



Student Handbook

2008-2009

Williams Baptist College
Student Handbook
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THE COLLEGE

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.

WILLIAMS Colors

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

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.

STUDENT HANDBOOK/CATALOG

Each student enrolled at WBC has entered 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.

STUDENT SERVICES

ACADEMIC ADVISING

Each student who enrolls at Williams is assigned an academic advisor who assists in planning the student's course of study. Students should meet

regularly with academic advisors. The Office of Academic Affairs is also available to assist students in their academic program.

BOOKSTORE

The Founder's Bookstore maintains a stock of current textbooks, clothing, souvenirs, greeting cards, gifts, CDs, tapes, and miscellaneous supplies.

CAREER & PLACEMENT

Career Services are available in the Counseling Center located in the Sloan Center. A collection of graduate catalogs, personal evaluation tools, career inventories, and personality assessments are available to assist students in career development.

Students have opportunities to participate in career fairs. In addition, Williams has an arrangement with Arkansas State University to use their Career Services Office.

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 assessed a \$10.00 fee for the first returned check and a \$20.00 fee for the second returned check. After the second returned check, the check cashing privilege is suspended.

COMPUTER SERVICES

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.

COUNSELING CENTER

Williams attempts to help students develop holistically. Students needing assistance with personal problems should consult the Director of Counseling. The College offers two full-time counselors who provide personal and confidential counseling services to students. In addition, other faculty and staff are trained as ministers or counselors. The College has convenient access to local and regional mental health services.

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

FOOD SERVICES

Food services are provided by Sodexo Campus Services. All resident students purchase the food service plan granting them the opportunity to dine in the college cafeteria. Three meal plan options are available for all residential students. At registration each semester, all residential students choose one of the three plans. All plans cost the same and are valid for one semester only. The number of meals allotted per week may not be carried over to subsequent weeks. The three plans are: **Plan A:** Nineteen (19) cafeteria meals per week; **Plan B:** Fifteen (15) cafeteria meals per week plus \$50 flex dollars per semester. *; **Plan C:** Ten (10) cafeteria meals per week plus \$200 flex dollars per semester. * *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. Non-resident students, faculty, and staff may also dine in the cafeteria by purchasing a meal ticket at the entrance. 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 Sodexo Campus Services and offers a variety of snacks and short orders.

HEALTH 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 for limited nursing duties. The Health Clinic is located in the Mabee Student Center.

HOUSING

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 and Cash Halls are the residential facilities for men. Southerland Hall and Shell Wing are the residential facilities for women. Southerland Hall Apartments are honor housing. Twenty-four 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.

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.

Residence 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. At registration, students will be expected to provide information about their residency. Students failing to comply with the residency requirement (including the submission of false information) are subject to disciplinary action including suspension and fines.

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. Once a student reaches age 23, the residency requirement is void.

LEARNING CENTER/TUTORING

The Learning Center serves students by providing assistance in improving study and listening skills, memory, and reading. Supplementary instructional materials and individual tutoring are available through the Learning Center located in the Sloan Center. Tutoring is also available through the Counseling Center. The tutors work under the Director of Counseling to provide tutoring in math and English. Limited assistance may be available in other disciplines.

LIBRARY

The Felix Goodson Library is a comfortable and well-equipped facility at the heart of campus academic life. The library is a conducive place for study and reflection. The library contains more than 60,000 volumes and a broad spectrum of scholarly and popular periodicals. The library provides interlibrary loan services, computerized access to other collections, CD ROM, microfilm, and microfiche resources. The library maintains extensive weekday and weekend hours.

POST OFFICE

Williams' students are served by the campus post office located near the cafeteria. Students, residents and commuters, are assigned post office boxes. Students should check post office boxes daily for important notices. Postal services are included in the student services fee.

RECREATION

The Mabee Student Center, Southerland-Mabee Center (SMC), and the Carter Field House provide various forms of recreation and entertainment. Pool tables and a snack bar are among the amenities available in the Student Center. The SMC contains two racquetball courts and an indoor track, in addition to the gymnasium. A variety of sports are also offered through the intramural program. Fitness equipment is available in the Carter Field House, and the Mabee Student Center.

WING TIPS

The Wing Tips is a weekly on-line newsletter published by the Office of Student Affairs. 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.

STUDENT LIFE

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.

ORIENTATION

Williams Baptist College requires all students attending college for the first time to participate in orientation. The New Student Orientation program is a series of events designed to assist students in adjusting to college life. The program, which combines large and small group sessions, class registration, 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 to the College have

an advantage for success in the classroom, in the residence halls, and in extracurricular activities.

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 (CM)

Campus Ministries provides opportunities for spiritual growth and fellowship such as campus Bible studies, discipleship, missions, evangelism, and worship.

Chapel

Each Wednesday at 11:00 a.m., in the SMC, students are required to attend a brief chapel session. Various programs are scheduled to provide worship and spiritual enrichment.

New Student LifeGroups

LifeGroups provide opportunities for new students to fellowship through Bible studies and family groups during the fall semester.

Viva Jesus

Viva Jesus is a retreat that takes place each year during fall break. The purpose of the retreat is to encourage students to live their faith personally and in community and to have their souls refreshed and renewed.

Spring Break Mission Trip

The Spring Break Mission Trip is an opportunity to reach out through a weeklong mission endeavor. Students have many different avenues to share their faith and touch lives off campus.

Other aids to spiritual development come from the influence and guidance from faculty and administration as well as a multitude of informal share groups and Bible studies that occur in the residence halls and other student groups.

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. Students take active roles in planning and implementing

a diverse program of student events. The Office of Student Affairs oversees the student activities program.

COMMUNITY SERVICE

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.

CONCERTS

A concert featuring Christian contemporary artists is held each year. Past performers include Third Day, Jars of Clay, Sara Groves, Building 429, Tree 63, and Pillar.

STUDENT ACTIVITIES BOARD

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

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. The address is by a faculty member.

HONORS DAY

The last chapel service of the spring semester is devoted to recognizing students who have distinguished themselves in leadership, service, and academic achievements.

FIRST FAIR

This event brings in dozens of local businesses as well as campus-based organizations in a festival-like atmosphere.

FIRST WEEK

The fall semester is initiated by a series of events designed to welcome new and returning students back to the campus.

INTRAMURAL SPORTS

Competitions in softball, basketball, volleyball and flag football are provided each year. Information about intramurals is available in the Office of Student Affairs.

SPRING FLING

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

MISS WBC PAGEANT

The Miss WBC Pageant is held yearly and contestants are judged on beauty, poise and talent. The pageant is directed by the Office of Student Affairs.

HOMECOMING

The homecoming celebration at Williams spans several days in early November. 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.

