

SMC

Student

Handbook



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1977

Missionary College
Memphis, Tennessee

LOCATION

Southern Missionary College is located near Chattanooga, Tennessee, and two and a half miles from Ooltewah, just off Lee Highway, U. S. 11, and Interstate 75. If you arrive in Chattanooga or Ooltewah and need taxi service, call the Dean of Student's office — 396-4232.

"SMC" Second Quarter, 1977

Volume XXVII

No. 3

Published quarterly by Southern Missionary College, Collegedale, Tennessee. Entered as second class matter February 12, 1951, at Collegedale, Tennessee, under act of Congress, August 24, 1912.

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Student Handbook

May, 1977

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PREFACE

This handbook is prepared to provide a convenient reference to the principles and major policies which characterize campus life at Southern Missionary College. One of the main reasons for its distribution is to assist prospective students in selecting a college which provides the type of social and religious atmosphere in which they wish to pursue a higher education. Since the college seeks only those students who desire a campus experience as outlined herein, when applying to SMC, each student signs a pledge of full cooperation with the policies and regulations governing Southern Missionary College. A majority of these policies and regulations are given in this handbook. However, more specific and complete information concerning academic policies is given in the **College Catalog** and regulations of a more specialized nature are issued by such service areas as the residence halls, student health service, cafeteria and library. Students who do not respect this pledge will be subject to discipline to the extent considered necessary to maintain the unique and distinctive character of the college.

Southern Missionary College is pleased to make its services available to residents of nearby communities and welcomes among its students anyone from these communities who does not interfere with the attainment of the college's objectives and whose conduct while on campus or participating in college-sponsored activities is in accord with the policies and regulations of the college.

Southern Missionary College policies and regulations remain in force at all times and, where applicable, are binding on resident students, non-resident students and guests of campus residents.

ARRIVAL

Before a student takes up residence on the campus, either at the beginning of a school semester or for work prior to attending classes, he must have a letter of acceptance from the Admissions Committee.

Before a housing or room reservation may be made, \$50 of the advance payment as a deposit must be paid. Tentative reservations may be made without a deposit before July 1, however, the deposit must be paid by that date in order to hold the reservation. After July 1, requests for reservations must be accompanied by the \$50 deposit.

On arrival at the campus the student should:

1. Present his official letter of acceptance at the college cashier's office and make arrangements for cafeteria privileges, advance payment (if not paid in advance of arrival) and safekeeping of personal funds.
2. Report to the residence hall (men at Talge Hall)—(women at Thatcher Hall) for room assignments.
3. Consult with the student finance director regarding a work program and/or other financial assistance which may be necessary.

STUDENT EMPLOYMENT SERVICE

Students who accept employment assignments on campus are expected to meet all work appointments with punctuality, up to and through exam week.

Students may not be employed off campus at any job where any part of their work involves the serving of alcoholic beverages.

Residence hall students may not secure off-campus employment without permission of the Dean of Students.

Preference is given to residence hall students for employment by the college or college operated industries.

Excuses for class absences resulting from unscheduled or emergency work appointments are available only by previous arrangements with the Academic Dean.

ACADEMIC POLICIES

Class Attendance

The student is responsible for punctual and regular attendance at all classes and laboratories for which he is registered. Missing instruction for any reason may jeopardize one's class standing and course grade. Emergency situations other than personal illness affecting class attendance should be reported to the Academic Dean's office. In case of personal illness the student reports directly to the instructor.

Academic Standards

Satisfactory scholarship is the chief criterion of success in college. The quality of academic work is designated by a system of grades and by grade-point averages.

Withdrawal

A student who contemplates withdrawing from college is encouraged to obtain counsel from one or more of the following individuals:

Residence Hall Dean	Faculty Counselor
Registrar	Chaplain
Dean of Students	Guidance and
Academic Dean	Counseling Office

If, after obtaining counsel, it still seems advisable to withdraw, the following procedure should be carried out:

1. Secure and complete a drop voucher at the Registrar's Office.
2. Obtain signatures as designated on the voucher.
3. Check out with the residence hall dean within 24 hours after steps one and two have been completed.

Until the above steps have been completed, students who have discontinued participation in classroom activities will continue to be charged for tuition and room rent.

RESIDENCE POLICIES

Off-Campus Residence

The college provides residence hall housing for single students and a limited number of apartments for married students. Information concerning the availability of both school-owned and private apartments may be found in the College Manager's Office.

Single students who have not completed a baccalaureate degree and who do not live with parents, close relatives or legal guardians in the vicinity, live in the residence halls. In order to live elsewhere they must present written request to the Dean of Students. Such requests will be considered if the student is not on Citizenship Probation, demonstrates definite financial need which off-campus living will correct, or other extenuating circumstances making non-dormitory residence necessary. In general only students 25 and older are allowed to live outside the residence halls.

When a student has been given special permission to live off campus, no change in residence may be made without permission of the Dean of Students.

Off-campus residence policies apply to all unmarried students who are enrolled for more than three semester hours and who do not live with parents or other close relatives.

Madison and Orlando Campus Housing for Male Nursing Students

When housing is provided for male nursing students on the Madison and Orlando campuses, single, unmarried, male students who do not live with parents or other close relatives will be required to live in the housing provided. When no housing is provided, off-campus housing may be arranged for by the student and must be approved by the Dean of Students.

