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NEW ORLEANS
BAPTIST THEOLOGICAL SEMINARY



LEAVELL
COLLEGE

OUR MISSION

New Orleans Baptist Theological Seminary and Leavell College prepare servants to walk with Christ, proclaim His truth, and fulfill His mission.

OUR CORE VALUES

DOCTRINAL INTEGRITY

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

SPIRITUAL VITALITY

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

MISSION FOCUS

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

CHARACTERISTIC EXCELLENCE

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

SERVANT LEADERSHIP

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



DR. CRAIG GARRETT
DEAN OF STUDENTS

WELCOME TO NOBTS CAMPUS LIFE!

We have prepared this Student Handbook to provide you with information you will need as an NOBTS student. You will find helpful information in this handbook that will direct, answer questions, and assist you in campus life. Please take a moment to familiarize yourself with the contents. We are thankful you have responded to God's call to prepare for ministry at NOBTS. The Dean of Students Office is located in the Hardin Student Center on the first floor. Our purpose is to serve you, the student, as you pursue your studies. We have a very capable staff of directors who are here to serve and help you. Should you have any questions that are not answered in the Handbook, please feel free to call ext. 3283 or stop by the Hardin Student Center and allow us to help you. You can also email us at deansec@nobts.edu or find us online at www.nobts.edu/students.



CONNER HINTON
Director of Student Services

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

OUR PROMISE is to do our very best to support, help, and encourage you; to provide timely and accurate responses to your requests; to look for ways to say "Yes" when we can; and when we have to say "No," to work with you to find good, workable ways to meet your needs. We are your point of contact with the administration of the seminary and invite you to come by our office or call anytime with questions or opinions.



REBEKAH CALLAHAN
Director of College Life



STEPHANIE LYON
Women's Life Coordinator



ZOË MORRIS
Student Life Director



JUSTIN SAWYER
Recreation Coordinator



The New Orleans Baptist Theological Seminary (NOBTS) is the church engaged in training selected persons for lives of ministry. These selected persons are students. Students of NOBTS, whether enrolled at the New Orleans Campus, an extension center, or as an online student, maintain certain privileges and responsibilities granted by the institution. The seminary reserves the right both to admit students and to allow students to matriculate according to the seminary's sole judgement and discretion in keeping with the policies determined by the Southern Baptist Convention elected Board of Trustees and the seminary administration. Sole discretion in determining a student's compliance with these policies and procedures rests with the President of the seminary.

While admission to the seminary does not give a student a contractual right which might supersede the seminary's right to select, suspend, or dismiss those students whose conduct, behavior, or academic performance does not meet the seminary's expectations for students of Christian ministries, the student is granted certain privileges and responsibilities listed below.

Questions concerning the interpretation of any Student Handbook policy, including Students' Rights and Responsibilities, should be directed to the Dean of Students or a designated staff member in the Dean of Students office.

DUTIES, PRIVILEGES, AND RESPONSIBILITIES

NOBTS has the duty to offer equitable and consistent academic policies. Students have the privilege to be enrolled in classes at NOBTS. Students have the responsibility to meet all academic requirements specified by the policies and administration of NOBTS (refer to the Academic Catalog and the Student Handbook).

NOBTS has the duty to prepare students for Christian ministry in an environment free from discrimination and harassment based on race or gender. Students have the privilege to learn and live in this community, but the responsibility to treat other students, faculty, and staff in a manner honoring of Christ.

NOBTS has the duty to set and maintain behavioral standards among students, staff, and faculty that exemplify Christ and provide a witness of His redemption to the surrounding community. Students have the responsibility to abide by the behavioral standards agreed to in the Ethical Conduct Statement signed as part of the application process, or those set forth in NOBTS policies.

As an entity of the Southern Baptist Convention and as a confessional seminary, NOBTS has the duty to teach and maintain policies that are consistent with the NOBTS mission statement and The Baptist Faith and Message 2000, the official doctrinal confession of the Southern Baptist Convention. Students have the duty to abide by seminary policies, but have the privilege to hold personally to different doctrines than those affirmed in the Baptist Faith and Message and the responsibility to express their convictions with kindness, gentleness, respect, and self-control.

NOBTS has the duty to provide students with the opportunity to participate in various student groups. NOBTS students have the privilege to participate in these student groups as well as the responsibility to follow the rules of those organizations and to honor the stated purpose of the group. NOBTS is not required to provide student organizations which are deemed outside the mission of the Seminary by the NOBTS President and administration.

NOBTS has the duty to allow students to apply for student housing and financial aid. Student housing and financial aid are privileges granted to students under certain terms and conditions. Students have the responsibility to abide by the terms of housing policies and financial aid agreements.

Violating those terms may result in loss of housing or financial aid and payment of fees.

NOBTS has the duty to apply the financial policies of the institution in an equitable manner. Students have the responsibility to pay all bills, tuition, and fees when they are due.

NOBTS has the duty to make the institution's principles, policies, and procedures that are relevant to student life, explicit and readily available to appropriate persons. Students have the responsibility to abide by the policies and procedures of NOBTS. Policies and Procedures may be found in the most current versions of the academic catalog and the student handbook. These resources are available at nobts.edu.

NOBTS has the duty to allow students to express disagreement with NOBTS policies and the application of those policies through established channels. Student complaints may be registered via email with the Dean of Students Office. Students have the responsibility to accept and abide by the decisions made by NOBTS regarding student complaints.

NOBTS faculty and staff have the duty to demonstrate appropriate levels of confidentiality with students and each other, but are not prohibited from contacting the administration when the NOBTS policies are breached. Students also have the responsibility to alert the administration of covenant breaches.

NOBTS has the duty to provide reasonable safety assurances and protocols for students while they are on campus and in the classroom. NOBTS has a Disaster Relief Emergency Response Plan in place that can be made available for overview with appropriate permission given by the Dean of Student's office.

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

BAPTIST COLLEGIATE MINISTRY

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

CHRISTIAN ASSOCIATION OF STUDENT SOCIAL WORKERS

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

CHRISTIAN HOME EDUCATORS SUPPORT SYSTEM (CHESS)

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

DEAD PREACHERS SOCIETY

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

KOREAN STUDENT ASSOCIATION

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

NOBTS STUDENT COUNSELOR ASSOCIATION

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

NOBTS WOMEN'S FELLOWSHIP

The NOBTS Women's Fellowship exists to provide fellowship, networking, and personal growth opportunities for all female students and student wives who want to participate in building meaningful relationships with other God-called women.

RECONCILE

The purpose of Reconcile is to model and advocate for oneness in Christ and to assist in equipping students to fulfill the Great Commission and Great Commandment in the local church and its ministries. Reconcile seeks to provide a space to converse about issues of Christian unity and to provide a model and resources to help students discuss cultural issues through a biblical worldview in the local church.

STUDENT THEOLOGICAL FELLOWSHIP

The Student Theological Fellowship is a student-led organization that seeks to encourage students to think theologically and minister more effectively. This fellowship promotes academic and social networking by providing a forum for both critical reflection on theological issues and collegial interaction.

CAMPUS DIRECTORY

Main Switchboard.....	282-4455	Institute for Christian Apologetics.....	3245
Campus Police.....	944-7711/8593	Institutional Advancement	3252
BUT in an emergency call first	9 + 911	Institutional Effectiveness.....	8049
Academic Counseling, Graduate.....	3304	Leavell Center for Evangelism/Church Health	8820
Admissions, Graduate.....	3297	Leavell College Admissions	3366
Admissions, Undergraduate.....	3366	Leavell College Certificate Program	3323
Alumni Relations Office.....	3331	Library Circulation Desk	8018
Baptist College Partnership Program	8171	Media Center	3219/8572
Business Office.....	3210	Music Library.....	3289
Café New Orleans (Hardin Student Center).....	8579	Online Learning.....	8064
Campus Life.....	8427	Post Office.....	3255
Center for NT Textual Studies.....	8190	President's Office	3265
Church-Minister Relations Office.....	3291	Professional Doctoral Programs Office	3728
Clinic.....	8596	Providence House.....	944-4455
Day Center for Church Planting	8112	Provost's Office	3216
Dean of Graduate Studies.....	3327	Psychology and Counseling Department.....	3729
Associate Dean of Graduate Studies	8422	Public Relations Office	8003
Dean of Students Office	3283	Recreation Center (Gym).....	8594
Div. of Biblical Studies.....	3248	Registrar's Office.....	3304
Div. of Christian Education Ministries.....	8105	Research Doctoral Programs Office	8010
Div. of Church Music Ministries	3226/8013	River City Café.....	8025
Div. of Pastoral Ministries.....	8820	Student Enlistment Office	3303
Div. of Theological and Historical Studies	3258	Switchboard	0
Early Learning Center	8585	Telephone Services	8599
Facilities Department	3230	Testing & Counseling.....	8004
Financial Aid, Office.....	3348	Voice Mail	8597
Housing Office.....	8595	WBSN Office.....	8000
Information & Technology Center (ITC).....	8180	Women's Programs.....	3334
		Youth Ministry Institute.....	8103

HOURS OF OPERATION

ADMINISTRATIVE OFFICES: M-F 8 am - 5 pm

CAFÉ NEW ORLEANS: M-F 7 am - 5 pm

CHAPEL: Tu & Th unless otherwise notified (All offices closed) 11 am - 12 pm

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

FACILITIES: M-F 7:30 am - 4:00 pm

HARDIN STUDENT CENTER: Tu & Th closed for Chapel (Post Office, Cafe New Orleans, Communications, Business Office, Registrar, Dean of Students Office, Atrium).

INFORMATION & TECHNOLOGY CENTER (ITC): M-F 7 am - 10 pm (Closed for Chapel)

EARLY LEARNING CENTER: M-F 7:30 am - 5:30 pm

POST OFFICE: M - Th 8 am - 5 pm;
F 8 am - 3:30 pm

RECREATION CENTER: M, Tu, Th, & F 5:30 am - 7:30 am and 1 pm - 10 pm; W 5:30 am - 7:30 am and 1 pm - 4:30 pm; Sat 12 noon - 10 pm

RIVER CITY CAFÉ: M, W, & F: Breakfast 7:00 am - 9:00 am; Lunch 11:00 am - 1:00 pm. Tu & Th: Breakfast 7:00 am - 9:30 am; Lunch 11:45 am - 1:30 pm

SWAP SHOP: M 4-6; Tu 4-6; W 3-5; Th 4-6; F 2-4; Sat 10-12 (These hours are based on volunteer availability.)

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GENERAL POLICIES

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

Admission shall not give a student a contractual right which supersedes the seminary's right to select its students or to suspend or dismiss those students whose conduct, behavior, or academic performance does not meet the seminary's high expectations for students of Christian ministries. NOBTS shall be the sole arbiter of any question of a student's compliance with the seminary's standards and any decision concerning discipline shall be submitted to the student as a condition of the student's continuation at NOBTS. Questions concerning the interpretation of any Student Handbook policy should be directed to the Dean of Students or a designated person in his office.

ETHICAL AND PERSONAL CONDUCT

A. GENERAL

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

- j. Violation of seminary academic regulations and policies;
 - k. Misuse of computing resources including, but not limited to, seminary computer networks, academic computing systems, and the internet.
4. Students involved in a civil/criminal/quasi-criminal infraction are accountable to civil authorities but may also be subject to discipline by the seminary.
 5. The ethical and personal conduct policies apply to students and members of their households who live or visit on the campus or other seminary property.

B. ALCOHOL, DRUGS, TOBACCO AND CAMPUS SMOKING POLICY

1. The possession or use of beverage alcohol on or off campus is prohibited. Students under the influence of or in possession of such beverages at any time will be subject to disciplinary action.
2. The use or possession of any illegal drugs or misuse of prescription medication is prohibited. Students under the influence of or in possession of illegal drugs at any time will be subject to disciplinary action.
3. NOBTS is a smoke-free campus, including all buildings and properties. Smoking in any form is prohibited on the campus (effective June 1, 2018). Those disregarding this policy will be subject to disciplinary action, which may include assessment of property remediation fees and loss of housing privileges.

C. CELL PHONE AND COMPUTER USAGE

Students should always demonstrate appropriate classroom behavior. This includes the usage of cell

GENERAL POLICIES

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

D. CHILD CARE & PARENTAL RESPONSIBILITIES

1. Child Supervision:

- a. Ages 0-5: Children in this age group must have direct (the parent must know where the child is and provide instruction to the child) and present (the parent must be within direct eyesight or earshot of the child at all times) supervision by his/her parent or by a qualified individual who has been designated by the parent. A supervisor other than the parent must have immediate access to the parent. Children in this age group are not allowed to play outside unsupervised, and children must have a competent person with them when outside.
- b. Ages 6-12: Children in this age group must have direct (the parent must know where the child is and provide instruction to the child) supervision by his/her parent or by a qualified individual who has been designated by the parent. The parent/supervisor must be on the campus and available to the child at all times. A supervisor other than the parent must have immediate access to the parent.
- c. Ages 13-17: Children in this age group may be supervised indirectly (the parent may be off campus without the child, as long as specific contact information and a means of contact are immediately available to the child) by a parent or a qualified individual age 18 or older. The parent/supervisor must be accessible by the child at all times. A supervisor other than the parent must have immediate access to the parent.
- d. Children of any age who appear to be unsupervised on the seminary campus may be interviewed by campus

police or a seminary representative. The officer or representative may, at his discretion, cause the child to return to his/her parent or take other action deemed to be in the best interest and/or safety of the child.

2. Safety Intervention:

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

3. City Curfew:

The city of New Orleans and the Seminary enforces a curfew for persons under the age of 17 as follows:

When School is in Session:

Sunday -- Thursday - 8:00 p.m. to 6:00 a.m.;

Friday and Saturday - 10:00 p.m. to 6:00 a.m.