HEALTH FAIR AND OTHER RELATED EVENTS

Each month the Health Clinic promotes a different theme regarding health issues in addition to hosting a Health Fair in February. Monthly promotions include: Child Safety, Breast Cancer Awareness, Red Ribbon Week, National Diabetes Month, Drugs and Drinking Awareness, National Eye Month, American Heart Month, National Nutrition Month, etc.

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 Beta Beta - 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.

International Club - Promotes brotherhood and cultural awareness

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
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.

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.

Student organizations will become officially recognized and chartered after completing the following requirements:

- A. The name and purpose of the organization.
- B. The drafting of a constitution and bylaws.
- C. A list of officers.
- D. The name of the proposed faculty advisor.
- E. The signatures of ten students.
- F. 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.

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:

1. An activity registration form available in the Office of Student Affairs must be completed and approved before initiating any fund-raising or solicitation event.
2. Fiscal accountability for all monies raised is the responsibility of the organization's sponsor and the executive officers.
3. No door-to-door solicitation will be permitted in campus housing, residence halls, classrooms, or offices.
4. Events should not promote or sell any products or services that are contrary to the Mission/Purpose of the institution.
5. 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.
6. All other policies of the College must be observed.

AWARDS AND RECOGNITION

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

FOUNDERS AWARD

Faculty 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.

OUTSTANDING STUDENT LEADER

Chosen each year by the Office of Student Affairs, recognition is given to a student who best exemplifies leadership qualities

WHO'S WHO AMONG AMERICAN COLLEGES AND UNIVERSITIES

Faculty 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 conspicuous academic achievements. The event is sponsored by the Office of Academic Affairs.

ATHLETICS/USE OF FACILITIES

INTERCOLLEGIATE ATHLETICS

Intercollegiate athletics at Williams includes basketball, softball, and volleyball for women and basketball, baseball, and soccer 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.

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 in campus buildings with the approval of the Dean of Students.

Food or beverages may not be taken either into classrooms or from the cafeteria.

Pets are not allowed in buildings at Williams. The use of tobacco is not permitted in any building on campus nor within 50 feet of an entrance.

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.

CHILDREN AND RECREATIONAL FACILITIES

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

COLLEGE POLICY

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.

Violation of this policy is handled by the Office of Student Affairs according to the disciplinary procedure described in the 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

A. 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:

1. Cirrhosis of the liver
2. Stomach ulcers and gastritis
3. Cancer of the pancreas
4. Heart disease
5. High blood pressure
6. Malnutrition may also result from alcohol abuse

B. Other Drugs--The use of illegal drugs, as well as the misuse of legal drugs, may cause, but is not limited to the following:

1. 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.
2. Heroin is a narcotic that slows down the Central Nervous System. It is very addictive and affects the nerve cells of the brain.
3. 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.
4. Hallucinogens are mind-altering drugs, which may cause sudden loss of memory, behavioral changes causing extreme violence. Memory loss may be permanent.
5. 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.

6. 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--State Code 5-64-401--Criminal sanctions under Arkansas State law 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 5-64-401 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:

1) A city or state park;

2) 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 Services, Walnut Ridge
870/886-7924 Hot Line: (24/7) 800/356-3035

Five Rivers Medical Center, Pocahontas
870/892-6000

St. Bernard's Behavioral Help, Jonesboro
870/932-2800

Regional Medical Center of NEAR, Jonesboro
870/972-7000

Arkansas Methodist Medical Center, Paragould
870/239-7000

GRIEVANCE PROCEDURE FOR STUDENTS

Students may file grievances concerning all phases of college life with either the College President or the Dean of Students.

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.

CHAPEL/CHAPEL ABSENCES

Chapel programs are offered each week during both semesters. Programs are designed to provide a variety of cultural, spiritual, and intellectual experiences for everyone. 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.** Exemptions from chapel are possible in the following cases:

- 1) 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.
- 2) 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.

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.

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.

SCHOLARSHIP GUIDELINES

1. 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.
2. 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.
3. 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.
4. 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.
5. No student may receive institutional/private scholarship funds for more than eight semesters or after a bachelor degree is earned.
6. International students are eligible to apply for academic and athletic scholarships.

I.D.

Student I. D. cards (BLUE Cards) are issued during pre-registration and registration by the Office of Student Affairs. Blue Cards are necessary for: meals in the cafeteria, chapel attendance, to check out recreational equipment, to attend athletic events, and to check out books from the Library and also may be used at area businesses to receive a discount. Lost cards should be reported to the Office of Student Affairs immediately. Replacement cards are \$10.00.

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:

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

All students entering or continuing at Williams Baptist College may be required to produce medical documentation of his or her contagious disease or virus.

HEALTH FORM

All students must present a completed health form prior to registration for classes. The forms, available from the Office of Student Affairs, must include the following information to be considered complete:

1. Immunization records
2. Health insurance information
3. Emergency information

Students will not be allowed to register or attend classes if proof of immunization is not submitted before registration each semester. It is recommended that all students be vaccinated for hepatitis and meningitis. Arkansas law requires students show proof of two measles injections prior to registration.

INSURANCE

Students are required to have accident insurance. The bi-annual cost of \$50 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.

PETS

Students who reside in college-owned housing facilities are not permitted to have pets except for fish. This includes pets kept inside or outside.

STUDENT SERVICES FEE

Students are assessed a \$125.00 services fee per semester. This fee covers admission to athletic events and Lecture-Concert Series events, the student photobook, I.D. card, and post office box. The fee also supports the

Student Activities Board that plans campus-wide activities. Students enrolled for less than 6 semester hours are not assessed the Student Service Fee. Night students and part-time students are assessed a \$6.00 registration fee and the mandatory accident insurance fee. Part-time students enrolled for both night and day courses are issued an identification card for library use. These students may request a campus post office box.

SEXUAL HARASSMENT

Williams Baptist College is committed to providing its faculty, staff, and students with an environment free from explicit and implicit sexual behavior used to control, influence, or affect the well-being of any member of the College community. Sexual harassment by any person is inappropriate and unacceptable. Complete information about sexual harassment as well as reporting and procedural guidelines is available in the Office of Student Affairs or the Office of Academic Affairs.

SPECIAL STUDENTS

Special students coming to the campus are under the same regulations as entering freshmen.

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:

1. Firewall/computer logs reflect a pattern of blocked or accessed sites.
2. 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 (Napster, Kaaza, 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.

TOBACCO

The use of tobacco is prohibited in residence halls, classrooms, offices, and inside all other campus buildings as well as within 50 ft. of any entrance.

VEHICLE REGISTRATION

Students may have vehicles on campus if properly registered in the Office of Student Affairs. A parking permit is issued for a fee of \$25.00 on

an annual basis. Parking and safety procedures are detailed in the Student Handbook.

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 at WBC 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
6. ...respect the College's property and the property of others; 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.