Residence Hall Privacy

The college residence halls are private homes for their occupants. Community students and

others may visit in the residence halls during residence hall hours (see p. 8) in accord with the normal proprieties for visiting a private home.

Personal Equipment for Dormitory Rooms

The college residence hall homes are equipped with beds, desks, chairs, drawer space, and window drapes. Residence hall students should provide their own:

Sheets	Bedspread
Pillow	Towels and washcloths
Pillow cases	Wastebasket
Blankets	

Room Care and Inspection

Students are expected to keep their rooms clean and orderly. The College reserves the right for the residence dean or his representative to enter and inspect a student's room at any time.

Pictures and other objects placed on the walls must be supported in a manner which will not mar the wall surface.

The room deposit will be refunded when a student checks out of the residence hall after the first 30 days of residency provided all dormitory obligations have been satisfactorily cared for and the floor, walls, woodwork, and furniture of the room are clean and undamaged. Redecorating is to be done by the College.

Responsibilities of Residence Hall Students

Residence hall students are held responsible for all activities which take place in the room assigned to them.

The College is not responsible for personal property stored in the residence hall, for loss of money or other valuables on the part of students, nor for any damage suffered by motor vehicles on College property. For reasons of security, students should deposit all but small amounts of money in a student drawing account at the Business Office or in a bank. Adequate comprehensive insurance coverage for bicycles and motor vehicles should be maintained.

Change of Room Assignment

Any change in residence hall rooms must be approved in advance by the residence hall dean.

Pets

Pets are not permitted in the residence halls.

Baby Sitting

Baby sitting in the residence halls is not permitted.

Firearms and Fireworks

Firearms or pellet guns are not allowed on the campus.

Possession of or exploding fireworks or combustible chemicals in the residence halls or on the campus is expressly prohibited.

Violators of these regulations will be fined and will be subject to suspension or dismissal.

Residence Hall Disturbance

Respect for the rights of others and elementary courtesy as expressed in the golden rule demand that those living in residence halls make no disturbance which would prevent others from getting the most out of the time available for study and sleep. Sound equipment should be operated at a volume level which does not annoy one's roommate or others in the residence hall.

It is expected, in addition, that radio programs and recordings reproduced in the residence halls will conform with the music standards set forth on page 17.

Television sets are not permitted in students' rooms.

Safety Regulations

Candles, open-flame lamps, fire hazards of any nature are not permitted in the residence halls.

Fire Protection Equipment

The misuse of fire extinguishers, fire alarms, or other fire protection equipment will subject a student to a \$50 fine and/or other discipline.

Appliances

Refrigerators of 4.5 cubic feet maximum size are permitted in student rooms. With the exception of electric fans, other household appliances are not permitted in student rooms.

Visiting in Residence Hall Rooms

Mixed groups are not permitted in private residence hall rooms.

Signing Out

Residence hall students are expected to sign out for off-campus activities.

Residence Hall Hours

Residence halls will be open according to the following schedule:

Sunday - Thursday	6:00 a.m. to 10:30 p.m.
Friday	6:00 a.m. to 9:45 p.m.
Sabbath	6:00 a.m. to 12:00 p.m.

Young men may call at the women's residence halls according to the following schedule:

Visiting hours (lounge only)

Sunday-Thursday	7:00 a.m. to 8:00 p.m.
Friday	7:00 a.m. to Sunset

Calling hours (the above plus)

Friday	Sunset to Vespers
Sabbath	7:30 a.m. to 11:00 p.m.

Overnight Leaves

Residence hall students are expected to remain in their residence halls between closing time and 6:00 a.m. if they have not arranged an overnight leave with the residence hall dean.

Printed forms for overnight leave requests are available in the residence hall offices. If the period of proposed leave from the campus includes a work or class appointment, suitable arrangements must be made with the work superintendent or Academic Dean respectively.

Women students wishing a campus leave to visit a home other than their own or that of close

relatives, should present a letter of invitation from the hostess and, if under 21 years of age, also authorization from their parents or guardians.

Overnight leaves in the surrounding community (Chattanooga - Collegedale - Cleveland) are not permitted unless the students are accompanied by parents. Overnight leaves are cancelled at any time students are present on campus or in the surrounding community (Chattanooga - Collegedale - Cleveland) during the time of the leave.

If under 21 years of age, freshmen students with less than a 3.00 grade-point average on a minimum of 12 graded semester hours and students who are on scholastic probation are limited to overnight leaves which involve a maximum of eight (8) nights of absence from the campus per semester, excluding vacations. Students on citizenship probation are limited to overnight leaves which involve a maximum of two (2) nights of absence from the campus per calendar month excluding vacations.

In case of an emergency requiring a leave which is not provided for by regular policy, parents should contact the residence hall dean.

Weekend leaves terminate at 10:30 p.m. Sunday. If an emergency situation makes it impossible to return to the residence hall by 10:30 p.m., students have the responsibility of telephoning their residence hall dean to request an extension of time.