Summer Hours: Sunday -- Thursday - 9:00 p.m. to 6:00 a.m.;

Friday and Saturday - 11:00 p.m. to 6:00 a.m.;

4. Child Neglect or Abuse:

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

- a. A child is "any individual under the age of 18 years." (Louisiana Children's Code)
- b. "Abuse" means any one of the following acts which seriously endanger the physical, mental, or emotional health of the child:
 - i. The infliction, attempted infliction, or, as a result of inadequate supervision, the allowance of the inflection or attempted infliction of physical or mental injury upon the child by a parent or any other person.
 - ii. The exploitation or overwork of a child by a parent or any other person.
 - iii. The involvement of the child in any sexual act with a parent or any other person, or the aiding or toleration by the parent or the caretaker of the child's sexual involvement with any other person or of the child's involvement in pornographic displays, or any other involvement of a child in sexual activity constituting a crime under the laws of this state.
- c. "Neglect" means the refusal or willful failure of a parent or caretaker to supply the child with necessary food, clothing, shelter, care, treatment, or counseling for any injury, illness or condition of the child, as

a result of which the child's physical, mental, or emotional health is substantially threatened or impaired. Consistent with Article 606 (B), the inability of a parent or caretaker to provide for a child due to inadequate financial resources shall not, for that reason alone, be considered neglect. Whenever, in lieu of medical care, a child is being provided treatment in accordance with the tenets of a well-recognized religious method of healing which has a reasonable, proven record of success, the child shall not, for that reason alone, be considered to be neglected or maltreated. However, nothing herein shall prohibit the court from ordering medical services for the child when there is substantial risk of harm to the child's health or welfare.

E. DIVORCE POLICY

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

F. DRESS CODE:

1. Personal appearance and dress are a vital part of each individual's exemplary Christian witness. Modesty, neatness, cleanliness, and propriety in dress are expected.
2. Classroom attire should reflect an atmosphere of respect for the task of ministry training. Caps and bare feet are not appropriate in the classroom or chapel. Faculty members may enforce additional classroom dress requirements consistent with course objectives.

3. Dress for exercise or recreational activities on campus should be modest and appropriate for the activity. Shirts should be worn on campus, including the gym and fitness center and when running or exercising outdoors. Specific requirements for swimwear are posted at the pool. Specific dress requirements for the weight room are addressed in weight room orientation.

G. SEMINARY POLICY ON PLAGIARISM

1. Definition of Plagiarism:
Students are given the task of writing papers in order to help them learn how to think critically about the ideas of others and to present the result of their analysis in a readable form. Plagiarism defeats these purposes by cheating the student out of an opportunity to grow. Plagiarism is, therefore, a failure to distinguish between the work of the student and the work of others, either intentionally or unintentionally. It may take several forms:
 - a. Taking one or more sentences verbatim from a source and inserting it into a paper without the proper citation is plagiarism. The student should note that a failure to document credit for a direct quotation is also a violation of copyright law. (See Student Handbook section on Electronic Reserves.)
 - b. Representing the words or ideas of another person as your own words or ideas is plagiarism, even if you summarize. However, loosely paraphrasing a sentence without proper citation also is plagiarism.
 - c. Borrowing without proper citation such things as an outline, an idea, or an approach to dealing with a problem that is unique to an author is plagiarism. This type of plagiarism often results from poor note taking on the part of the student.
 - d. Plagiarism also can result from improper methods of citation. The student is responsible for learning the appropriate rules for citing sources and for following those rules throughout the paper. Ignorance of rules of citation is not an excuse.
 - e. In addition, plagiarism is a violation of the use of the seminary's computing resources. (See Student Handbook section on Computer Use Policy Violations.) For other definitions of plagiarism and ways to avoid it, see Robert A. Harris, *The Plagiarism Handbook: Strategies for Preventing, Detecting, and Dealing with Plagiarism* (Los Angeles, CA: Pycszak Publishing, 2001.)

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2. Consequences for Violations of Plagiarism:

When a professor discovers a student has committed plagiarism, the professor should report this violation to the Dean of Students. In making this report, the original copy of the paper in question is supplied to the Dean of Students for the purpose of documentation. A letter of warning will be issued from the Dean of Students Office to the student notifying him/her of the violation. This letter will serve as the official notice of the violation, and a copy will be placed into the student's permanent file along with the copy of the student's paper(s). Copies of the letter will be forwarded to the appropriate Academic Dean, the Registrar, the Professor, and the Provost. This letter will state clearly that if the student plagiarizes a second time, the offense will be reported to the President. At the discretion of the President, a second offense of plagiarism may result in the student's dismissal from the seminary.

H. LEAVELL COLLEGE PLAGIARISM POLICY

Plagiarism Policy: A high standard of personal integrity is expected of all Leavell College students. Copying another person's work, submitting downloaded material without proper references, submitting material without properly citing the source, submitting the same material for credit in more than one course, and committing other such forms of dishonesty are strictly forbidden. Although anything cited in three sources is considered public domain, we require that all sources be cited. Any infraction may result in failing the assignment and the course. Any infraction will be reported to the Dean of Leavell College for further action.

DISCIPLINARY PROCEDURES AND GRIEVANCES

A. DISCIPLINARY MATTERS:

1. **Presidential Discretion:** The President of NOBTS may expel or suspend a student summarily without charging the student and without affording the student any hearing and without regard to the recommendations of other members of NOBTS administration or without regard to any findings of the Student Affairs Committee, if the President believes the student has acted in a manner clearly inconsistent with the high moral standards of the seminary, or if the President believes the student's presence constitutes a disruption of the seminary's ministry, or if the President believes the student's

presence represents a danger to life and property.

2. Primary Discipline Procedure:

a. **Initial Inquiry:** Without limiting the power of the President as stated above, improper conduct by a student in academic matters may result in the student being called to appear before the appropriate Academic Dean or Provost. Non-academic matters will be referred to the Dean of Students.

b. **Formal Complaint:** The administrative officer involved shall notify the student following the meeting if a formal complaint is to be lodged against the student. A copy of the formal complaint shall be forwarded to the President and to the Dean of Students, if the matter did not originate in his office.

3. **Hearing:** If a formal complaint is made, the student may request a hearing before the Dean of Students at which time the student will be given an opportunity to respond to the complaint. If the complaint is related to academics, the Associate Dean of Graduate Studies shall be present. This opportunity shall include the right to offer witnesses and other evidence in his defense.

4. **Findings and Disciplinary Decisions:** The Dean of Students shall notify the student in writing of his findings and of his decision, if any, regarding discipline. Disciplinary actions include, but are not limited to:

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

5. Appeal Procedure:

a. **Appeal Request:** The student may appeal the decision of the Dean of Students to the Student Affairs Committee by notifying in writing the Dean of Students of his decision to appeal within 48 hours of receipt by the student of the Dean of Students' decision.

b. **Student Affairs Committee Hearing:** The Student Affairs Committee shall give the student a denovo hearing, during which the student shall again be afforded the right to present witnesses and other evidence.

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

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

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

c. **Committee Decision:** The decision of the Student Affairs Committee will be communicated to the student, the President, and to the administrative officers involved. It shall be the final decision unless it is appealed by the student to the President of NOBTS, or unless the President indicates his desire to review the decision.

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

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

B. GRIEVANCES

1. **Initial Complaint:** In accordance with the teaching of scripture, complaints should first be voiced directly to the professor, administrator, staff member, or other person(s) perceived to have offended in an attempt to remedy the matter. If the matter is not remedied, the student may file a formal complaint.

2. **Formal complaint:** A student may file with the Dean of Students written complaints regarding non-academic matters. A student may file with the Dean of Graduate Studies written complaints regarding graduate academic matters or with the Dean of Leavell College complaints regarding undergraduate academic matters.

3. **Hearing:** If a formal complaint is made, the student will be afforded a hearing before either the Dean of Students (for non-academic matters) or before the appropriate academic dean. At either the request of the student or the appropriate academic dean, the Dean of Students may be invited to a hearing related to academic matters. At the hearing, the student will be given an opportunity to voice the complaint. This opportunity shall include the right to offer witnesses and other evidence in his defense.

4. **Findings and Disciplinary Decisions:** The Dean of Students and/or the appropriate academic dean shall notify the student in writing of the findings and of the decision, if any, regarding the grievance.

5. **Appeal Procedure:** The student may appeal the decision of the administrative officer to a review committee. The review committee for non-academic matters shall be the Student Affairs Committee. The review committee for academic matters shall be composed of the Provost, the Dean of Graduate Studies, the Dean of Leavell College, the Associate Dean of Graduate Studies, and the Associate Dean of Leavell College.

6. **Committee Decision:** The decision of the review committee will be communicated to the student, the President, and to the administrative officers involved. It shall be the final decision unless it is appealed by the student to the President of NOBTS, or unless the President indicates his desire to review the decision.

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

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

GENERAL POLICIES

FINANCES & FINANCIAL RESPONSIBILITY

A. CONTRACTING DEBTS

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

B. PERSONAL DEBT

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

C. STUDENT ACCOUNTS

1. Each student is assigned a student account by the Business Office. Financial transactions between the student and the seminary are reflected on the account. Examples of such transactions are rents, tuition or fees, preschool charges, clinic charges, and other miscellaneous fees. Each student is responsible for timely payments on their account so that the account remains current.
2. Rent, preschool charges, and other regular charges except tuition are due in full on the first of each month. All tuition charges, registration fees, and the above mentioned monthly charges are due by the Final Day for Tuition Payment each semester. A late fee of \$110.00 will be assessed to any student that does not arrange for payment in full, have a scholarship/grant letter on file with the Financial Aid Office, or set up an Official Payment's Payment Plan (OPPM) agreement by the Final Day for Tuition Payment. Each year, the Final Day for Tuition Payment can be found in the current year's academic catalog calendar.
3. Payments on the student account may be tendered at the Business Office in the Hardin Student Center. Payments may be made by cash, check, echeck, money order, debit card, and credit card. The Business Office accepts payment online through Self-Serve, by interactive voice recognition at 866-606-8235, or at the Business Office window. The following cards: MasterCard, Visa, American Express, and Discover are accepted. Payments may be mailed to this address: NOBTS, Attn: Business Office, 3939 Gentilly Blvd, New Orleans, LA 70126. A drop box is available outside the Business Office for any-time payments.

4. Credit balances on student accounts may be drawn if the funds are not designated (i.e. grants, scholarships, gifts). However, student accounts should not be treated as a bank account.
5. Past Due Account Balances:
 - a. A student account balance shall be declared past due after the initial due date.
 - b. A student with a past due account balance will have a stop placed on their account, preventing them from registering, beginning class, receiving grades, and receiving transcripts. In extreme cases, a student may lose his or her housing privileges.
 - c. Past due balances are subject to collection efforts by the seminary and may be referred to the Dean of Students for disciplinary action in accordance with the Ethical Conduct and Disciplinary Matters sections of this Handbook.
 - d. Should collection efforts be required, the student shall be responsible for repayment of the full amount of the debt plus any reasonable collection agency fee.
6. Each student is responsible for all information in the most current academic catalog.
7. Email is currently the main form of communication with students. Therefore, each student is responsible for maintaining a valid email address, current mailing address, and phone number with the Business Office. Failed attempts to reach students using outdated information will not halt the collections process. Currently, student account statements are emailed at the first of each month.

D. REGISTRATION FINANCIAL PROCEDURE

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

E. FINANCIAL AID

1. The Financial Aid Office is located near the west entrance to the Hardin Student Center. The Financial Aid webpage is www.nobts.edu/financial-aid
2. Grants: Grants are available, by application, to first semester students and currently-enrolled students of the seminary. Grant awards normally are intended to assist with current tuition expenses. Award amounts may vary depending on general demand and available funds. Awards are made on a need basis with priority given to those who have received less previous assistance. Students who

qualify on the basis of need or other specific requirements may apply for a grant each semester. Application does not insure that an award will be made. Grant awards are not available for workshops or summer sessions.

a. Application procedure:

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

b. Qualifications:

- i. Main campus students must maintain full-time academic hours through the period covered by the grant award. For financial aid purposes, Internet, Independent Study and Workshop classes do not count toward full time status. Extension center students must maintain two classes through the academic period covered by the grant award. Full-time for Master's degree students is 9 hours; full-time for Associate's and Bachelor's degree students is 12 hours; and full-time for Doctoral degree students is active enrollment.
 - ii. The application form must be filled out completely and returned to the Financial Aid Office on or before the appropriate deadline.
 - iii. Each applicant's account in the Business Office must be current. Any student owing money to the seminary will not be considered for a grant award.
3. Payment Plan: Official Payments
- a. Only tuition and fees can be budgeted with Official Payments, unless a previous arrangement has been made with the Business Office or Financial Aid Office.
 - b. Complete the Official Payments agreement form online through your SelfServe account.
4. Emergency Aid: The seminary maintains an active program of assistance for students who are experiencing short-term financial emergencies. Students seeking such assistance may contact the Financial Aid Office.
5. Financial Counseling: Unique pressures are associated with seminary life in the area of personal finance and family relationships. The Director of Financial Aid is available to assist current students and those approved for admission in the analysis of financial matters or to provide encouragement in other areas of student family life.

HEALTH INSURANCE

- A. The seminary encourages all students to carry some type of health insurance coverage for themselves and their family members. The seminary does not furnish health insurance for students or their families, and is not responsible for providing health care or financial support for health care expenses.
- B. Students should be reminded that seeking healthcare services without health insurance often means navigating the public indigent care system, and that needed services are not always available without health insurance.
- C. NOBTS students may be eligible to enroll in GuideStone medical, dental, term life and accident coverage without providing proof of good health within the first 31 days of their first seminary matriculation or in certain other situations if all eligibility requirements are met. Consult GuideStone at 888-984-8433 for details.
- D. The Dean of Students office maintains a webpage listing of free and reduced cost family healthcare resources at www.nobts.edu/students.

IDENTIFICATION CARDS

- A. ID cards are available at the Dean of Students Office. There is no fee for the first ID. Replacement ID cards are \$5.00.
- B. A seminary ID card is required for the following:
 1. All students enrolled at the New Orleans campus.
 2. All persons aged 6 and older in residence on the New Orleans campus. A child may obtain an ID card at his/her sixth birthday.
 3. Extension center students are required to obtain an ID card during their first visit to the New Orleans campus. ID cards are necessary for on-campus services.
 4. ID cards must be carried at all times and must be surrendered to Campus Police or seminary representative upon request. NOPD criminal law allows for all persons not surrendering identification to be arrested.
- C. ID cards must be validated for all students, staff, and family members at the beginning of each academic year. There is no charge for validation.

GENERAL POLICIES

STUDENT RECORDS

A. TRANSCRIPT

A transcript is issued only upon written authorization/request of the student. A charge, as listed in the current academic catalog, applies for each transcript. The seminary reserves the right to withhold a transcript if the student has not satisfied proper financial obligations to the seminary.