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:

- 1) The report is in writing and signed by the person making the claim.
- 2) 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:

- | | |
|------------------------|---------------------------------|
| Violation: | Officer: |
| Residence Hall Policy: | Resident Director |
| Academic Integrity: | Faculty Member or Academic Dean |
| Standards of Conduct: | Dean of Students |
| Vehicle Policy: | Security Officer |

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.

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:

1. Warning or reprimand - written or oral.
2. Counseling.
3. Participation in a seminar or workshop of an educational nature.
4. Fines.
5. Assignment of work or community service hours for restitution.
6. Restitution of lost or damaged property.
7. Probation in the residence hall.

The following sanctions are limited to the Dean of Students, the President, and the Disciplinary Committee:

8. Suspension from the residence hall for a defined period of time.
9. Expulsion from the residence hall.
10. 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).
11. Withdrawal from a class (approved by the faculty member and the academic dean).
12. Administrative withdrawal from the College.
13. Suspension (for a defined period of time).
14. Expulsion.
15. Failure grade in 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.

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

	Officer	Appellate Council	Final Appeal
Academic Integrity	Faculty/ Academic Dean	Discipline Committee	President
Standard of Conduct	Dean of Students	Discipline Committee	President
Residence Hall	Housing Director	Dean of Students	Discipline Committee
Parking Violations	Security Officer	Security Director	Dean of Students

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:

1. to be informed in writing of the accusations.
2. to prepare a defense to refute the accusations.
3. 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.)
4. to be advised in writing of the results of the hearing.

IX. Appeals for Parking

1. Appeals for parking tickets must conform to the criteria stated in the Student Handbook.
2. A notice of appeal and the parking ticket must be submitted, in writing and on the proper form to the Security Office within seven (7) days of issuance.
3. Appeals submitted after seven (7) days will not be heard and are subject to additional fines or penalties.
4. The written appeal will be turned over to Dean of Students.
5. If an appeal is granted the ticket is voided.

POLICY FOR PUBLIC SAFETY

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 protection. To encourage individual responsibility, Williams Baptist College promotes crime prevention and prevention education to all members of the campus community.

A. CAMPUS SAFETY OFFICERS: RESPONSIBILITIES

1. Safety officers have the right and responsibility to report and enforce violations of campus policy.
2. Safety officers have the right and responsibility to report violations of local, state, and federal laws to appropriate authorities.
3. Safety officers may question any person, including students, on campus property and request identification.

4. Safety officers have the right to assist in an inspection and to confiscate contraband that is in violation of campus policy.
5. Safety officers may contact local law enforcement agencies to assist in the performance of their duties.
6. Safety officers' jurisdiction is limited to campus property and roads.

B. CAMPUS SAFETY OFFICERS: DUTIES

1. To physically secure entrances to all campus facilities.
2. To report hazards to physical safety and security (i.e., gas leaks, nonworking lights and fire equipment.)
3. To report and to enforce violations of campus policy.
4. To report and to enforce actions that are unsafe or hazardous to persons or property.
5. To report suspicious or unusual persons or conditions.
6. To assist in parking detail for major functions.
7. To provide escort service for students.
8. To aid in crime prevention education.
9. To report violations of civil law to appropriate authorities.
10. To cooperate with civil authorities in the investigation of crimes on campus.

C. REPORTING CRIME AND SAFETY VIOLATIONS

1. The Office of Student Affairs has the responsibility of overseeing all violations of campus crime and safety. Any member of the campus community may report violations of campus policy or civil law to a safety officer or to any college official listed under H.3, "Other Security Officials." Infractions must be reported in a timely manner.
2. Campus and law enforcement officers may be reached for emergencies. Contact the Office of Student Affairs for assistance during the hours of 8:00 A.M. and 4:30 P.M. (759-4188). After 4:30 P.M., contact the Security Directory, 809-2215
3. Victims of sexual assault or other crimes may express a desire for privacy. In these cases, victims may be assured that this desire will be respected and everything possible will be done to maintain confidentiality when it does not jeopardize the safety and welfare of others.

D. PERSONAL AND PROPERTY SAFETY PRECAUTIONS & CRIME PREVENTION

1. Keys should not be loaned or copied.
2. Entrances to residence halls should be monitored or locked.

3. Each person should be familiar with and participate in drills and emergency procedures for fires and natural disasters.
4. All members of the campus community should cooperate with safety officers and other college officials during an inquiry or an investigation of a violation or crime.
5. 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.
6. Strangers or suspicious persons should never be given access to a residence hall or other facility.
7. Vehicles should observe all campus and civil guidelines for parking and traffic.
8. No weapons or firearms of any type are allowed on campus in vehicles, residence halls or other facilities.
9. No illegal or "pleasure" drugs are allowed on campus.
10. No alcoholic beverages are allowed on campus.
11. Harassment (verbal, physical, or sexual) will not be tolerated.
12. Abuse, assault, battery, or other forms of physical intimidation will not be tolerated.
13. Visitors to the campus should be in the company of a campus host (ess) and should observe all campus policies.
14. A visitor's host (ess) is responsible for communicating expectations and for reporting any violations of his/her guest.

Persons should also exercise the precautions, which are listed but are not limited to, the recommendations below:

1. Personal property should be insured.
2. Serial numbers should be recorded and valuables engraved. Valuable items should be left at home if possible.
3. Doors to residents' rooms should be locked and remain locked whether or not it is occupied.
4. Entrances that have been left propped open or unlocked, safety and security equipment in disrepair, and suspicious or unusual persons or circumstances should be reported immediately.
5. Persons should walk in groups and park and travel in well-lit areas.
6. Emergency numbers should be posted near the telephone.
7. Persons should support, encourage, and participate in programs provided on safety and security issues.
8. Keys, automobiles, or other valuable items should not be loaned.

E. SAFETY AND CRIME PREVENTION EDUCATION

The Office of Student Affairs is the source for promoting education and awareness of safety and security issues. Programs and other methods are used throughout the year to address these issues. Programs are advertised in the Wing Tips and are open to the entire 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. These include:

1 - Registration of Valuables. The Resident Director in each residence hall maintains a record of serial numbers and other identification information. Commuter students are also welcome to register their valuables.

2 - Fire Drills. The residence halls have a fire drill each semester. Other offices/buildings post fire emergency information and host periodic drills.

3 - Escort Services. Students may use a safety officer on duty as an escort to and from their auto or buildings on campus.

F. 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 local law enforcement agencies thus subjecting that person to the penalties of the law as well as college disciplinary actions.

G. COLLEGE CITY AND WALNUT RIDGE

1. 911

The three-digit emergency number, 911, is available for residents of College City and Williams Baptist College. 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 charges.