RELIGIOUS ACTIVITIES

Southern Missionary College exists for the purpose of promoting symmetrical growth, mentally, socially, physically and spiritually. For this reason, it must have guiding principles for spiritual as well as mental, social and physical activities. The College recognizes that legislation cannot create spirituality, for this results only from intelligent individual choice. The chief function of the College is to provide an educational environment in harmony with Biblical teachings and standards. One does not have to live in this environment or help provide it unless he chooses to become a part

of Southern Missionary College. Since environment depends on the people who make up an institution, legislation is necessary to insure the character of this environment.

Southern Missionary College students are not required to be members of the Seventh-day Adventist Church or any other religious organization, but the College administration does insist that no student detract from or weaken the spiritual character of the College or interfere with the benefit which might be received by those who wish to take full advantage of the College's spiritual emphasis.

Prayer Rooms

The intensive pace of College life makes it particularly important for each student to take time for daily prayer and meditation. This will be done most frequently in the environment of the student's own room, but on many occasions added strength and comfort will be found in the use of the prayer rooms provided in the residence halls specifically for personal communion with God.

Sabbath Services

A distinctive practice of Seventh-day Adventists is the observance of the seventh day of the week as the Sabbath. Southern Missionary College requires all students on the campus to respect the sanctity of that day by attending Sabbath services and refraining from all ordinary recreation and labor.

Student Religious Activities

Since spiritual growth cannot be obtained without exercise, students are urged to participate in the activities provided by the College.

COLLEGE CONVOCATIONS

College Convocations comprise residence hall worships each evening Sunday through Thursday, Friday evening sunset meditations and vespers, Sabbath morning Sabbath school and church service, Sabbath evening meditations and chapel each Tuesday and Thursday.

These convocations are an integral part of student life on campus and students are expected to be in regular attendance.

Chapels: Attendance at the two chapel convocations each week is required of **all** students. Students are allowed two unexcused absences each semester. Students whose unexcused absences exceed the two allowed each semester will receive disciplinary action as follows:

- One excessive absence — Letter of Counsel
- Two excessive absences — Letter of Advice
- Three excessive absences—Letter of Warning
- Additional excessive absences — Subject to further discipline.

Record of chapel attendance is kept in the Dean of Students' Office.

Information concerning work appointments which conflict with the chapel schedule should be directed to the Dean of Students' Office.

If a chapel is missed that can be excused for extenuating circumstances, an excuse blank must be completed and turned into the Dean of Students' office **48 hours** after the chapel missed. Chapel Excuse Blanks may be picked up at the main desk in the dormitories or the Dean of Students' office.

Residence Hall Worship: All residence hall students are required to attend the worship service that is held in the residence halls each evening, Sunday through Thursday each week, and the Friday sunset worship held during a part of the school year. The Friday evening vespers and Sabbath evening meditations which are held in the church are counted for residence hall worships. Students are allowed two unexcused absences from these meetings each week. Students who accumulate excessive unexcused absences each semester will receive disciplinary action as follows:

- Three excessive absences — Letter of Counsel
- Four excessive absences — Letter of Advice
- Five excessive absences — Letter of Warning
- Additional excessive absences — Subject to further discipline.

Absences which are not satisfactorily cleared with a residence hall dean will be recorded as unexcused.

Residence hall students will be notified of the record of their absences on a weekly basis.

During the fall and spring weeks of Religious Emphasis the evening programs are counted for residence hall worship attendance and the morning programs are counted for chapel attendance.

Residence hall students who anticipate conflicts between regular work appointments and the worship schedule are responsible for having a written statement of explanation sent from their employer to their residence hall dean. No excuse will be given for worships missed because of work unless advance arrangements have been made with the residence dean.

Sabbath School and Church Attendance

Attendance at Sabbath School and Church services is required of resident students each week. Students are required to individually indicate in writing as they leave the residence hall the Sabbath School and Church they will be attending that day.

Students who accumulate unexcused absences each semester will receive disciplinary action as follows:

First Absence—Letter of Counsel

Second Absence—Letter of Advice

Third Absence—Letter of Warning

Additional Absences—Subject to further discipline

Absences which are not satisfactorily cleared with a residence hall dean will be recorded as unexcused.

Record of Sabbath School and Church attendance is kept in the student's respective residence hall.

SOCIAL STANDARDS

Southern Missionary College is committed to a concept of positive social development and encourages broadening of the College experience by participation in a varied program of cultural

and recreational activity which will provide opportunity for wholesome association and the development of satisfying friendships. A properly coordinated program of formal learning, cultural development and recreational activity, each of which involves wholesome association with the opposite sex, is considered essential preparation for fully successful living.

Chaperonage

All overnight off-campus group activities involving mixed groups, not sponsored by a campus organization, require chaperonage and clearance by the residence hall deans. It is the responsibility of the students involved to make proper arrangements for the activity which includes arrangements for chaperonage. For the protection of the students it is urged that all daytime off-campus activities involving mixed groups have chaperones.

Parents and faculty members may serve as chaperones and on certain occasions the Dean of Women may grant approval for chaperonage by married students. It is considered wise that there be one chaperone for every 15-20 students.

Social Restrictions — Freshman

Because of the difficulty that many freshmen students encounter in adjusting to college life and in the management of their time, they are strongly advised to remain on campus each evening Sunday through Thursday in order to take advantage of the study hours.