B. STUDENT ACCESS

1. The permanent file of the student contains the following materials, which may be reviewed by the student upon his/her request:
 - a. Church approval
 - b. Transcripts: college and/or other seminaries
 - c. High school diploma or transcript (Leavell College)
 - d. Acceptance letters
 - e. Correspondence letters
 - f. Transcript evaluation records
 - g. Readmission forms
 - h. Student request forms
 - i. NOBTS transcript
2. The Dean of Admissions and Registrar or a person designated by that office must be present when the student reviews his/her file. Therefore, an appointment may be necessary.

C. SEMINARY AND THIRD PARTY ACCESS

1. Appropriate admissions and academic personnel have access to student records for processing and maintenance purposes.
2. Directory information is available to seminary and outside sources with the written permission of the student: home and current address, and telephone number.

STUDENT'S ROLE IN INSTITUTIONAL DECISION-MAKING

- A. Ultimate authority and responsibility for decisions on programs, policies, and procedures related to the operation of the seminary in accordance with its mission and bylaws rest with the President. The President has chosen to administer his authority through an Administrative Council representing all areas of the seminary system. The Administrative Council is composed of the Provost, Vice President for Business Affairs, Vice President for

Institutional Advancement, Associate Vice President of Information Technology, Dean of Students, and Associate Vice President for Facilities.

- B. The President and each of his administrators maintain an open-door policy in regard to students. However, primary student involvement in decision-making processes is through the Dean of Students.
- C. Students may participate in institutional decision-making by voicing opinions, expressing concerns, or presenting ideas to the President through the Dean of Students. Student input is incorporated into planning with the Associate Dean of Students, the general Student Services staff, and the Dean of Students who represents student issues to the President and the Administrative Council. Student representatives sit on various standing institutional committees to provide input from a student perspective.



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FACILITIES & SERVICES

FACILITIES AND SERVICES

A. ACADEMIC COUNSELING

Academic counseling is available to all students. Leavell College provides academic counseling for all undergraduate students. Graduate students receive advising from specified academic advisers in the Registrar's or Dean of Students's offices. Doctoral students receive their academic counseling through the Research Doctoral Programs Office or the Professional Doctoral Programs Office.

B. ASBESTOS POLICY

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

C. BULLETIN BOARDS

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

D. CAFÉ NEW ORLEANS

Located in the Hardin Student Center, Café New Orleans offers a range of coffee services, as well as food during the breakfast, lunch, and dinner hours, when open. The coffee shop also provides a variety of NOBTS merchandise including mugs and shirts. Open Monday through Friday. Contact: 504-816-8078

E. CAR WASH

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

F. CAREY COMMONS

1. The Carey Commons may be used by students, Seminary families, faculty, and staff for a variety of events.
2. All Carey Hall events will need to be scheduled through the Providence Learning Center and added to the Campus Calendar. Please fill out a Carey Hall Reservation Request form found at <http://www.nobts.edu/adminpolicies/campuscalendar.html>
3. Seminary events (i.e. Women's Auxiliary, etc.) will have first priority.
4. All events will need to be communicated to the RA at Carey Hall so the ladies know when it will be in use. (RA apartment is located to the right upon entering the foyer, Room 115)
5. The commons is primarily designated for occasional, onetime events. Ongoing, regularly scheduled meetings will generally not be allowed.
6. PLC will Communicate with housing@nobts.edu and nobtspolice@nobts.edu on all Carey Commons request receipts to ensure they are aware of events.
7. Responsibilities when using Carey Commons:
 - a. Ensure all trash is taken to the trash trailer in the back of campus on Providence Place.
 - b. Leave the Commons as it was when you got there.
 - c. Ask the RA for permission before using any appliances in the kitchen.
 - d. Any additional setup (ex. folding chairs, plastic tables) must be submitted two weeks in advance via an event assistance request form to facilities. The form can be found at <http://www.nobts.edu/adminpolicies/>. Additional setup may result in a facility charge.

G. CENTERS FOR RESEARCH AND MINISTRY

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

1. Baptist Center for Theology & Ministry:
www.baptistcenter.com

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

2. The Center for Archaeological Research:

<http://www.nobts.edu/Archaeology/default.html>

The Center for Archaeological Research serves to encourage the scholarly development and research of seminary students and faculty, and to train and inspire a new generation of biblical scholars to engage in current research in the disciplines of biblical archaeology and biblical studies. The Center for Archaeological Research was established as a Southern Baptist effort to provide a presence in the field and impact the discipline of biblical archaeology. In 2018 the seminary excavation of the Tel Gezer Water System was completed, and the new excavation at Tel Hadid was started.

3. Cecil B. Day Center for Church Planting

New Orleans Baptist Theological Seminary (NOBTS) and the Cecil B. Day Center for Church Planting partner with the North American Mission Board (NAMB) to provide accredited academic training in conjunction with Church Planting Pipeline and Send Network Training provided by NAMB. Qualified students may earn up to nineteen hours towards their graduate degree and up to eighteen hours towards a bachelor's degree. Students must be admitted as Leavell College or NOBTS students through the normal admissions process and register for the appropriate classes. For more information concerning undergraduate credit, contact Dr. Thomas Strong at tstrong@nobts.edu. For graduate credit, contact Dr. Bo Rice at brice@nobts.edu. For church planting residencies contact George Ross ross@namb.net.

4. The Global Missions Center:

www.nobts.edu/global-missions/default.html

Phone: (504) 282-4455, Ext. 8124

Dodd Building; Office 100 & 102.

The vision of the Global Missions Center is to research effective global mission strategies, train Christians for global missions service, resource global mission

Christians, and reach the globally unreached with the gospel. Matthew 4:19 states the Lord's call: "And He said to them, 'Follow me and I will make you fishers of men.'" The Global Missions Center works in partnership with the International Mission Board of the SBC to inform students of ways to serve in international missions.

5. The Institute for Christian Apologetics:

www.nobtsapologetics.com

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

6. Institute for Faith in the Public Square:

www.faithandpublicsquare.com

The mission of the Institute for Faith and the Public Square is to explore the intersection of faith and politics. The purpose of the Institute is to explore the role that people of faith can have in the public square and to provide a forum where issues of concern to people of faith can be discussed.

7. Leavell Center for Evangelism & Church Health:

www.leavellcenter.com

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

8. H. Milton Haggard Center for New Testament Textual Studies:

The H. Milton Haggard Center for New Testament Textual Studies (HCNTTS) is an internationally recognized research center devoted to the study of the New Testament text in the Greek manuscripts. The Center houses a substantial collection of New Testament manuscripts in various

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formats including digital images, facsimiles, printed editions, and microfilms. Research focuses on a variety of topics related to the New Testament Greek manuscripts, collaboration with projects on an international level, work with the National Museum of the Bible's Scholars Initiative, and the training of students in the field. The Center has released the world's first searchable electronic database that is substantially comprehensive on the readings in the Greek New Testament manuscripts, with that module currently available in Accordance, BibleWorks, and Logos software programs. Also, the iPhone and iPad app "New Testament Greek Manuscripts" produced by the Center is available. Other research projects are underway as well as worldwide collaborative projects in which the Center participates. The H. Milton Haggard Center for New Testament Textual Studies has grown to become the largest research setting in North America for the study of the text of the New Testament in the Greek manuscripts.

9. The NOBTS BIBLE & ARCHAEOLOGY MUSEUM

The NOBTS Bible & Archaeology Museum, opened in 2013 on the second floor of Hardin Student Center, moved to a new and expanded location on the second floor of the Hardin Student Center in 2016. The Museum houses original hand-written manuscripts, detailed professional facsimiles, archaeological artifacts and replicas dating as far back as 3000 B.C., and a large collection of original printed Bibles. Tours of the Museum are available upon request at the Museum office near the entrance to the Museum or via the H. Milton Haggard Center for New Testament Textual Studies. Besides students and student groups, the Museum also provides tours for church groups, school groups, and community groups as well as individuals. For more information or to schedule a visit, please contact the Museum at Museum@nobts.edu or cnttsadmin@nobts.edu.

10. Youth Ministry Institute:

www.youthministryinstitute.org

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

YMI classes are offered during the semester through the internet, on selected weekends, and during January and May academic workshop weeks. Contact ymi@nobts.edu for more information. Consult our website – www.youthministryinstitute.org – for helpful resources

in academic study and practical application of youth ministry.

H CHAPEL SERVICES

1. Seminary chapel services are held at 11:00 a.m. each Tuesday and Thursday during the fall and spring semesters. Special events in the life of the seminary will warrant chapel services on additional days.
2. Although chapel attendance is not mandatory, attendance is highly encouraged for the promotion and benefit of the spiritual health of the seminary student.
3. To underscore the importance of Chapel, no meetings on campus are scheduled in conflict with Chapel. Any exceptions to this policy must have prior approval from the Administrative Council.
4. The HSC Atrium is closed during chapel.

I. CLINIC

1. The services of a family nurse practitioner and medical assistant are available on campus for the health care support of the seminary family. Clinic fees are based on services rendered (i.e., length and complexity of visit, tests, and treatments). The Clinic does not accept insurance and is not equipped to handle insurance claims. Clinic charges are debited to the student's account in the Business Office.
2. The Clinic is open on a part-time schedule with variable hours. The schedule is posted on the clinic door. Any deviation from the posted schedule is posted as far in advance as possible.
3. The Clinic offers primary health care services only. Persons experiencing illness or injury of sufficient severity or complexity to necessitate treatment beyond the capability of the Clinic are referred off-site. In the event of an urgent or emergency condition, call "911" or proceed directly to a local hospital emergency department as appropriate.
4. The Clinic is equipped for some on-site lab work. Some specimens may be sent off-site for analysis. Some medicines and medical supplies are available through the Clinic. Crutches are available for short term loan.
5. The Clinic is able to test for pregnancy but is unable to provide obstetrical care. Upon determination of pregnancy, the individual is referred off-site.
6. Appointments are recommended and may be required for Clinic services. The nurse practitioner sees all patients by appointment only. Often, a same-day appointment is available.

7. IMMUNIZATION REQUIREMENTS:

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

- a. Tetanus/Diphtheria (every 10 years)
 - b. Mumps/Rubella (one if born on or after January 1, 1957)
 - c. Measles (two since 1968 if born on or after January 1, 1957)
8. TB testing is required of all New Orleans main campus new students prior to their first registration. The seminary also recommends a PPD test for any new tuberculosis exposure and annually if traveling outside the US. Arrangements may be made for immunization against selected diseases (e.g., typhoid and malaria). All individuals with a positive PPD must be followed by chest X-ray at regular intervals.
9. The seminary recommends: 1) an annual influenza vaccination in the fall of each year for all students, 2) the pneumococcal vaccine for persons 65 years-of-age and older, and 3) the "Shingles" vaccine for persons 50 years-of-age and older.
10. Proof of immunizations in writing on official agency letterhead and signed by a health care professional must be provided as a part of the admissions process. Without such proof, the student will not be admitted into the seminary. Immunizations are available in the Clinic. Students who request exemption for medical reasons must provide documentation by a health care professional.
11. Documentation of serum antibody titer (blood test) sufficient to confer immunity is acceptable in lieu of mumps, measles, and rubella vaccine documentation.

J. EMPLOYMENT OPPORTUNITIES

1. Church-Related Employment:

The Church-Minister Relations (CMR) Office provides a resume referral service for students and alumni of NOBTS. Churches and organizations seeking to fill vacant full- or part-time ministry-related positions will contact the CMR office for resumes pertaining to their vacant position. The CMR office serves simply as a resource by providing students' and alumni's resumes to inquiring churches or ministry organizations. Ministry Connections is CMR's Internet-based resume referral system, which is serviced by eRecruiting. Any student or alumni can obtain information about Ministry Connections on the CMR web site, <http://nobts.edu/cmr>.

A student may activate a resume account by contacting the CMR office or by completing the on-line form on the CMR website. Appointments with the staff to discuss ministry opportunities, resume preparation, search committee interviews, or other ministry-related topics are available upon request. Students are encouraged to activate a resume with the CMR Office, whether the student is seeking a part-time ministry position while in school, graduating and desiring to make a move, or anytime in their ministry as an alumni of NOBTS. Graduating students wanting to activate a resume account are encouraged to do so as early as possible to ensure their resume is distributed well in advance of graduation. The CMR office serves as an information center by providing resume guidelines, state and association contact information, and search committee helps. The CMR office schedules interviews for ministry positions that may take place throughout the year. Interviews are printed in the Gatekeeper and posted on CMR's bulletin board in the Hardin Student Center. The CMR office also sponsors Life Beyond Seminary week during the Spring Semester. Life Beyond Seminary is an opportunity to meet, interview, and network with various Southern Baptist state conventions, associations, agencies and ministry organizations as they participate on campus in this week that is designed for students. The CMR office is located in the Frost Building, room 200, and can be reached at ext. 3291 or cmrconsultant@nobts.edu.

2. Off-Campus Secular Employment:

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

3. On-Campus Employment:

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

K. INFORMATION TECHNOLOGY CENTER (ITC): COMPUTER USE POLICY

1. Introduction:

New Orleans Baptist Theological Seminary provides computing resources to serve and foster the mission of the Seminary to equip leaders to fulfill the Great

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Commission and the Great Commandments through the local church and its ministries. These resources are available to students, faculty, and staff to aid education, research, and administrative needs in achieving this mission. All students, faculty, and staff are responsible for seeing that these computing resources are used in an effective, efficient, ethical, and lawful manner.

2. Definitions:

- a. Computing resources consist of computer-related equipment and software. This also includes local area networks, both public and administrative, located on the NOBTS campuses.
- b. Authorized users are currently-enrolled students, as well as currently-employed faculty and staff of the Seminary. This can be extended to others whose access advances the mission of the Seminary and whose usage does not interfere with other users' access to resources. In addition, a user must be authorized to use specific computing or network resources by the department responsible for the operation of the resource.

