATION</b>
Advising	Office of Academic Affairs	Swaim Admin Bldg
ATM	Office of Student Affairs	Mabee Student Center
Campus Ministries	Director of Campus Ministries	Mabee Student Center
Campus Activities	Wingtips/Online Campus Calendar	
Chapel Policy	Office of Student Affairs	Mabee Student Center
Chapel Programs	Director of Campus Ministries	Mabee Student Center
Check Cashing	Office of Business Affairs	Swaim Admin Bldg
Class Schedule	Office of Academic Affairs	Swaim Admin Bldg
Computers – Student Access	Computer Lab	Maddox Center/Sloan Center/Library/Mabee Student Center
Copy Center	Felix Goodson Library	Felix Goodson Library
Counseling	Counseling Suite	Joy Ring Student Success Center
Academic	Office of Academic Affairs	Swaim Admin Bldg
Career	Counseling Suite	Joy Ring Student Success Center
Drugs	Counseling Suite	Joy Ring Student Success Center
Alcohol	Counseling Suite	Joy Ring Student Success Center
Personal	Counseling Suite	Joy Ring Student Success Center
Study Skills	Counseling Suite	Joy Ring Student Success Center
Degree Plan	Office of Academic Affairs	Swaim Admin Bldg
Disabilities Services	Office of Academic Affairs	Swaim Admin Bldg
Drop Classes	Office of Academic Affairs	Swaim Admin Bldg
Emergency		
Days	Office of Student Affairs	Mabee Student Center
Days & Evenings	Resident Directors	Residence Halls
Employment		
Church Position	Institutional Advancement	Swaim Admin Bldg
Part-time & Full-time	Counseling Suite	Joy Ring Student Success Center
Work Study/Placement	Office of Financial Aid	Swaim Admin Bldg
Enrollment Verification Requests	Office of Academic Affairs	Swaim Admin Bldg
Family Housing	Office of Student Affairs	Mabee Student Center
Financial Aid	Office of Financial Aid	Swaim Admin Bldg
First Aid & Illnesses	Campus Health	Mabee Student Center
Freshman Focus Program	Freshman Advisor Counseling Suite	Joy Ring Student Success Center
Honor Organizations	Office of Student Affairs	Mabee Student Center
Immunizations	Campus Health	Mabee Student Center
Insurance, Student Health	Office of Student Affairs	Mabee Student Center
International Student	Office of Admissions	Swaim Admin Bldg

Services		
Intramurals	Office of Student Affairs	Mabee Student Center
Lost & Found	Office of Student Affairs	Mabee Student Center
Mail	Post Office	Post Office
Maintenance Requests for: Residence Halls Family Housing	R.A. or Director of Housing Office of Student Affairs	Residence Halls Mabee Student Center
Major		
Change of	Office of Academic Affairs	Swaim Admin Bldg
Declaration of	Office of Academic Affairs	Swaim Admin Bldg
Freshmen Undeclared	Freshman Advisor Office of Admissions	Swaim Admin Bldg
Meal Plans	Fresh Ideas Food Service	Sulcer Dining Hall
Name, Change of	Office of Academic Affairs	Swaim Admin Bldg
Parents	Parent Liaison Counseling Suite	Joy Ring Student Success Center
Parking Permits & Regulations	Office of Student Affairs	Mabee Student Center
Print Credit	Office of Business Affairs	Swaim Admin Bldg
Residency Requirement	Office of Student Affairs	Mabee Student Center
Scholarships	Office of Financial Aid	Swaim Admin Bldg
Safety	Director of Campus Safety	Mabee Student Center
Student Activities Board	Office of Student Affairs	Mabee Student Center
Student Discount (Blue Card)	Office of Public Relations	Swaim Admin Bldg
Tobacco Free Policy	Office of Student Affairs	Mabee Student Center
Tuition & Fees Payment	Office of Business Affairs	Swaim Admin Bldg
TypeFocus	Joy Ring Student Success Center	
Work study Awards	Office of Financial Aid	Swaim Admin Bldg
Work study Payment	Office of Business Affairs	Swaim Admin Bldg

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