2. OTHER SECURITY 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, and the Dean of Students, have the same rights and privileges as 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. 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 tag for \$25.00. The decal must be displayed by hanging on the rearview mirror. Failure to purchase a decal will result in a fine.
- C. The following information is needed to register vehicles and to be issued a parking decal: name, license plate number, owner's name, driver's license number, model, make and year of vehicle.
- D. Students must renew vehicle registration and purchase new decals annually. Employees' vehicle registration is valid for the duration of employment.
- E. The name appearing on the registration form is held responsible for all non-moving 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 not a charge for these permits.
- G. Registration of vehicles and tags becomes invalid in the following circumstances:
 1. ownership of the vehicle changes.
 2. vehicle registrant changes status (i.e., resident to commuter, etc.)
 3. vehicle registrant is not eligible for privileges.
 4. any information on the registration form changes.

II. Parking

- A. 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.
- B. Designated areas
 - 1. Resident students
 - a. lot on side and back of Southerland and diagonal spaces in front of Southerland.
 - b. marked parallel spaces in front of Wilson Hall and behind the Administration building.
 - c. designated gravel area behind Cash and Butler Halls.
 - 2. Commuters
 - a. marked spaces on Frazier St. behind the Maddox Center, Sloan Center, Student Center, and beside the Southerland-Mabee Center.
 - b. Marked spaces on Midkiff.
 - 3. Faculty and Staff
 - a. any space on campus marked by sign designated for faculty/staff and/or painted with blue line.
 - b. space behind the cafeteria for cafeteria employees.
 - c. diagonal spaces on Fulbright in front of the Administration Building.
- C. Special Parking
 - 1. Athletes may leave vehicles parked on Frazier St. on the gravel near the baseball field during games and practice times. They should not be parked on the grass.
 - 2. Students may park in the parking lots behind the Student Center and Maddox Center from 6:00 p.m. to 6:00 a.m. seven days a week.
- D. Other Regulations
 - 1. Vehicles should be parked within marked spaces and should not straddle lines.
 - 2. The campus is walking accessible, so vehicles should not be moved from building to building.
 - 3. Parallel parked cars should have right tire facing right hand curb.
 - 4. Emergency Access Areas
 - a. Areas indicated by "No Parking ".
 - b. Areas beside fire plugs.
 - 5. No Parking Areas
 - a. blocking driveways and crosswalks.

- b. grassy areas and other non-designated parking areas such as sidewalks.
 - c. vehicles may not be parked in areas with yellow curbs.
6. Vehicles should not be driven on the grass.
 7. There is "15" minute parking in front of the residence halls in designated areas. These spots are for quick "drop offs and pick ups" only. Handicap parking is also available in front of the residence halls.

III. State and Local Statutes

- A. 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.
- B. Tampering with speed limit and other signs placed on campus by municipal and county authorities may result in strict penalties.
- C. Violators of State and local statutes will be monitored by college and city personnel and reported to local law enforcement officials.
- D. The City Marshal and the Sheriff's Department have full authority to enforce state and municipal statutes.
- E. Prosecution for violations on state and local laws is through the City of Walnut Ridge and Lawrence County courts.

IV. Fines and Penalties

- A. Violations of vehicle policy are reported to the Office of Student Affairs according to procedures outlined in the Student Handbook.
- B. Parking fine amounts:
 - Illegal parking-\$40
 - Emergency access areas (No Parking areas)-\$60
 - Illegal use of designated Handicap Zones-\$60
- C. Fines double after the first ticket. Fines are to be paid within seven calendar days of receiving a ticket. After that date, the penalty will double and be placed on the student's account in the Business Office.
- D. Ticket fines are paid in either the Office of Student Affairs or the Security Office. Clarification and appeals are made in the Security Office. Appeals must be made within seven calendar days of the ticket date. If granted, the ticket is voided.

V. Factors Affecting Safety

- A. 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.

B. Speed bumps are placed on several roads throughout the campus to help control speed limits.

C. 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.

D. Persons should read the "Policy For Public Safety," for more information on personal safety and crime prevention.

The Office of Student Affairs is open M - F, 8:00 A.M. to 4:30 P.M. Hours for the Security Office are posted on the door.

Residence Hall Staff

Susan M. Watson, Dean of Students, ext. 4188

Chuck Pingel, Director of Housing, ext. 4302

Kris Mengis, Resident Director, ext. 4204 or 4202

SOUTHERLAND HALLS

Resident Advisors

Telephone Numbers

Desk ext. 4202

Allison Wiggins

Upper Shell – 759-4281

Treasure King

Lower Shell 759-4297

Suzanne Denton

Upper West – 759-4233

Mackenzie Crow

Lower West – 759-4217

Casey Jo Schatzley

Upper South – 759-4296

Anna Ranz	Lower South – 759-4249
Leighanna Fulton	Honors Apts. – 759-4288
Katie Cobb Assistant Resident Director	Upper West – 759-4227

WILSON / CASH HALLS

<u>Resident Advisors</u>	<u>Telephone Numbers</u> Desk ext. 4301
Jason Shifflett	Lower Wilson 759-4323
Stephen Wantulok	Upper Wilson 759-4357
Nathan Simpson	Upper Wilson 759-4335
Kyle Keenen	Upper Cash 759-4382
Ryan West	Lower Cash 759-4366
Caleb Fulton Assistant Resident Director	Butler Hall

INTRODUCTION

Welcome to residence life at Williams Baptist College. This can be a rich and rewarding experience as you develop relationships with others in this unique environment.

It is our hope that you enrolled in this college because you have a sincere desire to make your individual life more effective for Christ. We are here for the same purpose, so it is only fitting that we should dedicate ourselves to help each other accomplish this worthwhile goal.

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.

Our desire is to work together by operating under the following goals:

Goal #1. To provide a living-learning environment that is conducive for individuals' academic and personal growth and development.

Goal #2. To provide facilities that are attractive, safe, clean, and well maintained.

Goal #3. To foster the development of service, leadership and interpersonal skills by encouraging self-governance and by providing educational, service, and social programs.

Goal #4. 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, you assume the responsibility to abide by the rules and Standards of Conduct of the College as well as city, state, and federal laws.

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:

1. Residents have a right to live in a safe environment that is free of intimidation, physical, or emotional harm.
2. Residents have the right to study or to sleep without noise, interference, or distractions.

3. Residents have the right to personal privacy.
4. Residents have the right to expect respect for their personal property.
5. Residents have the right to live in a clean environment.
6. Residents have the right to complain to, and to expect assistance from, residence staff in settling conflicts.
7. Residents have the right to have guests with the expectation that these guests will respect the rights of other residents.
8. Residents have the right of free use and access to their room without pressure from a roommate or other residents.
9. Residents have the right to expect courtesy and consideration from a roommate or other residents.
10. Residents have the right to learn, to grow, and to 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 assessment 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 by the Maintenance Department 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.** Students, causing damage, will also perform community service hours with the Maintenance Department based on the following:

Total damages:	\$25 - 49.99	Community Service = 2 hours
	\$50 - 74.99	Community Service = 4 hours
	\$75 - 99.99	Community Service = 8 hours
	Above \$100	Community Service = 40 hours

Any hours not worked will be placed on the student's account at the rate of \$10 per hour.