3. Appropriate Access and Use of Computers:

- a. Appropriate use of the computing resources should reflect:
 - i. The Christian ethic presented in Christ's Sermon on the Mount (Matthew 5-7)
 - ii. High standards of academic honesty and integrity
 - iii. Respect for legal and ethical standards
 - iv. Respect for intellectual property rights of others
 - v. Restraint in the consumption of shared resources
 - vi. Courtesy and respect for others
- b. Appropriate tasks include:
 - i. Instruction
 - ii. Independent study
 - iii. Authorized research
 - iv. Independent research
 - v. Communications
 - vi. Official work of the offices, units, and recognized organizations of the seminary
- c. User's access to computing resources is by authorized use only. Passwords are measures insuring the security and protection of our data. Where seminary password protection is in place, that password must not be made available to any other person.
- d. Computing resources, owned/operated by the seminary, like most mechanical devices, are subject to failure, down time, and delay. Periodic high usage

may also delay resource availability, as well as printer jams, empty paper, and toner outage. Users are expected to compensate by planning their work accordingly, in order to meet any and all project deadlines.

4. User Privacy, Rights, and Responsibilities:

- a. Any user activity and/or data are to be considered private property and confidential. The seminary, however, cannot guarantee complete confidentiality. Therefore, privacy and confidentiality will be honored, but the seminary reserves the right to monitor communications and/or usage when there is just cause.
- b. Users and departments are responsible for the backup of their own data. The seminary will not assume responsibility for loss of data due to system failure, user error, or any other cause.
- c. Users are expected to be knowledgeable of and comply with copyright laws.
- d. Seminary-owned hardware and software is to be maintained by seminary-authorized personnel only. Computing devices should not be unplugged, moved or altered except as directed by seminary-authorized personnel.
- e. Space heaters, other high current appliances, and devices which create an electro-magnetic pulse (drill) should not be plugged into the same surge protector as computing equipment.
- f. Personal belongings brought into the computer lab or work space remain the responsibility of the user to secure such belongings.
- g. Drinks, food, and other liquids must be maintained away from computer equipment. Failure to do so may present a health hazard, damage circuitry (keyboards), or cause electric shock or electrocution to the user (CRT monitors carry in excess of 10,000 volts).
- h. Care should be taken as to not cover, impede, or block cooling vents, grills, and fans in computing equipment. Such locations include:
 - i. back and front of a computer tower case,
 - ii. side of laser printers,
 - iii. top of CRT monitors,
 - iv. bottom of notebook/laptop devices on a non-hard surface, and
 - v. any place where air flow is felt.

5. Copyright Policy:

NOBTS has the responsibility to uphold all copyright laws

governing access and use of information. The purchase or lease of computer software provides a license to use the software, together with a copy of the software and associated documentation. No software may be installed, copied, or used on seminary computers except as permitted by the owner of the software. Software subject to licensing must be properly licensed and all license provisions (installation, use copying, number of simultaneous users, term of license, etc.) must be strictly obeyed.

6. Electronic Reserves:

- a. In accordance with fair use (Section 107 of the U.S. Copyright Act), electronic reserve systems may include copyrighted materials at the request of a course instructor. The John T. Christian Library will serve as the repository for electronic reserves.
- b. The electronic reserve system should be limited to the New Orleans Baptist Theological Seminary community which is comprised of students, faculty, and staff.
- c. Following are examples of materials which will be placed in the electronic reserve system without copyright permission:
 - i. exams,
 - ii. lecture notes,
 - iii. student papers,
 - iv. one article from a journal issue, and
 - v. one chapter from a book.
- d. The following copyright warning should be attached to each document in the Electronic Reserve System:
WARNING CONCERNING COPYRIGHT RESTRICTIONS. The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship, or research. If electronic transmission of reserve material is used for purposes in excess of what constitutes "fair use," that user may be liable for copyright infringement.
- e. If the original contains a copyright notice, the electronic copy must also include a notice as follows (with the appropriate information filled in): "Copyright 20XX_, XYZ Publisher" Generally, permission from the

publisher is needed when:

- i. an article from a journal is needed by a professor for more than one quarter,
- ii. multiple articles from one journal issue are needed for electronic reserve,
- iii. one chapter of a book is needed by a professor for more than one quarter,
- iv. when multiple chapters of a book are needed for electronic reserve, and
- v. an out-of-print book is needed for electronic reserve. Instructors are responsible for obtaining necessary permission from copyright holders.

The library will maintain records of materials placed on reserve by instructors and will use these records in determining if an item has been used once by an instructor without obtaining permission from the copyright holder. The material cannot be used a second time without permission from the copyright holder.

7. Computer Use Policy Violations

- a. Misuse of the seminary's computing resources includes but is not limited to:
 - i. Violations of federal or state law
 - ii. Violations of seminary regulations
 - iii. Use of the systems for commercial purposes, unauthorized by the seminary
 - iv. Displaying or sending sexually graphic images or text
 - v. Abusive language
 - vi. Harassing, demeaning, intimidating, or threatening behavior
 - vii. Plagiarism
 - viii. Excessive use for non-official or frivolous purposes
 - ix. Creating and/or propagating computer viruses
 - x. Damaging files, equipment, software, or datum
 - xi. Circumventing or "hacking" through security mechanisms
 - xii. Deliberately wasting or overloading computer resources
 - xiii. Slanderous, libelous, or offensive communication
 - xiv. Bringing discredit to the seminary or Christ
- b. Seminary computing resources may not be used to collect, store, or distribute information in violation of federal, state, or local laws.
- c. An attempt by a user to access unauthorized parts of the managed campus network, attempt to circumvent data protection schemes, and to discover security loopholes is prohibited.

FACILITIES & SERVICES

- d. Violations of the seminary's computer use policy will be dealt with in the same manner as violations of other seminary policies and may result in disciplinary review. Violations of the seminary's computer use policy may result in the loss of computer and network access. Illegal actions are subject to prosecution by local, state, or federal authorities.

L. LIBRARY

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

M. MENTAL/EMOTIONAL HEALTH AND COUNSELING SERVICES

1. Students experiencing emotional distress may seek counseling services in the Leak Magee Christian Counseling Center. Counseling is confidential and free of charge to students and their immediate family members.
1. The seminary administration will endeavor to assist students who experience mental and emotional health crises whenever possible and appropriate.
2. Actions of the administration may include, but are not limited to:
 - a. Referral for evaluation and treatment with an approved counselor or medical provider.
 - b. Temporary withdrawal or suspension from seminary to facilitate counseling and recovery.
3. Students experiencing emotional distress may voluntarily seek confidential counseling services in the Testing and Counseling office.

N. NEW ORLEANS BAPTIST ASSOCIATION

NOBA is located at 2222 Lakeshore Drive, New Orleans, LA 70122. NOBA is a cooperative movement of Christ-centered and culturally sensitive churches, and is passionate about church planting, church health, and compassion ministry. For more information on available opportunities, contact the NOBA office at 504-282-1428.

O. POST OFFICE

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

P. EARLY LEARNING CENTER

The Early Learning Center is designed to meet the educational needs of children six weeks old through five years old. Our Christ-centered program is designed with your child's developmental needs in mind. Our program is Monday through Friday from 7:30 a.m. till 5:30 p.m. Summer Day Camp is available on a week-by-week basis for just completed Kindergarten through completed 6th grade. Our seminary families have priority in enrollment. For information about curriculum and pricing, please call 504-816-8585 and ask for the Early Learning Center Director.

OUR EDUCATIONAL PHILOSOPHY

1. Children learn best through play. Each day children

are engaged in both structured and unstructured play activities.

2. Children learn best when programming is developmentally appropriate.
3. Children learn best when accommodation is made to their learning style.
4. Children learn best when they feel ownership for their learning experience and environment.
5. Children learn best when allowed to progress at their own pace.
6. Children learn best when the learning environment addresses the development of the whole child.
7. Children learn best in an environment where they feel secure.
8. Children learn best in an environment where they are valued as unique and significant individuals created by God in His image. We believe that because each child has value in God's eyes he must have value in our eyes. (Psalm 127:3; Mark 10:13-16)
9. Children learn best when their families are a part of the learning process.

Q. PROVIDENCE GUEST HOUSE

Located across the street from the Hardin Student Center, the Providence Guest House is an affordable seminary guest facility available to students and their guests. PGH can offer clean, safe, hotel-style rooms with cable TV and internet. Dorm-style rooms are also available for students and groups needing more economical housing during the school year. The lobby for checking into guest housing is maintained from 6:30 a.m. till midnight each day. To make reservations or obtain additional information, call (504) 944-4455. It is best to call between 9:00 a.m. - 6:00 p.m. The Director and Office Assistant are available to assist group leaders in arranging lodgings and planning activities (e.g. River Boat Cruises, Audubon Zoo, etc.)

Contact information:

Phone: (504) 944-4455

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

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

Web: www.ProvHouse.com

R. PROVIDENCE LEARNING CENTER

Providence Learning Center manages campus conferences (conference@nobts.edu) and campus calendar (campuscalendar@nobts.edu) as well as Holy Land Pilgrimages and study tours (travelprograms@

nobts.edu). PLC also offers non-academic, non-credit certificate programs and independent German and Latin language studies to meet the requirements for entry to NOBTS Research Doctoral Programs. For more information visit nobts.edu/plc or email plc@nobts.edu.

S. COMMUNICATIONS

The Gatekeeper is an email produced for the seminary family by the Office of Communications. It is sent on a weekly basis during the regular academic sessions and twice during the summer. Individuals desiring to place announcements in the Gatekeeper should email pr@nobts.edu or visit the Office of Public Relations by Noon of the preceding Tuesday. NOTE: STUDENTS ARE RESPONSIBLE FOR INFORMATION IN THE GATEKEEPER.

T. RIVER CITY CAFÉ AND PRIVATE DINING ROOMS

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

U. SWAP SHOP

The SWAP Shop (Surplus with a Purpose) exists to provide an economical means by which the seminary community may exchange or secure quality clothing or small household items for personal use. Contributions of new and gently-used clothes, furniture, books, household goods, gifts, and toys are welcome. The SWAP Shop is a volunteer organization, open five days a week based upon the availability of volunteers. Typical hours, based on volunteer availability, are Mon. 5:00- 7:00 pm; Tues. 5:00 to 7:00 pm; Wed. 3:00-5:00 pm; Thur. 4:00-6:00 pm; and Fri., Sat. times are posted on the Swap Shop page when the volunteer can open. Please join the NOBTS Swap Shop page on Facebook. We try to post there when we are open or cannot open. The SWAP Shop is always looking for volunteers during the day and evenings. If you would like to volunteer, please contact Rhonda Smith at 504-481-3656.

V. COUNSELING SERVICES

1. Members of the seminary family, their spouses, or their children who experience the need for individual, marital,

FACILITIES & SERVICES

or family counseling may contact the Leeke Magee Christian Counseling Center. Counseling is confidential and free of charge to students, faculty, staff, and their immediate family members.

2. The Leeke Magee Christian Counseling Center, a ministry of New Orleans Baptist Theological Seminary, provides an array of biblically sound, evidence-based counseling services that are affordable, accessible, and address the diverse mental health and relational counseling needs of individuals, couples, and families in the greater New Orleans community, including children, adolescents, and elders. The center is a training facility for graduate-level student interns at New Orleans Baptist Theological Seminary. Students are provided supervised experience in the use of biblically sound models and are participants in a licensure-track graduate program.

W. WASHATERIA

Debit/Credit-operated washing machines and clothes dryers are located at the center of Courtyard Apartments and behind Carey Hall. The seminary will not be responsible for damage to clothes. Please report malfunctioning machines to Housing ext. 8595 during regular business hours Monday-Friday, 8 a.m. to 4 p.m.

Y. WEDDING POLICY

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

CAMPUS RECREATION

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

A. REC POLICY

The NOBTS recreational areas are designed to provide wholesome activities for our seminary family and guests. Those who use the areas will be expected to dress and conduct themselves in accordance with the highest Christian values (see Dress Code for specific guidelines). All entrants to any NOBTS recreational areas (gym, pool, ball field, Sunshine Park, playgrounds, Cypress Park, and the area in and around the gym) enter at their own risk

and agree to follow the rules in each area. The seminary does not assume liability for accidents or loss.

B. IDENTIFICATION CARDS

1. A seminary ID is required for anyone to use the gym or pool area.
2. Temporary ID cards for campus visitors are available at the Recreation Center. A charge will be assessed in the amount of \$2.00 per person per day of anticipated use.

C. CHILDREN AND SUPERVISION

1. Children under age five may be taken into the opposite gender locker room yet must always remain within arm's length of the supervising adult; stalls afford convenience and privacy.
2. Children 11 and under must be directly supervised by an adult (18 years +) member in every area of The REC, including the pool, and are prohibited from entering the weight room.
3. Children age 12 and over are welcome to use the lobby area, main gym, and pool without adult supervision, only with a signed parental release waiver (specific pool policies apply).
4. Children 14 and under are not allowed in the weight room, no exceptions.
5. Children age 15-16 have unrestricted use of the The REC, except the weight room, and are not considered supervising adults.
6. Children 15-17 have access to the weight room only with specific approval of The REC director, a completed and approved Weight Room Minor Permission Form, and orientation.
7. Children 17 and over may use the weight room unsupervised (specific weight room policies apply).
8. Parents or supervising adults using the weight room may not allow unsupervised children under age 12 to play in The REC while they work out. The REC offers kid-friendly events and programs on a regular basis that could allow parents to work out while their child participates.

Liability Release for Minors (Please read carefully.)

I affirm that the child is in good mental and physical condition for the activities in which he/she will engage, but I understand that they involve physically strenuous activity and that he/she will be exerting themselves during these activities. I expressly assume the risk of such activities, release and hold the seminary and any of the staff harmless from any injuries which result from such

activities. The child will not engage in any such activities under the influence of alcohol or drugs; any medications he/she may be taking is solely my responsibility based upon consultation with a physician who has approved its use while engaging in such activities. I understand that even if the child is in good physical condition there is still some risk of injury or illness involved with any strenuous physical activities, and I expressly assume the risk of such injuries or illnesses. I understand that accidents and injuries, including cardiovascular stress and violent physical contact, may occur in sports and fitness activities through no fault or negligence of any of the parties involved. Participation can result in serious, severe injury and even death. The child's participation in such activities is with full knowledge of the risks involved. I expressly assume the risks of such activities, release and hold the seminary and the staff harmless from any injuries which result from such activities. I understand that the use of equipment provided may involve risk or injury, especially if the equipment is not properly used. I agree that it is the child's responsibility to learn the proper use of the equipment and I expressly assume the risks involved in the use of any equipment. I understand that others may be using the facilities at the same time as the child and that the Seminary will not be supervising them. I expressly waive any claim I may have against the Seminary and the staff for injuries as the result of the activities of others, including their acts of negligence or recklessness. I acknowledge that I alone am responsible for the child's own activities while using the gym and recreational facilities and I cannot rely upon anyone else to advise the child of improper or unsafe procedures and practices. The Seminary and the staff have no duty or obligation to supervise the child's activities in any way. I will exercise care in the child's activities while engaging in these activities and I assume full responsibility and liability for injury or harm which occurs as the result of any lack of care, expertise or experience on my part. I agree to take responsibility so that the child abides the policies listed above and abides to the code of conduct as described in the NOBTS Student Handbook. I understand and agree to the liability release terms listed above and code of conduct.