Public Display of Affection

The public expression of affection is in poor taste. Students who do not demonstrate self-respect and self-restraint in this matter are subject to discipline, which may involve their being asked to withdraw from the College. Students can expect members of the College staff to correct those bringing discredit to themselves or to the College through inappropriate display of affection. Being seen in public with arms around one another is inappropriate.

Marriage

Except by special permission of the Dean of Students, student marriages are not permitted while a school semester or summer session is in progress. Students who fail to follow this procedure will be asked to withdraw from the college.

DRESS AND GROOMING STANDARDS

The faculty of Southern Missionary College believe that every student will benefit from understanding the principles and practice of Christian dress, namely, attractive, neat, modest, simple, appropriate, tasteful and healthful attire. We believe that the application of these principles varies from place to place and from age to age. Therefore, we have a responsibility to all associated with the College to interpret these principles for the here and now.

"There should be no carelessness in dress. For Christ's sake, whose witnesses we are, we should seek to make the best of our appearance. . . . In all things we are to be representative of Him. Our appearance in every respect should be characterized by neatness, modesty, and purity. . . . Even the style of the apparel will express the truth of the gospel." *Testimonies*, Vol. VI, p. 96.

"A person's character is judged by his style of dress. A refined taste, a cultivated mind, will be revealed in the choice of simple and appropriate attire." *Education*, p. 248.

All Students:

The personal appearance standard is one of overall neatness.

Sabbath Attire: Students are expected to appear in appropriate attire that is consonant with the tone and atmosphere of the Sabbath. As such they are expected to be well-groomed and becomingly attired.

Similar standards of dress apply to all students who eat at the cafeteria on Sabbath.

Recreation and Sportswear: Bermuda or gym shorts may be worn only while actively involved

in physical education classes or recreation in the recreation area. Bermuda shorts may be worn while cycling.

Jewelry: Jewelry such as bracelets, necklaces (including medallions), earrings and ornamental rings, as well as professional, fraternal and engagement rings, are not allowed.

A person who in his dress, appearance and conduct shows unwillingness to cooperate with the expectations as outlined by the college, may be asked to withdraw and/or denied readmission for the succeeding term.

Students are urged to request their guests to respect the standard of dress at all times.

For Men:

1. Dress on the non-recreational area of the campus may be casual.

2. Casual wear would include the wearing of shoes or sandals. It would include the wearing of slacks or neat, clean properly fitted jeans. Tight fitting or bizarre clothing is unacceptable. Shorts, sleeveless shirts and T-shirts are not acceptable for general campus wear but they may be worn when an individual is actively participating in regular sports events or physical education classes. Shirts of sheer material require the wearing of an undergarment.

3. Since the devotional chapel is held in the sanctuary of the church each week, students are encouraged to be especially careful in their dress when attending that convocation.

4. Shirtless attire is not appropriate outside the residence hall.

5. Hair must be clean, well-groomed and neatly styled. It must not reach below the top of the collar in the back (while standing) or below the bottom of the ears on the sides.

6. Mustaches, beards and sideburns must be trimmed and well-groomed.

For Women:

1. Dress on the recreational area of the campus must be neat and modest and may include

Bermuda or gym shorts or jeans when an individual is actively participating in sport events or physical education classes.

2. On the non-recreational area of the campus (with exception as listed in No. 5 below) dresses or skirts and blouses must be worn.

3. Although the acceptability of dresses depends on the way they are made, how they fit, and how and where they are worn, hemlines must be of sufficient length to reach a point near the top of the knee while standing.

4. Sleeveless attire, low necklines or backlines and very sheer fabrics are unacceptable.

5. Slacks and blouses or pantsuits may be worn to the campus shopping area, while attending sport events as spectators at any time and for general campus wear on Sundays and holidays. Blouses should be of non-transparent material and should be loose fitting. Sweatshirts or similar "sloppy" attire is not appropriate for general campus wear.

6. Slacks or jeans, and blouses may be required by the teacher for certain academic laboratories. An outer garment should be worn over this attire when it is worn to and from laboratories.

7. Jeans and overalls (with the exceptions as listed above), hiphuggers, and any tight fitting apparel are not appropriate.

8. Shoes are to be worn on the campus at all times.

9. Students are expected to refrain from the conspicuous use of make-up and nail polish.

MOTION PICTURE POLICY

All feature length motion pictures must be cleared by the Faculty Film Preview Committee for showing by a student group either on or off campus. The Student Association is permitted one feature film showing per year for a public benefit program. Campus organizations may be permitted to show a feature film in a program restricted to the membership of the sponsoring group and invited guests. No campus organization will be allowed to show more than one such film during an academic

year. Requests for the showing of any feature length film should be directed to the Dean of Students.

MUSIC STANDARDS

Music performed or reproduced anywhere on campus is expected to be in harmony with standards of good taste applicable to the occasion and in keeping with the ideals of spiritual commitment and personal relationship with God to which the College is dedicated. To assist with this responsibility a screening committee is appointed by the College president each year to screen all student programs before they are presented.

Student groups should contact the chairman of the screening committee in ample time before their scheduled performance so that the committee can be called for the screening. Failure to have a program properly screened may cause cancellation of the program.