RESIDENCE HALL APPEARANCE

All students are expected to take an active interest in the total appearance of the residence halls. By working together, we can keep the lobbies and halls clean with a minimum number of work hours. When entertaining guests, the resident will be expected to clean up any mess that is made. When visiting in another residence hall, pick up your clutter before leaving.

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.

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.

Lobby visiting hours end at 1:45 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.

HALL RULES

Rollerblading, roller-skating, scootering, or biking inside the residence halls is not permitted. Playing with, throwing, kicking, or rolling any ball or sports paraphernalia inside the residence halls is also prohibited. No wrestling, sparring, or horseplay of any kind is permitted in the residence halls.

ROOMS

Room assignments are made through the Office of Student Affairs by the Residence Hall Directors. 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.

PRIVATE ROOMS

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

1. 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.
2. 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.

HONORS HOUSING

Honors housing is available to students with a 3.0 GPA or higher. Students who apply for honors housing will be placed in the Southerland Apartments/Butler Hall apartments based on seniority and availability. All residence hall rules and policies apply to honors housing. Visitation between males and females should be done outside the apartment with the door closed.

ROOM CHANGES

Students may not move from their assigned room without specific authorization from the Residence Hall Director. Students will be expected to live in the rooms assigned to them. Unauthorized moves may result in disciplinary action. If a move becomes necessary, some changes will be permitted. The Resident Director must approve room changes. 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.

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. Each room will be checked weekly. 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 & showers can fail a room. First fail--there will be no penalty. One hour of community service

will be assigned for each subsequent failure of room check. A member of the Maintenance Staff may accompany the RA during the weekly room checks.

ROOM DECORATIONS

Room decorations, such as pictures, pennants, and calendars, may be posted only in such 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 or anywhere in the room. 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 brought, students are responsible for bringing a vacuum.

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

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:

1. Two college officials, only one of whom can be a student, must perform the inspection.
2. Contraband that is found may be confiscated by the college official and/ or police as evidence.
3. The Dean of Students will be notified of the results of the inspection.

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 \$50 annual fee will be collected from each resident student during registration each semester. 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 form to register valuables is available from the RA that will help in the event of theft or damage. Please provide the information to your Resident Director where it will be kept on file.

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 and problems regarding lights, plumbing, doors, etc., to the RA on your hall or 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.

1. The residence halls will be secured and alarmed (lock-up) each night at midnight. Students may enter the residence halls until 2:00 A.M. by contacting a security officer. They will be unlocked each morning at 6 a.m.

2. Anyone entering or exiting the residence hall after lock-up should present his/her student ID card to the safety officer on duty at the front desk. Failure to present proper ID may result in denying admittance or departure.
3. The safety officer will keep a log of students who enter or exit during these hours.
4. 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

Except for fish, pets are not allowed in student housing.

LAUNDRY ROOMS

Remember that the laundry room is being shared with approximately 175 other students. Clothes should be removed from washers/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. Change machines are available in both the men and women's lobby.

TELEPHONE

Local and in-house telephone service is available in the residence halls at no additional charge. Students will need to provide a phone. Long distance calling cards may also be used. Students are solely responsible for any long distance charges. To report problems with on campus phone service, call 759-4116.

CABLE TELEVISION

Suddenlink 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. Direct TV is not allowed.

STUDENT/RESIDENCE HALL SAFETY

The residence halls provide smoke detectors, fire alarms, fire escape exits, and intruder alarms on selected entrances and exits for student safety. 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 \$200 fine. Tampering or playing with the fire fighting 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.

KEYS

Loss of any dorm room key, or lobby security key, results in a \$50 fine per key.

MISCELLANEOUS

Camping is not allowed on campus.

Four wheelers are not allowed on campus.

Climbing campus buildings or trees is not allowed.

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. Leave room immediately with door open.
7. Proceed to assigned exit to 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. Protect your head.
3. College staff will give directions.
4. It is recommended that you take a pillow or blanket with you. 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 the College Chapel for instructions.
2. All students will remain at the Chapel until further instructions are given by College Staff.

IV. In Case of Earthquake

A. If an earthquake is felt:

1. If you are inside, stay inside, if you are out doors, stay there.
2. If indoors, take cover under a heavy desk, table, in a supported doorway, or along an inside wall. Stay away from glass. Don't use candles, matches, or other flame during or after the tremor because of possible gas leaks.
3. If outdoors, 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 vehicle. When safe, proceed to Midkiff Meadows and await further instructions. Stay together with those who were in the same building with 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:

1. **Do not** overload or abuse electrical outlets.
2. Check appliance cords for frayed or worn areas.
3. 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.
4. Candles are not allowed in the residence halls.

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 preserves 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 a record of infractions is viewed seriously and can result in further disciplinary response.

REPORTING VALUES VIOLATION

See Section Disciplinary Procedures and Sanctions on page 23.

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 assured to those who report offenders, because 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.

OVERNIGHT GUESTS

Overnight guests must register 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 permission is granted by the Housing Director.

HOUSING EVICTION

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

RESIDENCE HALLS CHECKOUT PROCEDURES

1. Everyone must go through a checkout procedure in order to receive the room deposit back. Returning students must do this or lose their housing deposit.

2. After everything has been moved out and the room and bathroom thoroughly cleaned, see the Resident Director or Resident Advisor and fill out the checkout form.
3. The walls and windows must be cleaned (no writing on the windows and all tape, posters, and stickers must be removed.)
4. The mirrors must have all stickers cleaned off.
5. The floors, toilets, and showers must be cleaned thoroughly. All residue must be removed from the floor.
6. Make sure all storage areas are cleaned out.
7. All furniture is to be moved back to its original place. The rooms will be checked by Resident Director 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.
8. 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.

PARKING

Each student is required to register his/her vehicle with the Office of Student Affairs. Complete information on the car and the license number is required as soon as the vehicle is registered. All residence hall students are to leave their cars and/or motorcycles, parked in their own residence hall parking lot while on campus. Bicycles are legally considered a vehicle and riders must observe the same regulations as for automobiles. It is not necessary to purchase decals for bicycles.

ID CARDS (BLUE CARDS)

Student identification cards will be issued during registration by the Office of Student Affairs. ID cards are necessary for: meals in the cafeteria, chapel attendance, to check out recreational equipment, to attend athletic events, to use for Blue Business discounts, and to checkout books from the Library. Lost cards should be reported to the Office of Student Affairs immediately. Replacement cards are \$10.00.

RESIDENCE HALL CLOSING 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.) All residents will be expected to vacate the residence hall by 6:00 p.m. on the day holidays begin. **Residents staying in**

the residence hall before openings and after closings must obtain permission from the resident director. There will be a \$50 charge per night.