D. RECREATION CENTER GENERAL REGULATIONS

1. Christian conduct is expected at all times. Threatening or demeaning behavior toward others will not be tolerated and will result in loss of recreational privileges. This includes, but is not limited to, fighting, cursing, harassing, and making negative comments about others.
2. Dress should portray our Christian values (nothing immodest or promoting negative behavior.)
3. Shoes and shirts must be worn in The REC at all times.
4. Non-marking, athletic shoes must be worn on gym court.
5. Wet clothing is not allowed in the building.
6. Tobacco is not allowed in The REC, pool, or general recreation areas.
7. Food/drink are allowed in the lobby and offices only.
8. Guests must register with the staff on duty. The guest limit is four per ID unless prior arrangements have been made with The REC Director. The seminary hosts are responsible for and must be present with their guests at all times.
9. Scheduled activities take precedence over free play times. Check with the staff on duty or any social media: @nobtstherec for current schedule and changes.
10. Personal music is allowed while working out in the weight room, but headphones must be used.
11. The REC Office is off limits to all but REC Staff and assistants.
12. Enforcement of REC policies by the REC staff has the full backing of the seminary administration. Failure to follow these policies or the instructions of the recreation staff can lead to the loss of the privilege of using The REC facilities.
13. All private gym or pool use is to be scheduled through The REC office. Fees are determined by the size and type of group participating. This form can be found on the nobts.edu website under student life, gym & pool.
14. An orientation is required for all first-time users of the weight room. Participant must have modest workout clothes to use the Weight Room. Children under the age of 18 are not allowed in the weight room unless signed written consent has been issued by The REC Director and Dean of Students.
15. Running unless on approved equipment is not allowed in the Game Room, Weight Room, or Lobby at any time.
16. Sitting or standing on any game table is strictly prohibited.
17. Children under the age of 10 must be supervised by a parent/guardian while playing pool.
18. An individual must present his/her own seminary ID to enter the The REC. In order to check out equipment,

an individual must sign for the equipment. When the equipment is returned, a REC Staff member will sign off that it has been returned.

19. Misuse of equipment is reason for loss of gym privileges and repair expenses will be charged to the individual or individual's family member's student account.

E. POOL REGULATIONS

1. Activities in the pool area will be under the supervision of either the pool manager or the lifeguard(s) on duty. People in the pool area are responsible for adhering to the instructions of the lifeguard(s) on duty.
2. A seminary ID card will be required of all those entering the pool. The only exceptions are children under the age of 6 who are being supervised by a responsible adult (18 years or older), or private reservations. Guests must purchase a REC Guest Pass from The REC Staff prior to entering the pool.
3. No one under the age of 17 can sponsor a guest at the pool. All guests 17 and under must be sponsored by an adult (18 or older).
4. Only attire or behavior in keeping with the highest Christian standards will be permitted. No indiscrete bathing suits allowed, including bikinis, or other swimwear showing midriff. Street clothes, including cut-offs, are not permitted in pool area, except for adults supervising children.
5. Running and rough play are not allowed in the pool area.
6. Anyone (adult or child) who violates any of these rules, misuses the equipment, or fails to follow the instructions of the lifeguards will lose the privilege of using The REC facilities.
7. All flotation devices and pool toys are subject to approval by the lifeguard on duty prior to use.
8. Children:
 - a. Anyone between the ages of 6-17 must be on record and possess proof of passing the swimming test as well as a permission statement signed by parents or guardian whenever unaccompanied by a parent or adult sponsor.
 - b. Anyone unable to pass the swim test must be accompanied by parent or guardian in the deep end of the pool.
9. Wading Pool:
 - a. The wading pool is reserved for children 5 years old and younger. The use of pool shoes is recommended.
 - b. Parents are responsible for the direct supervision of their children in the wading pool.

F. OUTDOOR RECREATION AREAS

1. General Information:
 - a. Quiet hours are from 10:00 p.m. to 8:00 a.m.
 - b. Children 12 years and below must be supervised by an adult at all times.
 - c. Playground equipment is for children ages 2-12 only.
 - d. No pets of any kind allowed.
 - e. Dispose of your own trash.
 - f. No lighting systems may be used after dark except those in Sunshine Park Pavilion.
 - g. Be considerate of others who are resting or studying.
2. Chapel Quad: Recreational and sports activities are prohibited on the front block of the campus due to the upkeep of the grounds and due to safety concerns related to the underground irrigation system.
3. Picnic Areas: Anyone who is part of the NOBTS family may use the various picnic areas on campus. Reservations must be made to place the event on the campus calendar by using the request form found at nobts.edu/plc/calendar. There is no charge, but every group is responsible for protecting the parks and for cleaning up the area used.
4. Sunshine Park: A Family Recreation Area is located in the park behind Willingham, Lipsey, Dement, and Crutcher apartments. This area includes a playground for children, soccer field, basketball court, volleyball court, and walking track. Standard outdoor recreation regulations apply. Additional regulations include:



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CAMPUS POLICE

CAMPUS POLICE

For assistance or information contact Campus Police Dispatcher 944-7711

MOTOR VEHICLE POLICY

A. VEHICLE REGISTRATION:

1. Students, faculty, and staff members must register all motor vehicles with the Campus Police. This includes, but is not limited to, autos, trucks, recreational vehicles and motorcycles. Trailers (camping, boating, moving, etc.) must also be registered and display a NOBTS decal.
2. All Students must update their decal every odd Academic year. If the decal is unreadable, the decal must be replaced. Updates are to be done between the beginning of August and the end of September. If the decal is out of date past September, a \$5 fine will be issued. Decal fines may be issued up to one per day.
3. Vehicle decal must be affixed to the upper portion of the driver's side windshield. Motorcycles, if there is a windshield, place the decal on the driver's lower left side. If no windshield we will give you instructions when you pick up your decal.
4. Vehicle registration constitutes displaying a current NOBTS decal. Decals are obtainable from the Campus Police Office.
5. Every motor vehicle being operated by a student or any member of his/her family must be registered and have a decal displayed according to instructions given at time of purchase. If one's decal is lost or illegible, a new decal can be requested in the Campus Police Office. Decals are not transferable.
6. Every vehicle must conform to state and city laws with regard to registration and safety requirements.
7. LOUISIANA LAW REQUIRES ALL CHILDREN UNDER THE AGE OF 6 YEARS OLD WEIGHING 60 LBS OR LESS TO BE SECURED PROPERLY IN A CHILD RESTRAINT SAFETY SEAT.
8. Anyone who drives in the state of Louisiana must carry liability insurance.
9. A grace period of 5 business days from the time any vehicle is brought on campus is given for individuals to register that vehicle with the Campus Police. New vehicles with dealer plates must acquire a temporary parking pass from the Guard House until the permanent tag arrives. At that time, a decal must be obtained. If the

vehicle arrives during non-business hours, a temporary parking pass must be acquired from the dispatcher at the main entrance Guard House until a proper decal can be obtained.

10. Students who reside in seminary housing but are not registered for classes must obtain a decal from the Campus Police Office by presenting their letter of approval to live in seminary housing from the Dean of Students.
11. The NOBTS decal is not transferable and must be removed under the following circumstances: change in ownership of the vehicle; termination of association with NOBTS; change in status which would change one's eligibility for car privileges or type of registration decal; or revocation.

B PARKING REGULATIONS:

1. Each apartment tenant family is provided only one parking space either in front or at the rear of its apartment building. Second vehicles must be parked elsewhere in legally designated parking areas. Third vehicles or more must be parked in the overflow area west of the dormitories. Dormitories and school buildings have designated parking areas. Relatives and friends who visit the campus must park in spaces which have not been reserved for campus residents. They must display in the front window of their vehicle a temporary parking permit secured at the main entrance Guard House.
2. Designated street parking is permitted only on one side of the street. Parallel parking on Leavell Lane/Providence Place between Gentilly Boulevard and Mirabeau Street is not permitted on either side of the street. Parallel parking on Seminary Place is allowed only on the East side of the street in front of Farnsworth. Parking on Seminary Place in front of Faculty homes is limited to Faculty and their guests. Extra parking can be found on Dement St. (south side), Lipsey St. (designated spaces), and in Carey Hall Overflow Lot. In order to avoid ticket or tow, please inform all members of your household and give your guests proper instructions of where to park. There is no parallel parking on Selma Road (authorized vehicles only).
3. All parked vehicles must be properly positioned within the boundaries of the place designated (no backing into diagonal/slanted spaces or one way areas.) Vehicles must enter and exit parking areas only according to indicated traffic flow patterns.
4. Handicapped parking places are reserved 24 hours per day and are not intended for people with minor temporary handicaps.
5. Inoperable vehicles are considered abandoned two weeks

after being identified and are subject to being towed at the owner's expense.

6. Students are not allowed to park in designated faculty/staff areas. Parking areas are designated: Yellow - Student; Blue - Faculty; Red - Staff.
7. No parking is permitted in driveways, turn-around areas, sidewalks, loading zones, or where the street curb is painted yellow. No driving or parking on the grass is allowed under any circumstances, except for emergency and/or service vehicles.
8. Trailers (camping, boating, moving, etc.) and trucks (other than pickups) are to be parked in the designated parking area against the fence in the William Carey dormitory parking lot along the fence in the William Carey dormitory parking lot along the west side of campus and must bear an NOBTS decal, or a temporary parking permit which can be secured at the Guard House.
9. Buses owned, leased, or operated by NOBTS students, staff, or faculty must be parked in the area designated by the Director of Campus Police and have a valid NOBTS decal properly displayed. Buses used by visiting groups must be parked in the Hardin Student Center parking lot.
10. Parking in the Library turn-around is for authorized vehicles only. Authorized vehicles should park facing south (towards Gentilly).
11. General parking behind the Hardin Student Center is prohibited. These spaces are for designated staff only. Traffic flow in this area is one-way, west to east, toward Press Drive. Parking along the west fence behind the President's House is for faculty only.

C. VEHICLE MOVEMENT REGULATIONS:

1. The speed limit on the Seminary Campus is 15 MPH unless otherwise posted. All parking lots are 10 MPH. The speed limit at the Guard House is 5 MPH.
2. If you observe an emergency vehicle behind you, pull to the right side of the street or into a parking lot and stop. Do not block traffic. The officer may or may not be pursuing you.
3. The following vehicle movements are prohibited:
 - a. Failure to stop or yield at appropriate signs.
 - b. Failure to obey signs regulating movement.
 - c. Exceeding the speed limit, or exceeding a safe speed for special conditions, such as severe weather or traffic or pedestrian congestion.
 - d. Passing moving vehicles going the same direction.
 - e. Following too closely.
 - f. Driving on the wrong side of the street, or driving the

wrong way on a one-way street or in a parking lot.

- g. Failure to yield to vehicle having the right-of-way.
- h. Driving against the natural flow of traffic.
- i. Driving without a current license plate.
- j. Driving without a current driver's license.
- k. Driving without proper insurance.
- l. Failure to yield to an emergency vehicle.
- m. Failure to yield to pedestrians crossing at a marked cross-walk. All vehicles should yield to pedestrians at any time or place when it is necessary to avoid an accident.

D. ACCIDENTS:

Accidents: Any accident involving a motor vehicle resulting in personal injury or property damage must be reported to Campus Police immediately. The involved vehicle(s) should not be moved and the person(s) involved MUST NOT LEAVE the scene of the accident.

E. RESPONSIBILITY FOR DAMAGE:

Responsibility for Damage: New Orleans Baptist Theological Seminary is not responsible for damage caused by another vehicle in the process of parking or driving on campus. All vehicles are operated or parked on campus at the owner's or operator's risk. NOBTS is unable to assume responsibility for vehicles or their contents.

F. TRAFFIC CITATIONS AND FINES:

1. Parking and speeding tickets will be issued by the Campus Police and/or the New Orleans Police Department.
2. Parking and speeding fines will be posted to the violator's account.
3. Seminary residents are responsible for the actions of their guests. A violation by a guest may result in the resident being cited or other administrative action.
4. Fine Schedule:
 - a. Failure to properly display a NOBTS vehicle decal - \$5.00
 - b. Parking violations except as stated below - \$7.50
 - c. Unauthorized parking in spaces reserved for the handicapped - \$12.50
 - d. Moving violations (speeding, failure to yield or stop, reckless driving, etc.): 1st offense - \$15.00; 2nd - \$25.00; 3rd - \$35.00 and letter sent to the Dean of Students Office.
5. Three moving or six parking violations in a year may result in a revocation of one's parking permit and all driving privileges on campus. Violations resulting in injury or damage may result in the immediate suspension of driving privileges, regardless of the number of previous offenses.

CAMPUS POLICE

6. Any questions concerning a ticket should be addressed to the Chief of campus Police. Any person wishing to contest a ticket must do so within 5 business days of the violation.

G. BICYCLE, SKATEBOARD, INLINE SKATES AND SCOOTER, ETC. GUIDELINES:

1. Spaces are provided to accommodate individuals who desire to park motor vehicles on campus. Parking spaces must not be occupied by bicycles.
2. No ramps, rails, or other devices may be used anywhere on campus properties.
3. No bicycles, skateboards, inline skates, scooters, or other man-powered, electric- or gas-operated conveyance are allowed in the quad area in front of the chapel. All modes of conveyance must yield the right of way to pedestrians and must not obstruct pedestrian areas.
4. Parents, guardians, or persons with legal responsibility for children under the age of 12 are required to ensure any child riding on a roadway, bicycle path or other public right of way wears an approved helmet fastened securely upon the head.
5. Children and adults over the age of 12 are strongly encouraged to wear helmets and protective gear.
6. Anyone operating a device in an unsafe manner will have their device confiscated by Campus Police. Parents may contact the Dean of Students who will make the final decision as to whether or not the device can be operated in a responsible manner.