A musical group organized by students for public performances must be approved by the Student Affairs Committee.

SWIMMING POOL REGULATIONS

Patrons of the College swimming pool should note carefully the regulations posted in the gymnasium.

ORGANIZED SPORTS

The College encourages intramural athletic activities as a means of providing necessary physical exercise and relaxation from mental activity and also as a means of providing experience in team relationships and developing good sportsmanship. Competitive play between a team representing the College and a team representing another institution or organization is considered to be out of harmony with the principles and objectives of Southern Missionary College.

To be eligible to participate in intramural sports a person must meet one of the following stipulations:

For fall and spring semesters:

1. Reside in a college residence hall, or
2. Be currently enrolled for a minimum of six (6) semester hours.

For summer terms:

1. Reside in a college residence hall, or
2. Be currently enrolled for a minimum of three (3) semester hours, or
3. Be accepted as a student for the fall semester.

STUDENT ACTIVITIES

In accord with its concern for the total development of the individual and the preparation of leaders, Southern Missionary College fosters a broad range of extra-curricular activities. A listing of the various campus clubs and organizations is given in the College Bulletin.

Qualifications of Student Officers

For a student to hold an office in any student organization including a publication staff or a committee or in any non-academic organization which performs publicly on or off campus, he must have a record of good citizenship and a minimum cumulative grade point average of 2.00.

To run for or to hold any elected office in a student organization, a student must have a record of good citizenship and a cumulative grade point average of 2.25 or a 2.50 grade point average for the previous semester with a minimum cumulative average of 2.00.

Secondary school grade-point averages will be calculated on major subjects only.

Qualifications for Membership in Volunteer Fire Dept. and Ambulance Service

To be an active member of a volunteer fire department or ambulance service, a first-semester freshman student must have a secondary school grade-point-average of at least 2.50 on major subjects. Other students must have a cumulative grade-point-average of 2.25 or 2.50 for the previous semester. All active members must maintain a current minimum GPA of 2.00 at each grading period.

Meetings of Student Organizations

Administrative policy of the College requires that a faculty adviser be present at all meetings of each student organization and at all meetings of major committees serving student organizations.

Student Organization Records

Each student organization is required to place an up-to-date copy of its constitution on file in the Student Affairs Office.

Organization of New Clubs

Students who wish to organize a new club should first consult with the Dean of Students. A constitution should subsequently be drawn up and approved by the Student Affairs Committee.

Club Activities

All social events sponsored by clubs or other organizations terminate at least seven days before test week begins.

Social Functions and Outings

All student organizations planning social or recreational activities off campus must make proper advance arrangements through the Dean of Students' Office. Requests, complete with the names of chaperones and the signature of the faculty sponsor, are to be filed by 10:00 a.m. Wednesday of the week preceding the proposed activity with a description of proposed Sabbath activities including Sabbath School and church services.

Residence hall students expecting to take part in any off-campus social activity must complete the regular residence hall leave form which must be submitted to their respective residence hall dean.

No approval will be given for overnight group activities that are to take place during the final three weeks of each semester.

CAMPUS FACILITIES

Use of campus facilities must be scheduled in the President's Office.

Campus Recreational Facilities

Unless previously arranged for or scheduled by others, the recreational facilities of the college are reserved for use only by students, faculty and staff.

While actively participating in the campus recreational areas, attire for women may include bermuda or gym shorts. Attire for men may include bermuda or gym shorts, but shirts must be worn at all times.

SERVICES

Counseling Service

Southern Missionary College staff members have a personal concern about the progress of their students toward spiritual, intellectual and social goals. In such an atmosphere, informal and unstructured guidance activities are a part of the normal daily contact between instructors and students.

The Dean of Student Affairs administers a formal program of counseling through the Testing and Counseling Office. This program provides various aptitude and psychological tests as well as interest and personality inventories which are available for students who wish to gain insight into various problems which may be associated with their college experience and planning for life. College entrance examination results and other personal data which may assist in counseling and guidance are kept on file in the Testing and Counseling Office.

Because the residence hall deans are counselors as well as administrators and have opportunity to become closely acquainted with students in their dormitories, they are in a position to give particularly helpful counsel. Students are encouraged to take advantage of the counseling skills available to them from the various members of the College staff.

Food Service

In addition to its basic function of making available attractive meals which will provide the best possible nutrition, the College Food Service is equipped and organized to provide specialized

food service for lunches, picnics, receptions, luncheons and banquets. While every effort is made to accommodate requests for specialized food service, it must be emphasized that due to the advanced planning often required and to the possibility of conflicting requests, the College Food Service cannot be expected to provide specialized food service unless planning for the occasion has been initiated with the Director at least two weeks in advance.

Mealtimes provide some of the most valuable educational and cultural experience on the college campus. Users of the College Food Service are expected to relate themselves in accord with the cultural standards appropriate to a Christian College.

An identification card allows the student to charge meals on the monthly statement. A \$.50 surcharge is added to each meal charged without an identification card.