2008-2009 Residence Hall Calendar

August 24: New students Move In

August 25,26: Returning Students Move In

November 25: Dorm close at 6:00 p.m. for Thanksgiving Break

November 30: Dorms open at 4:00 p.m.

December 11: Dorms close at 6:00 p.m. for Christmas Break

January 11: Dorms open at 1:00 pm for Spring Semester

March 20: Dorms close for Spring Break at 6:00 pm.

March 29: Dorms open at 4:00 p.m.

April 10: Easter Weekend

May 6: Dorms close at 2:00 p.m.

DINING HALL ETIQUETTE

Behavior in the cafeteria is an extension of residence hall life. Good manners are simply consideration for others at all times. Meals are served cafeteria style so please be courteous to others waiting in line.

Cafeteria Hours

Breakfast

Monday – Friday 7:00 a.m. - 8:30 a.m.

Continental Breakfast 8:30 a.m. - 9:30 a.m. (9:00 a.m. –10:00 a.m. on Sundays)

Lunch

Monday - Friday 11:00 a.m. – 1:00 p.m.

Saturday (Brunch) 10:30 a.m. – 12:30 p.m.

Sunday 11:30 a.m. - 1:00 p.m.

Dinner

Monday - Thursday 5:00 p.m. - 6:30 p.m.

Friday 5:00 p.m. – 6:00 p.m.

Saturday 4:30 p.m. - 5:30 p.m.

Student Center Hours

6:00 a.m. – 1:00 a.m.

The Eagle Coffeehouse and Grill Hours

Monday - Friday, 7:30 a.m. – 10:00 p.m.

Library Hours

Monday - Thursday, 8 a.m. - 10 p.m.

Friday, 8 a.m. - 5 p.m.; Saturday 12 noon - 4 p.m.

Sunday, 1 p.m. - 5 p.m.

LOCAL MERCHANT NUMBERS

Movie Theatres

Malco Cinema 14 - Jonesboro 870-935-3775

Malco Hollywood Cinema 12 - Jonesboro 870-802-3456

Pizza & Other Popular Restaurants

Sonic 886-5558

Polar Freeze 886-9976

Pizza Hut (delivers to WBC) 886-6758

Pizza Den (Hoxie) 886-7752

Subway/TCBY (Hoxie) 886-7229

It is the goal of Williams Baptist College to assist in the development of good health and clean air. All buildings on the WBC campus - Academic, Administrative, Athletic, Residential, and the Student Center – are declared to be "tobacco free" and all persons associated with the College are expected to adhere to the policy of not using tobacco products in campus buildings and not smoking within 50 feet of an entrance.

Students are encouraged to become thoroughly familiar with this Residence Life section of the handbook. Failure to read these guidelines for residence hall living does not excuse a student from the requirements and regulations.

NEED TO KNOW PAGES

Becoming a college student is the beginning of a whole new phase of life. Everything will be new, different, and exciting. Until the newness wears off, however, it can be a source of uneasiness and may even, to some, be pretty intimidating. If you fall into this category, find comfort in the fact that there are those who have been where you are right now and want to help out any way they can.

The "Need to Know Pages" are designed with one purpose in mind: *To provide new students information that they "need to know" in order to succeed in college.* Each page addresses important facts and issues to help the first few days of college go smoother and easier. If your question isn't addressed, consult the "Answer Pages" for a referral to the proper place.

Your success is very important to us. Everyone at Williams wants you to have an enjoyable and productive experience. Lots of help and support is available. Use this book to find out what and where it is located. By using this book, you will see that help and support are readily available.

RESIDENCE HALL LIVING

WHY SHOULD STUDENTS LIVE ON CAMPUS?

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.

WHAT IS AN RA?

An RA (Resident Advisor) 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 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.

HOW ARE ROOM ASSIGNMENTS MADE?

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.

HOW DO STUDENTS GET INVOLVED 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.
MAY STUDENTS HAVE 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 Hall and Southerland Hall. Students who live in Butler Hall or Southerland Hall Apartments may have a microwave in the kitchen area of the apartment. Also, residents are requested to refrain from activities that involve incendiary (flame or explosion producing) devices in the residence hall such as candles and firecrackers.

ARE CABLE AND A TELEPHONE AVAILABLE IN THE ROOMS?

Suddenlink cable service and local and in-house telephone services are provided in each residence hall room at no additional charge. Cable service is provided from September 1 - April 30. Students will need to provide a phone. Long distance calling cards may also be used.

HOW DO STUDENTS CHECK-IN?

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.

FAMILY HOUSING

HOW TO APPLY

Applications for on campus family housing are included in the application packet provided by the Office of Admissions to new students. All applications are forwarded to the Office of Student Affairs. Current students may make application for housing through the Office of Student Affairs.

HOW ASSIGNMENTS ARE MADE

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. 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.

FACILITIES AVAILABLE

Three types of apartments are available for families. All apartments have two bedrooms, one bath, storage room, a refrigerator, stove and a washer/dryer hookup in the bath. Utilities are paid by the renter.

RENTAL RATES/DEPOSITS

Nicholas West - \$310 per month (utilities not included)

Callahan - \$300 per month (utilities not included)

Nicholas East - \$275 per month (utilities not included)

Deposit is equal to one month's rent, payable in advance.

Rent is paid in the Business Office located on the main floor of the Administration Building. The first month's rent is due in advance prior to moving in to assigned unit and is due on the first of each month. Rent is prorated for partial month's occupancy.

UTILITIES

Students are responsible for obtaining utilities in units other than Southerland Hall apartments. Utilities are provided by the following companies:

Entergy (electric), 1-800-368-3749

Centerpoint Energy/ ARKLA (natural gas), 1-800-922-7552;

City Water Works, Walnut Ridge, 886-2312;

AT&T, 1-800-464-7928

SuddenLink Cable; 886-2542.

HUD ASSISTANCE

Students seeking HUD assistance should contact the Walnut Ridge Housing Agency located at 109 W. Walnut, 886-7816.

FINANCIAL AID

HOW CAN YOU PAY FOR COLLEGE?

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

WHAT KINDS OF FINANCIAL ASSISTANCE ARE AVAILABLE?

The Financial Aid Office will be happy to provide you 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.

HOW OFTEN DO YOU APPLY FOR FINANCIAL AID?

You 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 you are eligible for a Pell Grant, loan, and work-study. Applications can be obtained from the Financial Aid Office.

The FAFSA can be completed on-line at HYPERLINK

["http://www.FAFSA.ed.gov"](http://www.FAFSA.ed.gov)www.FAFSA.ed.gov. **Please complete this form before you leave for the summer.**

If you have been awarded work-study for the fall semester, you will be given the name of your supervisor during registration at the Financial Aid table. You need to contact your supervisor the first week of school. When you meet with your supervisor, you need to bring your class schedule and the WBC Work Program sheet. The supervisor will schedule the work hours around your classes. After you have contacted your supervisor, you need to go by the Financial Aid Office. You need to bring your **Social Security Card** and **Driver's License** and fill out an I-9 and a W-4. This must be done before you can start work. **Remember, that this is a real job!** You need to arrive on time and be ready to work. Your future employer **will** call us for a reference.