H. FIREARMS AND WEAPONS:

1. All firearms must be registered through Campus Police. Firearms registrations can be obtained at the Campus Police Office.
2. All approved firearms must be locked and secured at all times.
3. Open or concealed carry of firearms is prohibited (except for authorized personnel).

I. Flooding:

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

J. FRONT GATE SIGN:

Visitors must stop

1. 100% ID Check
2. No Weapons
3. Seatbelts and child restrains mandatory by law
4. Campus monitored by video cameras

K. VISITOR POLICY:

1. As stated on posted signs, all visitors must stop at the front gate and sign in. Campus police will confirm all visitors with residents. Residents should call ahead and let campus police know if they expect a visitor. If campus police do not receive a call, the visitor will have to park and wait while the officer calls the resident to confirm. If the office is unable to contact the resident, the visitor will not be allowed on campus.
2. VISITORS MUST STOP at the front gate. Officers will check the visitor's ID. Visitors are not allowed to bring weapons on campus. Visitors must follow all seatbelt and child restraint laws. Visitors are advised by posted signs that campus is monitored by security cameras.



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SEMINARY HOUSING

SEMINARY HOUSING INFORMATION

For more information contact the Housing Office

Email: housing@nobts.edu Phone: 504.816.8595

For maintenance requests contact Facilities

Email: facilities@nobts.edu Phone 504.282.4455 ext. 8041

For emergencies contact Campus Police

Phone: 504.944.7711

A. GENERAL REGULATIONS

1. The seminary maintains dormitories, apartments, townhouses, and houses. Each unit type is affected by general and specific regulations.
2. The Rental Agreement, signed at the time of occupancy, becomes, in fact, an addendum to this document.
3. Residents shall comply with all rules, regulations, codes, and ordinances of the seminary, the Board of Health, and the City of New Orleans which are applicable to said housing units and seminary premises. Of particular importance are the following:
 - a. All stairwells, breezeways, and alcoves of all residential buildings must be kept completely clear at all times. NO storage of any materials is allowed at any time.
 - b. New Orleans city fire codes require that no barbecue grills be used within 15 feet of any campus structure.
4. For apartments, quiet hours are from 10:00 P.M. through 8:00 A.M. For dormitories, quiet hours are from 11:00 P.M. through 7:00 A.M.

B. ELIGIBILITY

1. Housing units are reserved for students, full-time staff, and faculty in the primary Fall and Spring Semesters.
 - a. Qualifying hours for campus residency equal a minimum of 12 credit hours for Undergraduate students or a minimum of 9 credit hours for Graduate students in any course delivery format. Campus residents are encouraged to take as many in-class courses as possible.
2. If a resident is not full-time staff or faculty, and it is not the resident's graduating semester, failure to register for the minimum credit hours for a semester will result in automatic termination of the resident's housing eligibility.
 - a. See "Vacating Policies" for further instructions.
 - b. Residents may visit the Dean of Students Office

and submit a Housing Exemption Request form for extenuating circumstances.

3. Summer Workshop Residency:
 - a. Rooms in the dormitories or Courtyard apartments may be assigned to summer workshop students, depending on availability. A minimum stay of one month is required.

C. HOUSING TENURE

1. Under normal circumstances; Associate, Bachelor, and Master students will be allowed to occupy seminary housing through the uninterrupted completion of their first degree program.
 - a. Uninterrupted completion is interpreted to mean tuition as a full-time student in consecutive primary semesters from start to finish.
 - b. Students must vacate their housing units within 2 weeks (14 days) of completion of graduation requirements. See "Vacating Policies" for further instructions.
 - c. Should the student resident be approved to work on another degree, or in the event of unique circumstances requiring the extension of housing, the student must apply for an extension with the Dean of Students Office in the Hardin Student Center. Extensions will be considered case by case, with attention to anticipated housing needs and the applicant's previous tenure length. Please note that application does not guarantee that an extension will be granted.
2. Doctoral and Second Degree Student Housing:
 - a. Priority for on-campus housing assignments is given to Associate, Bachelor, and Master level students in their first degree program.
 - b. Doctoral or second degree students may receive on-campus continuances or assignments at the discretion of the administration on a unit-availability basis. Approval must be renewed each semester.
3. Full-Time Staff and Faculty Housing:
 - a. Under normal circumstances, residents who qualify as seminary full-time staff or faculty are allowed to occupy seminary housing for the duration of their employment.

D. HOUSING ASSIGNMENT

1. All dormitory and apartment assignments are made by the Director of Housing.

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- a. Incoming applicants must have a valid NOBTS id number to submit a housing application.
- b. Incoming applicants must be cleared by the Business Office and the Leavell College/NOBTS Registrar's Office before an assignment is made official.
2. Current residents may submit a Transfer Housing Application to transfer to a different on-campus unit.
 - a. Transfers will not occur between June 1st and August 31st or between December 1st and January 31st to allow the Facilities Department adequate time to prepare units for incoming residents. Exceptions will be reviewed case by case to determine if a transfer is necessary during these months.
3. CANCELLATION: Housing applicants must contact the Housing Office directly to cancel their application prior to their requested check-in date.

E. RENT AND FEES:

1. Confirmation Fee:
 - a. Approved incoming residents must pay the fee outlined in their official assignment letter to the Business Office. Failure to pay the fee by the due date listed in the assignment letter results in cancellation of the assignment.
 - b. The confirmation fee is nonrefundable once an assignment letter is sent.
2. Housing Deposit:
 - a. Approved incoming residents must pay the housing deposit when they sign their rental agreement.
3. Rent:
 - a. Rent begins on the date keys are picked up by the assigned resident and will end when the keys are returned.
 - b. Rent is prorated per day for the first and last months of occupancy.
 - c. Rent will be posted on the first business day of each month.
 - d. The accrual of unpaid rent or other charges may result in eviction from seminary housing.
4. Dormitory Transfer Fee:
 - a. A student-initiated move within the dormitories will incur a \$50.00 fee.
5. Rent charges and other seminary-related charges are posted to the resident's seminary account in the Business Office and should be paid there in accordance with the statement in the Finances Section in this Handbook.

F. UTILITIES

1. Water is included in the rent for all dormitory and apartment units.
 - a. Residents are expected to use water conservatively, as if each paid a personal water/sewerage bill each month.
 - b. Vehicles may not be washed by students except in the car wash facility provided at the back of campus.
2. Gas and Electricity:
 - a. Residents in apartments (except the Courtyard apartments) are responsible for their electric and/or gas bill. Each unit has individual meters for electricity (and gas in some cases) and must contact ENTERGY (1-800-ENTERGY) for connecting/disconnecting services.
3. Residents may not use exterior electric outlets or water sources without prior permission from the Facilities Department.

G. PERSONAL PROPERTY LIABILITY

1. Residents are responsible for the insurance of all personal property. Residents are encouraged to obtain renter's insurance.
2. The replacement, cleaning, or repair of the contents of dormitory rooms and apartments which may be lost or damaged by any means while in or on seminary property is not the liability of the seminary/institution.

H. GUEST POLICIES

1. For apartments: no person other than a currently enrolled student and the dependents listed on their rental agreement will be allowed to reside in the assigned unit. Permission for additional residents must be obtained from the Director of Housing and the Executive Director of Facilities and Safety.
2. For apartments: guests may stay for up to 4 consecutive days. If a guest must stay for longer than 4 days, but less than 30, the Director of Housing must be notified. Contact the Housing Office for further instructions. For guests staying 30 days or longer, refer to "Seminary Housing Information" section H.1.
3. For dormitories and Courtyard apartments: no person other than the assigned resident will be allowed to reside in the assigned unit.
4. For dormitories and Courtyard apartments: residents may request permission from the Director of Housing for a guest to stay for a maximum of 4 days. Contact the Housing Office for further instructions.

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I. MAILBOXES

1. All residents are required to keep mailboxes locked, if a locked box is provided.
2. All dormitory and Courtyard apartment residents must have a P.O. Box with the campus Post Office.
 - a. Dormitory and Courtyard residents may not have mail/packages delivered directly to their unit.

J. PETS

1. The seminary is a "pet-friendly" campus that allows residents to become pet owners under the guidelines of the Pet Ownership Policy and New Orleans city ordinances. Contact the Housing Office to request a copy of the complete Pet Ownership Policy.
2. For ALL pets: prior approval must be obtained from the Director of Housing before an animal is allowed on campus.
 - a. A nonrefundable \$200.00 pet deposit is required at the time the animal is registered on campus.
 - b. Residents with a cat or a dog are charged a \$15.00 monthly pet fee, which is added to their rent.
3. For APARTMENTS: approved pets are; fish kept in an aquarium (25 gallons maximum), small caged animals, rabbits, cats, and dogs. No ferrets, wild, or exotic animals are allowed.
 - a. ONLY residents in Farnsworth or the ground-floor of Willingham are allowed to have a cat or a dog.
4. For DORMITORIES and COURTYARD Apartments: approved pets are fish kept in an aquarium (5 gallons maximum) and small caged animals. No cats, dogs, rabbits, ferrets, wild, or exotic animals are allowed.
5. For ALL APARTMENT AND DORMITORY RESIDENTS: only one (1) animal is allowed per unit (except fish, where only 1 aquarium is allowed).
6. Contact the Housing Office for further information regarding service animals and/or emotional support animals.
7. Owning a pet is a privilege extended by the seminary, which can be revoked on an individual basis if violations occur.

K. RESIDENT MANAGER

1. Each residential apartment complex and dormitory has a designated Resident Manager.
2. The Resident Manager is responsible for overall complex/building maintenance, for distributing seminary flyers and memos, and for ensuring residents are complying with seminary housing policies.

3. Resident Managers have authority to issue warnings and citations to residents that are directly listed in the seminary housing policies. Resident Managers have authority to issue other warnings and citations pre-approved by the Director of Housing.
4. Contact the Resident Manager for your building with any immediate small concerns prior to contacting the Housing Office.
5. For further information regarding Resident Managers, including application information, contact the Housing Office.

L. ALTERATIONS TO PROPERTY

1. Unauthorized alterations of any kind shall result in the resident being charged for repair costs and forfeiture of the rental deposit.
2. Painting:
 - a. Residents are not allowed to repaint apartments, due to additional costs for reconditioning units after a resident vacates. Understand that if additional work is required there will be a standard labor rate plus materials fee charged to the resident. Contact the Housing Office for further information.
3. Ceiling Fans:
 - a. Residents can request additional ceiling fans for their unit, with the exception of residents in Dement, Lipsey, Crutcher, Courtyard, and Willingham apartments.
 - b. Requests for a ceiling fan should be made to the Facilities Department by calling 504.282.4455 ext. 8034, by emailing facilities@nobts.edu, or by submitting a work order to myschoolbuilding.com.
 - c. There is a \$125.00 fee for purchase and installation of a ceiling fan for which the resident is responsible.
 - d. Installed ceiling fans remain the property of the seminary when a resident transfers or vacates.
 - e. Residents are not allowed to install their own ceiling fans.
4. Smoke Detectors:
 - a. DO NOT REMOVE SMOKE DETECTORS. Removing a smoke detector in a residential unit threatens the lives of the residents in the unit as well as the lives of the other residents in the building.
 - b. Residents are responsible for replacing the batteries in smoke detectors. A standard 9-volt battery is required.
 - c. To stop the beeping after replacing the battery, press and hold the button on the smoke detector face for 8

seconds. This resets the alarm network to show that the smoke detector is functioning and will stop the beeping. Contact the Facilities Department for further information.

- d. Any resident found to be in violation of this policy will be subject to disciplinary action, including eviction.

5. Bidets and Plumbing:

- a. Residents may request the installation of a bidet in their unit. There is a \$50.00 installation fee, for which the resident is responsible. This fee also applies to any modification of the standard plumbing in residential units.
- b. Understand that any damage caused by a non-standard faulty plumbing device will result in additional charges and forfeiture of the housing deposit.
- c. DO NOT FLUSH ANY PAPER-BASED PRODUCTS OR CLOTH PRODUCTS DOWN THE TOILETS OTHER THAN TOILET PAPER. This includes, but is not limited to: "flushable" wipes, rags, paper towels, feminine hygiene products or product wrappers, etc.
- d. Any resident who repeatedly causes preventable damage to residential plumbing is subject to disciplinary action, including eviction, as the damage usually affects other residential units.

M. APPLIANCES

1. Apartment residents are required to use the kitchen appliances provided by the seminary.
2. Appliances cannot be removed from the unit.
3. The Facilities Department will initiate appliance replacement, if deemed necessary by the Director of Facilities.

N. LIGHTING:

1. Residents are responsible for replacing burned out light bulbs in their unit. Do not put bulbs requiring more than 60 watts in any permanent fixture (one attached to the wall or ceiling) in any dorm room, apartment, bathroom, or hallway.
2. Bulbs may not be removed from areas of the building common to all residents. The Resident Manager is responsible for common area bulbs.

O. INTERNET/CABLE SERVICES

1. Cable service is available through Cox Communications. One cable TV outlet has been installed in the living room area of each apartment.

- a. Exterior antennas are not permitted (this includes satellite dishes of any kind).

2. Additional internet outlets may be added in any room at the resident's expense.
3. Cable service is provided in the lobby of each dormitory. Dormitory residents may have cable/internet installed in their room at the resident's expense.
4. Contact the Housing Office for the contact information of the seminary's current Cox Communications Representative.
5. Apartment and dormitory residents are not allowed to have cable/internet services with any company other than Cox Communications.

P. SOUND EQUIPMENT/EXCESS NOISE

1. Be considerate of your neighbors. Loud radios, stereos, or production of other disturbing noises are not permitted.
2. If three or more noise complaints are brought to the building Resident Manager, a citation will be issued by the RM to the offender. Continued disturbances will be addressed by the Director of Housing.