Health Service

The Health Service is administered by a nurse in cooperation with the college physician. Regular clinic hours are maintained by the staff. After clinic hours a nurse is available at all times for emergencies by calling 396-4300. In order to provide maximum health benefits to students the following provisions are made:

1. Services are extended to all dormitory inhabitants and all village students taking 8 or more hours during the school year and 3 or more during the summer.
2. The college physician makes daily calls at the Health Service Monday through Friday beginning at 9:30 a.m. He leaves as soon as all who are waiting have been seen.
3. An insurance brochure concerning information about insurance coverage and details about how and when to file a claim are given to each student at registration. All students registered for a minimum of 8 hours or residing in dormitories are covered by student insurance.
4. A fourteen bed infirmary is maintained for overnight confinement if necessary.

Health Service issues no medical excuses. It is expected that the student will contact his or her teachers and work supervisors as soon as possible regarding illness.

Post Office

Collegedale has a post office which serves the College and community. Mail is picked up from and delivered to each of the residence halls daily.

Mail should be addressed to Talge Hall for men and Thatcher or Jones Hall for women. This campus address should include the residence hall room number. The zip code is 37315.

Student Bank

The Student Bank for safe keeping of students' funds is in the cashier's office in the administration building.

Lost and Found

The lost and found department is in the Service Department located at the rear of Lynn Wood Hall.

College Plaza

The College Plaza is a convenient shopping center for general merchandise, school supplies, books, etc. It also houses the Campus Kitchen where snacks may be obtained. Other facilities, such as a barber shop, a bank and a beauty shop are available.

Laundry

A laundry serving the students and the community is located in the College Plaza. The laundry also handles dry cleaning and pressing.

Telephones

Each residence hall room is equipped with a telephone. The telephones are restricted to local calls. Personal arrangements for long distance service may be made with the telephone company by paying a deposit. Pay telephones are available in the residence halls, in the College Plaza and in the Student Center.

Identification Cards (I.D.)

Identification cards are issued at registration time. A replacement card cost \$2.00.

VETERANS' AFFAIRS

Questions or problems dealing with Veterans' Affairs should be referred to the Office of Admissions.

FINANCIAL AID

Questions or problems dealing with student accounts, student aid or Veteran's benefits should be referred to the Financial Aid Office.

STUDENT CENTER

The center houses a formal and an informal lounge, a recreation room, the Chaplain's Office, the Campus Ministry offices, the Student Association offices, a chapel, a snack room equipped with vending machines and other miscellaneous facilities.

PLACEMENT SERVICE

The Dean of Students operates a placement service which issues announcements concerning employment opportunities and provides potential employers with data on graduates of the College.

The placement service is effective in assisting students to find satisfactory professional employment. Registration with the placement service is voluntary and should be made at the beginning of the senior year or end of the junior year.

STUDENT VEHICLE CODE

The use of motor vehicles on campus is considered to be a privilege. Motor vehicle privileges may be suspended at the discretion of the Judiciary Committee, the residence hall deans, or the Dean of Students.

All Southern Missionary College students are held responsible for acquainting themselves with and conducting themselves according to the following motor vehicle code:

Section I — Motor Vehicle Privileges

1. Definition of motor vehicle privileges:
 - Motor vehicle privilege as understood in this code means the possession or use of a motor vehicle—motor scooters, motor bikes, motorcycles, automobiles.

2. Due to the limited parking facilities, individuals who have satisfactory citizenship and meet any **one** of the following stipulations qualify for motor vehicle privileges:
 - a. Completion of a minimum of 24 semester hours.
 - b. Twenty-one years of age or older.
 - c. Off-campus resident.
3. Lending or borrowing of motor vehicles is discouraged.
4. **Disqualified Vehicles:**

Unless previous arrangements have been made with a dean of men or a dean of women, residence hall students who do not qualify for motor vehicle privileges are not permitted to bring a motor vehicle to the College or to the greater Chattanooga-Cleveland area. Students who violate this regulation will be disciplined and may be required to return their vehicle to their home immediately.

Section II — Motor Vehicle Registration

1. Any motor vehicle that is subject to the use of a student must be registered with the College in the student's name at registration time or within 48 hours of its arrival in the vicinity. Provision has been made for registration of motor vehicles without charge during the regular college registration procedures and at the residence halls.
2. Temporary registration for motor vehicles brought to the campus for a short period of time must be made with the residence hall dean.
3. Secreting a motor vehicle, undeclared and unregistered with the College, or failure to register one's motor vehicle is considered a serious infraction of College rules.

4. A student may not register a motor vehicle which is owned or operated by another student.

Section III — Parking

1. For each semester residence hall students are charged a parking fee of \$15.00 for automobiles and \$15.00 for two-wheeled motor vehicles. Students who bring cars during the course of a semester will be charged on a pro-rated basis. No refund on parking fees will be made.
2. Residence hall student vehicle parking is restricted to assigned parking in the respective residence hall parking lots and to non-restricted parking areas on campus.
3. Students who live off campus are charged a parking fee of \$5.00 per semester for either an automobile or motorcycle.
4. Students who live off campus may park vehicles in areas approved for community student use during the school day.

Section IV — Driving

1. A residence hall student must have permission from his residence hall dean for use of a motor vehicle after residence hall closing time, and between Friday evening sunset and 1:00 p.m. Sabbath afternoon.
2. Motor vehicles are not permitted to be driven on lawns, sidewalks or other places not intended for vehicular use.