After you have started work, you will need to fill out a weekly time card. Cards can be picked up in the Financial Aid Office. This card will be turned into the Financial Aid Office after you and the supervisor have signed the bottom. Work study checks will be paid on the 10th of each month.

Students who are interested in work-study, and have not been placed, need to come by the Financial Aid Office for a list of openings.

DO YOU WANT A FASTER METHOD OF APPLYING?

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 other arrangements are made.

WHAT IS A 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, \$1500.00 or one-fourth of the students' total account, (whichever is larger) 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.

ACADEMIC ADVISING

WHAT IS ACADEMIC ADVISING?

The assistance and advice offered to aid students in charting their course of study is referred to as academic advising. The counsel that students receive from the first class until graduation can help determine a smoother and faster educational experience.

HOW DO I GET AN ACADEMIC ADVISOR?

The Office of Academic Affairs is responsible for assigning every new student at Williams to a faculty member for academic advising. You will be given the name of your permanent academic advisor on your data sheet. 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.

WHAT DOES THE ACADEMIC ADVISOR DO?

The academic advisor works closely--and individually--with you to arrange each semester's class schedule. Moreover, the academic advisor assists you in the development of an overall degree plan. This degree plan becomes the blueprint for guiding a student 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.

IF I ATTEND A PRE-REGISTRATION SESSION DURING THE SUMMER WILL I HAVE AN ACADEMIC ADVISOR AVAILABLE TO HELP ME DETERMINE MY FALL SCHEDULE?

Yes, 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.

HOW IMPORTANT IS MY ACADEMIC ADVISOR?

You should regard your academic advisor as a valuable--vital--resource. Never hesitate to consult your academic advisor on any matter pertaining to your college experience.

WHY GET INVOLVED?

The academic programs at WBC make enormous contributions to prepare students for their chosen vocation. At Williams, 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.

More important than what involvement tells about a student is what it can do for them. Alexander Astin, an educational researcher, states that students' satisfaction with their college experience is directly proportional to their level of involvement. Put another way: If you want to feel good about your college experience, GET INVOLVED!

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.

HOW DO I GET INVOLVED?

Numerous avenues exist for you 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 - no matter what type of student you are:

1. **LOOK.** Be aware of opportunities. Read fliers and newsletters. Listen to announcements.
2. **THINK.** Consider the opportunities in relation to personal interests, previous experience, and skills.
3. **SELECT.** Decide on the level and quality of involvement can be handled with respect to your time and abilities.
4. **ATTEND.** Get out of your room. Go to meetings. Attend campus events.
5. **VOLUNTEER.** Let your interest be known. Raise your hand or sign-up when help is solicited. Tell a student leader of your interest.
6. **CREATE.** If you don't find a spot that meets your needs and interests, make one. Form a new club. See the resident director about a program idea. Develop a service project or volunteer where there is a need.

Remember: The secret ingredient in student life is . . .the student. Now is YOUR time. Begin to explore who you are and to discover what you can do and become. **GET INVOLVED!**

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 (CM)

CM provides opportunities for spiritual growth and fellowship such as campus Bible studies, discipleship, missions, evangelism, and worship.

CHAPEL

Each Wednesday at 11:00 a.m., in the SMC, students are required to attend a brief chapel session. Various programs are scheduled to provide worship and spiritual enrichment. Students are allowed four absences per semester.

NEW STUDENT LIFEGROUPS

LifeGroups provide opportunities for fellowship through Bible studies and family groups during the fall semester.

COLLIDE

Collide is a praise and worship gathering on Tuesday evenings. Students are lead in worship by a group of their peers. A variety of student speakers deliver challenging messages inviting students to a deeper relationship with God.

SPRING BREAK MISSION TRIP

The Spring Break Mission Trip is an opportunity to reach out through a weeklong mission endeavor. Students have many different avenues to share their faith and touch lives off campus.

ATHLETICS

GOAL

Approximately 150 students participate in six 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.

SPORTS

Various sports are offered for men and women. For men: basketball, baseball, and soccer. For women: basketball, softball, and volleyball.

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). Within the NAIA affiliated conference structure, Williams is a member of the AMERICAN MIDWEST conference. The following institutions compete in the AMERICAN MIDWEST: Hannibal-LaGrange College; William Woods College; McKendree College; Harris Stowe College; Missouri Baptist College; Columbia College; and University of Illinois, Springfield.

FACILITIES

The Athletic Department is housed in the Southerland-Mabee Center. The center holds Webb gymnasium, two racquetball courts, 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. For further information write: Athletic Director, Box 3387, College City, AR 72476.

COUNSELING SERVICE

WHAT IS OUR MISSION AT THE WBC COUNSELING CENTER?

Enhance personal growth

Help students improve their quality of life

Contribute to the fulfillment of educational and personal goals

Facilitate career planning and assist in job placement

WHAT ARE THE SERVICES PROVIDED BY THE COUNSELING CENTER?

PERSONAL COUNSELING

The Center has two counselors who provide professional, confidential individual counseling for students. The counselors help students develop more effective coping strategies, such as stress management and conflict resolution. They also assist in a variety of other areas of interest related to personal growth. Students also may be referred to other local mental health professionals, as needed. The Director is a Licensed Professional Counselor (LPC).

ACADEMIC TUTORING

Development of effective study skills is essential to success at the college level. Students may learn how to use a variety of study systems. They also may take advantage of tutoring in math, English composition, and other disciplines, as well as preparation for the English Proficiency Exam.

CAREER SERVICES

The Center provides career counseling services. Two computer-generated programs, Discover and Career Direct, 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 maintains a current web site that lists job opportunities. Williams participates in job fairs in conjunction with the Independent Colleges and Universities of Arkansas, as well as with Arkansas State University.

FELIX GOODSON LIBRARY

PRESENT BUILDING

The construction was completed in 1966 and named after former employee Felix Goodson, a good friend of the principal donor for the library building.

What services are provided in the Felix Goodson Library?

Currently, the library has 68,347 volumes of books (includes Education Lab in the Sloan Center) and 152 periodical and serials received regularly. The library has open stacks. Users may examine the material before checking them out. Other services available include and online public access catalog, automated circulation, Interlibrary Loan and INTERNET access by computerized networks, Library instruction, reference assistance, and access to a photocopier. The library is open 72 hours per week.

LIBRARY HOURS:

Monday – Thursday: 8:00 a.m. – 10:00 p.m.

Friday: 8:00 a.m. – 5:00 p.m.

Saturday: Noon - 4:00 p.m.

Sunday: 1:00 p.m. – 5:00 p.m.