Q. COMMON AREAS

1. Each resident is required to keep front and back entry ways/halls free from personal belongings and trash at all times. This includes hanging pots for plants, holiday decorations, shoe racks, etc.
 - a. Failure to comply with this regulation will result in the receipt of a violation notice from the building Resident Manager and may result in confiscation of the item(s) in question if they are not moved by the date specified on the violation notice.
2. Each resident is responsible for assisting with the cleaning of common areas in their building (halls, stairways, landings, porches, etc.).
3. Skateboards, skates, scooters, and other riding toys are not permitted on the porches, halls, stairways, landings, etc. at any time.
4. Picnic pads are available on a first-come first-serve basis. These areas are available to all campus residents. The cleanliness of these areas is the responsibility of the users.
5. Items blocking stairwells, foyers, breezeways, sidewalks, and other egress points at any time during the day will be subject to removal, per local fire codes.

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R. PARKING

1. Residents are required to park in designated parking lots only.
2. For most apartment buildings, there is one designated parking spot per unit next to each building. Additional vehicles must be parked in the side lots.
3. Large transportation vehicles, boats, trailers, etc. must be parked in the overflow parking lot on the East side of campus. For further information, contact Campus Police.

S. BICYCLE STORAGE

1. Bicycles must be kept in the racks provided for each building when not in use. Lock chains are recommended.

T. OUTDOOR STORAGE/RECREATION

1. The use of personal gym sets and/or swing sets is prohibited. No rope-based swings or chain-based swings may be attached to any tree or pole on campus.
2. Outside water toys are prohibited. In an attempt to conserve water, outside water toys that require connection to seminary water spouts are not allowed, including portable swimming pools.
3. Any temporary or permanent building or masonry work (i.e. barbecue pits, storage sheds, etc.) is prohibited.

U. GROUNDS

1. Residents may not place anything on the grounds that will interfere with the care of the grounds.
2. Residents must completely clear any personal items from the immediate grounds surrounding their building by 6:00 A.M. each morning, to facilitate any work that may need to be done in that area.

V. AUTOMOBILE REPAIRS

1. Minor automobile repairs, requiring no more than 24 hours to complete, may be conducted in the parking spaces.
 - a. Residents conducting repairs must not drain oil onto the pavement or in storm drains.
 - b. The area must be completely cleaned after repairs are finished.
2. Old automobile oil should be discarded in an appropriate manner.
3. Vehicles must not be left unattended at any time while elevated on jacks or ramps.

W. GARBAGE PICK-UP

1. Garbage pick-up on campus is provided by the seminary between the hours of 7:00 A.M. and 10:00 A.M. every

Tuesday and Friday.

- a. All garbage must be in strong plastic bags, securely tied, and placed at the designated area for each building during the times listed above. Personal exterior garbage containers are not permitted.
2. Outside of designated pick-up times, garbage must be taken to the black garbage trailer next to the Facilities Department. Garbage can be placed in this trailer at any time.
 3. If garbage is found in a non-designated area and/or outside at a non-designated pick-up time, a \$25 fee will be charged to each resident in the building (unless the offender is specifically identified).

X. PEST CONTROL

1. The Facilities Department is responsible for pest control in all campus buildings. The Seminary Pest Control Technician is required to regularly treat all buildings, both inside and outside, for common household pests.
2. Residents can help control the pest population by keeping their units clean. Garbage, food, or dirty dishes should be appropriately discarded, stored, or cleaned.
3. Pest control problems should be reported to the Facilities Department.

Y. HAZARDOUS MATERIALS

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

Z. CONSTRUCTION AREAS

1. All residents must stay away from maintenance and construction areas at all times.
2. Parents are responsible for keeping their children away from maintenance and construction areas at all times.

AA. FIRE SPRINKLER DRAINS AND VALVES

1. Several apartments contain sprinkler drain valves. Residents in these apartments should not tamper with the drain valves at any time.

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2. Only an official seminary representative and/or emergency personnel are authorized to adjust sprinkler drains and valves.
3. If a resident has a concern regarding the sprinkler drain valves, they should contact the Facilities Department for further information.

BB. MAINTENANCE REQUESTS

1. Maintenance requests should be directed to the Facilities Department by submitting a work order through myschoolbuilding.com or via email to facilities@nobts.edu between the hours of 7:30 A.M. and 4:00 P.M. Monday through Friday.
2. For emergency requests after hours or on weekends, contact Campus Police.

CC. LOCKOUT OR EXTRA/LOST KEY(S)

1. If you are locked out of your unit, contact Campus Police. An officer will meet you at your unit and unlock it for you.
2. If you lose a key or need an additional key, complete a Key Request Form in the Housing Office. A charge of \$10 per key will be applied to the resident's student account for each additional key obtained after Check-In.
3. All additional keys must be turned in to the Housing Office or Guard House at check-out or after a transfer, along with the keys issued at check-in.

DD. RIGHT OF ENTRY

1. The seminary reserves the right to enter a resident's apartment/room to check conditions, perform repairs, complete routine maintenance (such as pest control and A/C filter changes), and to respond to emergencies. Entry is granted either with consent of the resident OR with the authorization of the seminary President, VP of Business Affairs, or the Executive Director of Facilities and Safety.

EE. PRIVATE BUSINESS

1. Low Profile Business Policy:
 - a. Door-to-door solicitation is not allowed on campus at all. Some low-profile business operations, not requiring city permits or state licensing, may be engaged in from the residential units. These activities cannot require that the unit be used for storage or as a warehouse.
 - b. Business activities which require bringing non-seminary affiliated persons onto the campus for the transacting of business, the finalizing of any

agreement, or the completion of any sale must be approved in advance by the Dean of Students, the Executive Director of Facilities and Safety, or the Chief of Campus Police.

2. Garage/Yard/Porch Sales:

- a. Garage, yard, or porch sales are not permitted on campus. Residents with items for sale may post notices on the bulletin board in the Hardin Student Center with approval from the Dean of Students Office or join the NOBTS Frugal Living and/or NOBTS Swap Shop pages on Facebook.

3. Babysitting:

- a. No member of any residential family shall engage in long-term babysitting for another residential family in the babysitter's unit (i.e., for more than one or two days in any week, or for more than two weeks in a row).
- b. Babysitting children whose family residence is not on campus is not allowed, due to liability concerns. Any campus resident responsible for babysitting any non-campus resident child(ren) must do so at the domicile of the child(ren) or at a neutral off-campus location.
- c. Whenever possible, even short-term babysitting should occur in the residence of the child(ren) being attended.

FF. REASONABLE CARE

1. Residents are required to take care of their assigned unit, including its fixtures, and must see that no misuse or unit injuries occur, to the best of their ability.
2. Upon vacating, residents must remove ALL personal belongings and leave the unit clean and in good condition.
 - a. Failure to complete the above will result in forfeiture of the refundable portion of the resident's housing deposit. The resident will also be charged for any damages/repairs not covered by the housing deposit.
3. Cleanliness Violations During Residency:
 - a. First Offense: If a unit is found to be in considerable disrepair and/or in a notably unsanitary state, the resident(s) will be required to have a meeting with the Director of Housing and the Executive Director of Facilities and Safety to discuss clean-up and additional consequences.
 - b. Second Offense: If a resident is found to be in violation of the Reasonable Care policy a second time, they are required to have a meeting with the Dean of Students, the Executive Director of Facilities and Safety, and the

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Director of Housing.

- c. Third Offense: If a resident is found to be in violation of the Reasonable Care policy a third time, they will be evicted from campus housing.
- d. If a resident transfers to a different on-campus unit with a First Offense on their record, then the "first offense" at the new unit will be considered their Second Offense.

GG. SOLICITATION

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

VACATING POLICIES

A. VACATING NOTICE REQUIRED

1. Dormitories and Courtyard Apartments:
 - a. Residents are required to submit a Vacating Notice form, either online or in the Housing Office, at least 14 calendar days prior to their intended Check-Out date.
2. Apartments:
 - a. Residents are required to submit a Vacating Notice form, either online or in the Housing Office, at least 30 calendar days from their intended Check-Out date.
3. Graduation does not exempt residents from filing a Vacating Notice form by the designated timeline.
4. Leavell College/NOBTS students with Housing Exemptions from the Dean of Students are still required to submit a Vacating Notice form by the designated timeline.
5. Failure to submit a Vacating Notice form by the designated timeline results in forfeiture of the refundable portion of the resident's housing deposit. Additionally, when applicable, the resident is charged the full month's rent for the month they vacate, instead of receiving a refund of their prorated rent.
6. If extenuating circumstances prevent timely submission of a Vacating Notice form, contact the Director of Housing (504.816.8578) to see if the circumstances are sufficient to waive the penalties.

B. UNIT REASSIGNMENT

1. Once a vacating notice form is submitted, the unit is considered available for reassignment.
 - a. If a resident requests to change their check-out date or cancel their check-out altogether, they must contact the Housing Director for approval. Charges or

other conditions may apply and are determined on a case-by-case basis.

C. CHECK OUT

1. On the day of check-out, residents are required to turn in their key(s) after ensuring that all personal belongings have been removed, the unit is clean, and the door is closed and locked.
2. During normal business hours, residents are required to turn in their key(s) in the Housing Office and complete a Check-Out form.
3. Outside of normal business hours, including weekends, residents are required to turn in their key(s) and complete a Check-Out form at the Guard House.
4. Keys should never be left in the unit or turned in to any other office.
5. For international moves, notify the Housing Office in advance via email if keys for the unit must be turned in by a third party. An online check-out form may be submitted in these instances.

D. DEPOSIT REFUND

1. After Check-Out, if a unit is left clean and in good condition (only showing signs of normal wear and tear), the refundable portion of the former resident's housing deposit is refunded to their student account.

E. FORWARDING ADDRESS

1. As part of the vacating process, residents are required to leave a forwarding address with the Housing Office.

HOUSING SPECIAL REGULATIONS

In addition to the previously stated housing policies and regulations, the following policies and regulations apply to the specifically listed buildings.

A. LIPSEY/CRUTCHER/DEMENT

1. Breaker boxes must be accessible at all times. Nothing should be on top or in front of these boxes.
2. Residents may only use the storage area assigned to their unit. Any item placed in this area must be clearly labeled with the owner's name and kept in a neat an organized manner.
3. Residents are not allowed to store items in the foyer.
4. Units contain two heating/cooling units which are serviced each month. The Facilities Department is not

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responsible for the maintenance of any additional units installed by the resident.

5. Contact the Housing Office for further information regarding these units.

B. MANORS/OAKS

1. Balconies: All second and third floor apartments have balconies.
 - a. Items may not be draped over the balcony railing.
 - b. Do not use the balcony for storage. While some items may be left on the balcony, balconies should be kept in a neat and orderly manner.
 - c. The hanging of plants and/or window boxes may be done under the following conditions: 1) the building is not altered in any way, and 2) the item is not hung on the outside of the balcony railing.
 - d. NOTE: Use watering saucers under potted plants to prevent water from leaking onto the balcony/sidewalk below.
2. Breezeways:
 - a. Breaker boxes and intake vents must remain clear at all times.
 - b. See "Seminary Housing Information" section Q for further information.

C. GRACE/MISSISSIPPI/FLORIDA

1. Breezeways:
 - a. Breaker boxes and intake vents must remain clear at all times.
 - b. See "Seminary Housing Information" section Q for further information.

D. WILLINGHAM

1. Grills must be stored under the pavilion in Sunshine Park. They must be clearly labeled with your name and address.
2. Ground floor residents with a cat or a dog may not take their animal to any of the higher floors. Further restrictions for cats and dogs are outlined in the Pet Ownership Policy.

E. FARNSWORTH

1. Walkways: at each floor, there is a walkway which runs the length of the building leading to the stairwells.
 - a. Items may not be permanently draped over the walkway railings. Large items may be hung over the railings to dry but must be removed the same day they are placed outside. Clothing may not be dried on the walkway railings.

2. Do not use the walkways for storage. Personal items should fit neatly into the designated storage area for your unit, as there must always be easy access to the sprinkler system. Walkways should always be kept in a neat and organized manner.

F. COURTYARD APARTMENTS

1. Seminary-owned furnishings cannot be removed from bedrooms or apartment common areas.
2. Residents are encouraged to use the grills provided by the seminary in the Courtyard picnic area.
3. Residents are responsible for keeping the laundry facilities tidy, under the guidance of the Resident Manager(s).
4. DATING PRACTICES:
 - a. Dating practices should be conducted with propriety and in accordance with Christ-like standards (see 1 Cor. 5, Titus 2:4-8).
 - b. See also, General Policies, "Ethical Conduct" section A.3.c.
5. No mixed company is allowed in the apartments between 12:00 A.M. and 7:00 A.M.
6. Residents are not allowed to enter unassigned bedrooms in the apartments. Unassigned bedrooms must always be ready and available for new residents. Residents found to be entering and/or using an unassigned bedroom will be subject to disciplinary action.

G. DORMITORIES

1. Dormitory rooms are maintained for unmarried men and women. Specific room assignments are given in the Housing Office upon arrival.
2. The seminary reserves the right to require that all dormitory rooms be semi-private in occupancy when enrollment makes such occupancy necessary.
3. Residents are not allowed to enter unassigned rooms at any time. This is considered trespassing.
4. Seminary-owned furnishings cannot be removed from the dorm rooms.
5. All residents are encouraged to lock their rooms when leaving, even for a short time.
6. Residents should not place personal items (posters, pictures, etc.) on the walls in the hallways. Each resident may place a memo pad outside their door.
7. Residents are expected to participate in dormitory meetings scheduled by the Housing Office or by the building Resident Manager(s).
 - a. The Fall and Spring meetings are mandatory.