Section V — Penalties for Violations:

1. Parking violations are subject to a fine of \$2.00 for the first offense, and \$5.00 for each subsequent offense. Failure to pay a fine within the time prescribed on the ticket will result in cancellation of the student's registration.

2. Violations of the campus traffic code such as speeding and failure to observe stop signs will result in a fine of \$10.00.
3. Secreting or failure to register a motor vehicle with the College will result in a \$25.00 fine and possible disciplinary action.
4. In the event of continued violations of the campus traffic code, disciplinary action may be necessary.
5. All fines must be paid in cash to the Dean of Students' office by a specified assigned date. Failure to pay by this time automatically cancels the student's registration.

Section VI — Out-of-State Vehicles:

A student from a state other than Tennessee should check with the State Highway Patrol in Chattanooga to determine whether the vehicle license issued by his home state is valid in the state of Tennessee. Purchase of a Tennessee State vehicle license is necessary where reciprocity agreements do not exist which validate the home state license during residence in the State of Tennessee.

Section VII — Damage, Loss or Theft:

Southern Missionary College assumes no responsibility for loss resulting from theft or accident, vandalism, fire and other causes for damage of any vehicle or its accessories on College property. Automobile parts or tools left outside of automobiles may be hauled away without notice.

Section VIII — Bicycles:

1. All bicycles should be locked when not in use.
2. Bicycles are not to be ridden on campus sidewalks or on grassed areas of the campus.

3. Bicycles are to be stored only in designated areas.

Section IX — Inoperable Vehicles:

1. Except by permission of a residence hall dean or the Dean of Students, inoperable vehicles may not be parked on the campus. Such vehicles parked without permission will be towed away at the owner's expense.

Section X — Traffic Court:

1. A faculty-student appeals court meets periodically to hear appeals on citations given for violations of the vehicle code. See the Activities Calendar for dates.

CITIZENSHIP STANDARDS AND POLICIES

Attendance at Southern Missionary College is considered to be a privilege granted to those who give satisfactory evidence that they can benefit from the unique features which characterize the College and that their presence among the student body will contribute to the accomplishment of the College's distinctive objectives. The administration reserves the right to require withdrawal of any student who does not give such evidence.

A student's citizenship standing is determined largely by the following criteria: Observance of social regulations; dining room, residence hall and library conduct; attitude toward the religious ideals of the College, attendance of vesper, Sabbath School, church and residence hall worship services; compliance with campus automobile regulations; dress and personal grooming; room cleanliness; faithfulness in meeting appointments; honesty and recreational standards.

A student who finds himself out of harmony with the social policies of the College, who is uncooperative, and whose attitudes give evidence of an unresponsive nature may be advised to withdraw without specific charge.

The citizenship standing of a student who engages in any of the following practices is questionable:

1. Disseminating ideas which undermine the religious ideals of the institution.
2. Displaying a detrimental influence or spirit manifestly out of harmony with the standards or basic philosophy of the school.
3. Using profane language.
4. Possessing or displaying obscene literature or objects; indulging in lewd conduct or suggestions.
5. Drinking or possessing alcoholic beverages, allowing their use in one's room, or frequenting places where such beverages are served.
6. Using tobacco, narcotics, or hallucinogenic drugs in any form, having them in one's possession or allowing their use in one's room.
7. Gambling and possession of playing cards, dice or other gambling devices.
8. Stealing or possession of goods known to have been stolen.
9. Any form of cheating, willful deception or dishonesty.
10. Meeting persons of the opposite sex in a secretive manner.
11. Violating college standards governing social conduct.
12. Immoral behavior.
13. Attending places of questionable amusement including movie and drive-in theatres.
14. Entering or leaving residence halls by any means other than the entrance designated for regular use at the time.
15. Unapproved absence from a residence hall after closing hours.
16. Illegal possession or use of keys.
17. Failing to conform to the stipulations of any disciplinary action.
18. Disruption of either the learning experience on the campus or the normal administrative operation of the College.

A student may receive disciplinary letters of Counsel and Advice for violation of school regulations each semester; however, only one Letter of

Warning will be issued. Thus, if a student has previously received a disciplinary Letter of Warning in a semester and places himself liable for a Letter of Warning because of unexcused absences from required convocations or for social reasons, he will be liable for further discipline rather than a second Letter of Warning.

Property Rights

Only individuals who have made appropriate previous arrangements with the Administrator in charge of the building involved are permitted access to the roofs of College property.

Anyone responsible for damage to College furnishings and other school property will be obliged to make restitution for the damage and may in addition be subject to discipline.

Distribution of Information

All announcements posted on the College campus and all announcements or materials distributed on the campus must receive prior administrative approval.

Duplication of Keys

Students are not permitted to duplicate keys to campus locks.

Levels of Disciplinary Action

Southern Missionary College recognizes several levels of disciplinary action as indicated below. The administration of discipline does not necessarily begin with the first level and follow consecutively through the various levels as violations may continue. A student whose negative behavior is under consideration is subject to disciplinary action at any level.

All disciplinary procedures are under the direction of the Dean of Students. The Dean of Students is the only person who refers a name to the Judiciary Committee.

1. Counsel — The Dean of Students or other administrative officers of the College may give a student involved in a minor offense or a relatively small behavioral deviation a written or verbal word or letter of counsel.