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.

Lab hours are generally 8:00 a.m. to 11:00 p.m. each weekday and designated hours on Saturday and Sunday afternoon. Students are free to use the lab for personal or school related work with the following guidelines:

1. No food or drink allowed.
2. No access of pornographic material.
3. No use of Internet for illegal purposes.
4. No installation or playing of computer games.
5. No commercial or for-profit activities in any form.

6. No children under the age of 15.
7. No forwarding of email chain letters.

Printing is available in both labs and costs 5 cents 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, Kazaa, etc.) is allowed. Computers are not provided by WBC in dorm rooms. The computer resource fee is \$125 per semester.

POSTAL SERVICE

The WBC Postal Service is located near the cafeteria. Stamps, certified mail, money orders (international and domestic), UPS and overnight express mailing services are available to University students, faculty and staff.

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.

MAIL DELIVERY

Incoming off-campus mail is placed in boxes by 9:30 A.M., if possible, Monday through Friday. In-house mail is distributed to boxes on a timely basis.

Outgoing mail is taken to the Walnut Ridge Post Office each afternoon by 3:30 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, University Postal Service 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 Postal Service 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.

THE BOOKSTORE

Williams Baptist College contracts the operation of the bookstore to Founders Bookstore Services, a division of College Bookstores of America headquartered in Maryland Heights, Missouri. The Bookstore carries new and used textbooks; snacks, drinks, sundries; supplies including notebooks, pens, specialty paper, and blue books; WBC apparel and caps; general books; Bibles; imprinted gifts; Dayspring greeting cards; electronics; and previously viewed movies.

Founders Bookstore accepts Visa, Master Card, Discover, and American Express credit cards. Checks are accepted from well-established accounts. Two party checks are not accepted.

Textbook refunds are allowable within 7 days of the start of classes provided students have their receipts. After the initial 7 days refunds must be made within 2 days from the date of purchase. Any item returned must be new, unmarked, unused, and in original packaging. No refunds are made during the last week of classes or during exam periods.

The bookstore conducts book buy back at the end of the fall and spring semesters, where students have the opportunity to sell their books. Books can be bought back any time after the second week of school; however, they will be bought back according to the wholesale buying guide.

Faxes may be sent from the bookstore. The cost is \$1.50 for the first page and \$1.00 for each additional page.

Normal operating hours for the bookstore are 8:15 a.m. until 3:30 p.m. Monday through Friday. However, these hours may be shortened during the first and last week of school. For special occasions such as Homecoming and Graduation the bookstore will open on Saturday.

CAMPUS COMMUNICATIONS

News on campus changes daily. In order to effectively communicate information to students, a variety of methods are available:

1. The Wing Tips is a weekly newsletter published by the Office of Student Affairs that provides updates to the master calendar and announcements. It is available on line.
2. The campus post office, located near the cafeteria, provides on and off campus postal services. Students' box fees are paid through the student activity fee.

3. Founder's Book Store provides campus access to UPS. It is located in the Post Office.

Students are responsible for knowing information that may affect them personally. It is important, therefore, for students to check their post office box and email regularly.

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 about the college experience. Some of the traditions at Williams are:

FIRSTWEEK/FIRSTFAIR

The first few weeks of school are filled with events to welcome new and returning students to campus. The highlight of the week is FirstFair--a festive, informative atmosphere where local businesses and student organizations put up booths in the SMC.

MISS WBC PAGEANT

Representatives from various organizations on campus compete in interview, talent, and eveningwear for the title of Miss WBC.

CHRISTMAS IN THE COVE

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

HOMECOMING

Held each November, Homecoming is a week filled with campus-wide special activities, culminating with the athletic events and the crowning of the Homecoming Queen/King on Saturday.

SPRING FLING

A picnic on Midkiff Meadow is coupled with recreational events to celebrate the return of warmer, spring weather. It is traditionally held during April.

HONORS DAY/HONORS BANQUET/ATHLETIC BANQUET

Students who have achieved recognition in academics, leadership, and athletics are honored each spring during a special chapel or a banquet.

INTRAMURALS

All students, both men and women, are encouraged to participate in the intramural program. Numerous sports are offered including: flag football, softball, volleyball and basketball. Students who are interested in

participating are encouraged to join a team or form their own team. T-shirts are given at the end of each semester to winning teams.

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 for announcements about organizational meeting times and competition schedules. This information is posted on the bulletin board in the cafeteria.

ANSWER PAGES

QUESTIONS ABOUT	GO TO	LOCATION
Advising	Office of Academic Affairs	Swaim Admin Bldg
Campus Ministries	Director of Campus Ministries	Mabee Student Center
Campus Activities	Wingtips/Online Campus Calendar	
Career Direct	Counseling Center	Sloan 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
Copy Center	Felix Goodson Library	Felix Goodson Library
Counseling		
Academic	Office of Academic Affairs	Swaim Admin Bldg
Career	Counseling Center	Sloan Center
Drugs	Counseling Center	Sloan Center
Alcohol	Counseling Center	Sloan Center
Personal	Counseling Center	Sloan Center
Study Skills	Counseling Center	Sloan 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 &	Resident Directors	Residence Halls
Evenings	Call 870-809-2215	
Employment		
Church Position	Institutional Advancement	Swaim Admin Bldg
Part-time & Full-time	Counseling Center	Sloan Center
Work Study/Placement	Office of Financial Aid	Swaim Admin Bldg
Enrollment Verification Requests	Office of Academic Affairs	Swaim Admin Bldg
Financial Aid	Office of Financial Aid	Swaim Admin Bldg
First Aid & Illnesses	Campus Health	Mabee Student Center
Freshman Focus Program	Freshman Advisor	
	Office of Admissions	Swaim Admin Bldg
Guest Rooms	Office of Student Affairs	Mabee Student 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 Services	Office of Admissions	Swaim Admin Bldg
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	R.A. or Director of Housing	Residence Halls
Apartments	Office of Student Affairs	Mabee Student Center

QUESTIONS ABOUT	GO TO	LOCATION
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
Name, Change of	Office of Academic Affairs	Swaim Admin Bldg
Parents	Parent Liaison	
	Office of Admissions	Swaim Admin Bldg
Parking Permits & Regulations	Office of Student Affairs	Mabee Student Center
Print Credit	Office of Business Affairs	Swaim Admin Bldg
Scholarships	Office of Financial Aid	Swaim Admin Bldg
Security	Director of Security	Mabee Student Center
Student Activities Board	Office of Student Affairs	Mabee Student Center
Student Discount (Blue Card)	Office of Public Relations	Swaim Admin Bldg
Tuition & Fees Payment	Office of Business Affairs	Swaim Admin Bldg
Workstudy Awards	Office of Financial Aid	Swaim Admin Bldg
Workstudy Payment	Office of Business Affairs	Swaim Admin Bldg