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- b. Failure to attend mandatory dorm meetings will result in the resident being fined \$25.00.
 - 8. Cooking is not allowed in any dormitory room. All cooking is confined strictly to the dormitory kitchen areas located in Carey, Hamilton, and Lipsey Halls.
 - a. The only food storage/cooking appliances allowed in the dorm rooms are small refrigerators (≤ 3 cubic feet), coffee pots, and low-wattage microwaves ($< 1,000$ watts).
 - 9. Dorm room lavatories may not be used to wash dishes. Dishes should be washed in the sinks located in the dormitory kitchens/kitchenettes.
 - 10. If the air conditioning or heating unit is in operation, is it imperative that windows and storm windows be kept down at all times for the system to function properly.
 - a. Do not restrict the air vents in any way.
 - b. Space heaters are not allowed.
 - 11. Children are not permitted in the dormitories, except when accompanied by their parent/legal guardian.
 - 12. Residents must be properly dressed when in hallway areas at all times. Facilities personnel are in the dorms throughout the working day, as well as after hours if there is an emergency.
 - 13. OPPOSITE SEX IN THE DORMITORY:
 - a. Male visitors are allowed in the TV rooms and commons of Carey Hall. All other areas are off limits.
 - b. Female visitors are allowed in the lobbies of Lipsey Hall and Hamilton Hall.
 - c. Men and women are allowed to enter dorm rooms assist each other with moving furniture and boxes during Check-In/Check-Out, with prior permission from the Housing Office.
 - d. Visitors of the opposite sex are not allowed in the dormitories during Quiet Hours.
 - 14. DATING PRACTICES:
 - a. Dating practices should be conducted with propriety and in accordance with Christ-like standards (see 1Cor. 5, Titus 2:4-8).
 - b. See also, General Policies, "Ethical Conduct" section A.3.c.
 - 15. Residents may not practice on musical instruments in the dormitories.
 - 16. CAREY HALL:
 - a. Carey Hall residents must park their cars across the street in front of the dormitory. Parking spaces behind Carey Hall are specifically reserved for residents of Willingham.
 - b. Residents may temporarily park behind Carey Hall to load/unload at the back door. Vehicles should be moved within 30 minutes of completion of loading/unloading.
 - c. The piano in the Carey Commons was a donation by someone who intends it to be used primarily for scheduled seminary events. The piano may be played Mon.-Fri. between 9:00 A.M. and 7:00 P.M. and Sat.-Sun. between 11:00 A.M. and 7:00 P.M. Please be considerate of those studying or sleeping during the late hours.
17. KITCHENS/KITCHENETTES:
- a. Kitchens must be kept neat and clean at all times. Kitchens will be inspected regularly by the Resident Manager(s).
 - b. DO NOT use food or appliances that belong to other residents without their explicit knowledge and permission.
 - c. Crock pots, popcorn poppers, and pot pots (for heating liquids) are permitted in the kitchen areas, where special electrical outlets are provided. They are not to be used in any dormitory room.
 - d. Hot plates are specifically prohibited by seminary policy and are therefore not allowed in dormitory rooms or kitchen areas.
 - e. All food items must be labeled with the owner's name and room number. Any unlabeled food items will be considered available to all residents and may be discarded by the Resident Manager(s) at will.
 - f. Residents are responsible for cleaning the interior of refrigerators and stoves and for cleaning food containers, plates, etc.
 - g. Do not leave food unattended while cooking. Clean up dishes and cookware as soon as you are finished cooking.
 - h. Do not dispose of grease or food in sink drains.
18. BATHROOMS:
- a. DO NOT FLUSH ANY PAPER-BASED PRODUCTS OR CLOTH PRODUCTS DOWN THE TOILETS OTHER THAN TOILET PAPER. This includes, but is not limited to: "flushable" wipes, rags, paper towels, feminine hygiene products or product wrappers, etc.
 - b. Do not leave personal hygiene products in the showers or at the sinks. The seminary recommends the purchase of a shower caddy to transport personal hygiene products to and from the bathroom.
 - c. Shower shoes are recommended.

- d. Although Facilities personnel clean the bathrooms, residents are responsible for cleaning up after themselves. This includes, but is not limited to: removing hair from the sinks/showers, removing excessive residue from shower walls immediately after showering, removing toothpaste residue from mirrors and sinks, unclogging the toilet after use (if necessary), etc.
19. CHECK-OUT:
- a. In addition to the check-out procedures outlined in the "Vacating Polies" section, dormitory residents must ensure that all trash is cleared from the room and that all personal items have been removed from the kitchen area and bathroom.
 - b. Residents must put room furnishings back into the standard room configuration (diagrams available through the Housing Office).
 - c. Failure to comply with these policies may result in the forfeiture of the refundable portion of the resident's housing deposit.
4. The application of the above penalty shall not be held to prevent the enforced removal of prohibited conditions.

FIRE PREVENTION REGULATIONS

A. FIRE PREVENTION CODE

1. Campus fire prevention regulations are designed to be in accordance with the provisions of the New Orleans Fire Department:
 - a. Fire Prevention Division phone: 504.529.4311 ext. 482
 - b. New Orleans Fire Department address: 7-W 11 City Hall Civic Center, New Orleans, Louisiana
2. Under the provision of Ordinance No. 4912MCS, Article 28, F2841.0 establishing a Fire Prevention Division in the New Orleans Fire Department, no part of a stairway, whether interior or exterior, nor of a hallway, corridor, vestibule, balcony, or bridge leading to a stairway or exit of any kind shall be used in any way that will obstruct its use as an exit or that will present a hazardous condition. (Extract from the fire prevention code, Ordinance Number 4912MCS, Article 28, F-142.1).
3. PENALTIES DESCRIBED: Any person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine not to exceed \$100.00 or by imprisonment not to exceed 90 days or both. Each day that a violation continues after the service of notice as provided herein shall be deemed a separate offense.

ATTENTION: SEMINARY FAMILY HURRICANE INFORMATION

Hurricane season lasts from June 1 to November 30. The following information is to advise the seminary family how best to prepare for a hurricane coming into the New Orleans area. During hurricane warnings, all seminary residents are advised to stay tuned to radio station **WBSN FM-89.1**, television station **WWL Channel 4**, radio station **WWL 870 AM** or **www.nobts.edu** for up-to-date weather information. The Mayor's office will be making announcements through the media. If the Mayor or the President of NOBTS recommends that you leave the city, then do so.

IF THE CITY DECLARES A MANDATORY EVACUATION THEN EVERY ONE WILL LEAVE, EXCEPT EMERGENCY PERSONNEL. STAYING ON CAMPUS IS NOT AN OPTION!

- GENERAL HURRICANE PREPARATION -

Once a tropical storm or hurricane enters the Gulf of Mexico:

1. Remove or secure all objects on the outside of the building that could cause damage if blown by the wind.
2. Clean the bathtub and fill for fresh water storage. This water can be used for flushing commodes or drinking water if power loss is substantial. Stock up on additional bottled drinking water.
3. Stock up on non-perishable food items.
4. Make sure your vehicles' fuel tanks are filled before fuel supplies diminish.
5. Keep calm and listen to your weather station for hurricane updates and evacuation orders.
6. **If you decide to voluntarily evacuate the campus, please do so with enough time to exit the city and avoid any traffic problems connected with the emergency. Listen carefully for news of the school's closing. Additional Hurricane Flyers will be issued in this event. REMOVE ALL PERISHABLE ITEMS FROM YOUR REFRIGERATOR AND TAKE THEM WITH YOU SO AS TO PROTECT THE REFRIGERATOR IN CASE OF A LONG-TERM POWER OUTAGE. Take all of your vehicles with you to avoid damage and possible flooding.**
7. Remain indoors during storm conditions. Blowing debris can injure and even kill. Do not walk in flooded streets as manhole covers become dislodged and create a deadly danger, especially to children.
8. Please note anytime flooding occurs on campus, signs will be posted regarding roads being closed. Please pay close attention to these signs and follow the directions set forth by Campus Police. Moreover, during these times of flooding on campus please observe a Speed Limit of 5 MPH due to wakes caused by your vehicle. Any flooded area on campus becomes a NO WAKE ZONE to help keep water from being pushed into vehicles and residences.
9. After the storm has passed:
 - a. Keep tuned to radio station **WBSN FM-89.1** or television station **WWL Channel 4** for advice.
 - b. Obey Campus Police at all times.

- c. Do not drive since roads may be filled or blocked by debris and avoid loose or dangling power lines.
- d. Stay inside during clean up operations. Do not wander around the campus. Keep children inside until it has been announced by Campus Police that the danger has passed.
- e. If there has been a lot of flooding, do not drink tap water until it has been determined to be safe.
- f. If no evacuation is ordered, but we lose power, leave your freezer shut. In order to best preserve your food during a power outage, do not open your freezer for any reason. Check refrigerated foods for spoilage if power has been off and remove spoiled food from your refrigerator IMMEDIATELY. Residents are encouraged to keep a cooler so as to keep food fresh.
- g. **USE NO OPEN FLAMES IN YOUR APARTMENT**, including candles or grills.

- MANDATORY HURRICANE EVACUATION -

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

STAYING ON CAMPUS IS NOT AN OPTION!

- a. Remove everything perishable from your refrigerator and take it with you or dispose of properly.
- b. Remove or secure all objects on the outside of the building that could cause damage if blown by the wind.
- c. Take all of your vehicles with you to avoid storm damage or flooding.

- EMERGENCY SHELTER INFORMATION -

Be advised that the seminary has no emergency shelters on campus but has made arrangements for sheltering as listed below:

If you need a place for shelter, the following locations are prepared to receive Seminary families in the event of a mandatory evacuation (If you choose to evacuate to any shelter on this list, please call the contact number for the shelter and apprise them of your coming, and bring your own bedding supplies):

• **Camp Garaway** (250 beds) 312 Camp Garaway Rd., Clinton, MS. Contact: Roddy Reed at 601.924.7034 (office) or 601.214.2102 (cell). (Directions: Take I-10W to I-55N. At I-20 Exit 44, bear LEFT on to I-20 [US-49]; At I-20 Exit 35, turn LEFT on to Clinton Raymond Rd; Proceed 1/2 mile and turn LEFT on to Camp Garaway Rd).

• **Mission First of First Baptist Church**, 275 Roseneath Street, Jackson, MS. Contact: 601.608.0050. (Directions: Take I-10W to I-55N. Take I-20 Vicksburg/Yazoo City exit. Take North Terry Road exit. Merge on to Terry Road. Turn LEFT on to Winter Street. Turn RIGHT on to Dalton Street. Turn LEFT on to Central Street. Stay straight to go on to Magnolia Street. Turn LEFT on to Robinson Road. Turn RIGHT on to Roseneath Avenue).

For EMERGENCY ASSISTANCE ONLY, call Campus Police at 504.944.7711. **For INFORMATION**, call Providence House at 504.944.4455.

EXTENSION CENTERS – 46



EXTENSION CENTER INFORMATION

Senior Regional Associate Dean for Louisiana and Mississippi:
Dr. Jody Dean, 1-800-662-8701 ext. 3349 or jdean@nobts.edu

Associate Dean for Georgia and Alabama Extension Centers:
Dr. Peter Kendrick, 770-321-1606 or pkendrick@nobts.edu

North Regional Coordinator of Florida: Dr. Delio Delrio, 407-514-4413 or ddelrio@nobts.edu

South Regional Coordinator of Florida and Director of NOBTS Center for the Americas: Dr. David Lema, 305-888-9777 or dlema@nobts.edu

A. GENERAL POLICIES AND SERVICES:

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

B. STUDENT HANDBOOK

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

C. ACADEMIC COUNSELING

Academic counseling is available to all students through the Registrar's office for graduate students and the Leavell College office for undergraduate students.

D. BUSINESS OFFICE

See Finances in the General Policies section of this handbook.

E. CAMPUS CLINIC

Extension center students have access to the services of the Clinic on the main campus while they are attending workshops. See Facilities and Services, on page 20 in this handbook.

F. CATALOG

1. The Catalog is the official administrative/academic document of the seminary. A copy of each year's edition is made available to every active student. An online version of the catalog is also available on the schools website at www.nobts.edu.
2. Every student is encouraged to pay careful attention to all the academic and administrative policy information reflected in this important publication. The attention of each extension student is called, as well, to the Extension Center Programs section found in the Catalog.

G. COMPUTER SERVICES

See the Computer Use Policy on pg. 21.

H. FINANCIAL AID

See Financial Aid listed under the General Policies section of this handbook.

I. LIBRARY UTILIZATION

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

J. INFORMATION ON THE CITY OF NEW ORLEANS

1. Information about the city of New Orleans is available in the Dean of Students Office.

EXTENSION CENTERS

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

K. OPEN DOOR POLICY

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

L. PROVIDENCE GUEST HOUSE

(See also page 25)

1. Facilities are available for housing extension center students and their guests when they have occasion to attend workshops, continuing education programs, and other activities on the main campus. Located across the street from the Hardin Student Center, the recently built Hamm and Henry Halls as well as PGH rooms offer clean, safe hotel-style rooms with cable TV. The lobby for checking into guest housing closes at 12:00 am and reopens at 6:30am. Arrangements for late check-in should be made prior to arrival. To make reservations, call (504) 944-4455 (local) or (888) 886-7276 (toll-free).
2. Additionally, dormitory rooms with baths on the hall are available in guest dormitories on Providence Place on the campus. The daily charge for each type of room is affordable.
3. Providence House facilities are also available to SBC church groups and individual members visiting the New Orleans area. A group coordinator is available to assist group leaders in arranging lodgings and planning activities (e.g. River Boat Cruises, Audubon Zoo, etc.).

M. REGISTRATION PROCEDURES AND POLICIES

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

N. STUDENT IDENTIFICATION CARDS

See Identification Cards section on page 15 listed under the General Policies of this handbook.



Housing & Facilities

- (A) President's Home
- (B) Faculty Residences
- (C) Dement Street Apartments
- (D) Crutcher Apartments
- (E) Lipsey Street Apartments
- (F) Willingham Manor
- (G) Carey Hall
- (H) Hamilton Hall
- (I) Lipsey/Spurgeon/Dodd Halls
- (J) J.D. & Lillian Grey Missionary Residence & Library
- (K) Manor Apartments
- (L) Staff Village Apartments
- (M) Courtyard Apartments
- (N) Grace Apartments
- (O) The Oaks Apartments
- (P) Florida & Mississippi Apartments
- (Q) Farnsworth Apartments
- (R) Doris Kelley Showers of Blessing Resource Center
- (S) REC Center
- (T) Early Learning Center
- (U) Maintenance
- (V) SWAPShop
- (X) Price Center for Urban Ministries

Academic Buildings

- (1) Leavell Chapel
- (2) John T. Christian Library
- (3) Perry R. Sanders Center for Excellence in Ministry
Professional Doctoral Program
- (4) Sellers Music Building
- (5) River City Cafe
- (6) Bunyan Building
- (7) Dodd Faculty Offices
- (8) Leavell Center
- (9) Martin Chapel
- (10) Frost Administrative Offices
- (11) Hardin Student Center
Business Office
Cafe New Orleans
Gentilly Post Office
Leavell College
LifeWay Christian Bookstore
Registrar
- (12) Leeke Magee Christian Counseling Center
LifeSongs Radio Station
MissionLab
- (13) Shepherd's Corner
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