2. Advice — The Dean of Students or other administrative officers of the College may give a letter of advice to a student involved in a more serious offense or behavioral deviation.

3. Warning — The Dean of Students or the Judiciary Committee may give a letter of warning to a student involved in a serious offense or behavioral deviation.

4. Citizenship Probation — The Dean of Students or the Judiciary Committee may place a student who is involved in a serious offense or behavioral deviation on Citizenship Probation.

Citizenship Probation carries with it some or all the following restrictions:

- a. One approved weekend leave per month.
- b. No use of automobile.
- c. No late leaves.
- d. Clean record on all appointments such as classes, chapels, worships, Sabbath School, Church, night checks.
- e. Campus Restriction—May leave once a week with permission.
- f. Loss of all student leadership positions including the SA and religious activities.
- g. Not permitted to participate in off-campus public appearances which represent the college except when involved in class activity.
- h. Other restrictions deemed appropriate.

If student fails in living under the conditions of the citizenship probation their registration will be cancelled until his case is reviewed by the Judiciary committee.

It is the student's responsibility to report his limited status to those who may request his participation in an activity not allowed by his probationary status. Citizenship probation is normally a period of at least six weeks duration.

5. Termination at end of semester or summer session — The Judiciary Committee or the Dean of Students may suspend a student but grant permission for the student to complete courses in progress provided the student's conduct is acceptable during the interim.

6. Suspension — The Judiciary Committee or the Dean of Students may suspend a student from College for a definite or an indefinite period of time. Students under suspension will leave the campus during the entire period of suspension unless specific arrangements to the contrary have been made. A student who has been suspended must submit his request for College readmission to the Dean of Students.

7. Withdrawal — A student who is involved in a single major misbehavior or who has accumulated a series of deviations, or who is insubordinate in his relation to the College authority may be advised by the Judiciary Committee or the Dean of Students to withdraw from the College. A residence hall student who accepts the privilege of withdrawing agrees to move away from the College community; unwillingness to do so may result in formal dismissal. A student who has been suspended must have his re-application approved by the Dean of Students.

8. Dismissal or expulsion — In severe cases of discipline the Judiciary Committee or the Dean of Students may expel a student from College. Such action may result from a student's being involved in any of the three situations above under "withdrawal." Expelled students will not be eligible for readmission to Southern Missionary College.

9. Route of appeal — A student who has been disciplined or denied readmission for social reason has the following route of appeal:

1. Dean of Students
2. Judiciary Committee
3. President of the College

It is the right of the student to bring counsel with him to the Judiciary Committee. The counsel will have the right to make statements to the Judiciary Committee but not to enter into the discussion of the committee. The counsel or the student does not have the prerogative to remain with the committee during the executive sessions.

Schedule of Fines

1. Campus buildings, being present on top of or in other unauthorized places \$25.00

2. Tampering with Fire Fighting Equipment	50.00
3. Firearms or pellet guns, possession of	25.00
4. Fireworks and Combustible Chemicals, possession of or exploding	25.00
5. Pets in residence halls	10.00
6. Television, possession in residence hall room	25.00
7. Property, willful destruction of (fine plus payment of damages)	25.00
8. Motor Vehicle:	
Failure to register a motor vehicle	25.00
Failure to properly display parking decal	5.00
Parking violations	
First offense	2.00
Each subsequent offense	5.00
Reckless Driving	10.00
Secreting unauthorized vehicle	25.00
Speeding	10.00
Stop sign violation	10.00
Driving on lawns and in other unauthorized places	10.00

All fines must be paid in cash to the Dean of Students' office by a specified assigned date. Failure to pay by this time automatically cancels the student's registration.

Government Policy

All regulations adopted by the faculty and announced to the students have the same force as those published in the annual bulletin or in the STUDENT HANDBOOK. Students and student employees living in the residence halls or in the community must conduct themselves in harmony with these regulations which are binding upon them from the time they reach Collegedale to begin their program of study or work, and until they withdraw permanently from the College and leave Collegedale.

Any student under official college discipline will be so informed by letter from the Dean of

Students. A copy of the official statement of disciplinary action will be filed in the student's personal folder in the Dean of Students' office and additional copies will be sent to the student's parents and to the Dean of Men or the Dean of Women if the student is a residence hall student.

WHOM TO CONSULT

Absence from Chapel	Dean of Student's Office
Absence from Classes	Academic Dean's Office
Accounts, State of	Student Finance Office
Administrative Policies	President
Admissions	Admissions Office Registrar
Automobile Registration	Residence Deans (Residence Hall Students) Dean of Students (Community Students)
Books and Supplies	College Bookstore
Calendar of College Events	Dean of Student's Office
Change of Registration	Faculty Counselor Registrar Academic Dean's Office
Chaperonage	Dean of Men Dean of Women
Employment	Student Finance Office
Excuse from Chapel Attendance Requirement	Dean of Student's Office
Government	Dean of Student's Office Residence Deans
Foreign Students	Director of Admissions
Grades	Class Instructor Registrar
Illness	Health Center
Immigration	Director of Admissions
Improvements for Campus or Campus Life	Dean of Student's Office
Leave of Absence Permits Involving Classes	Academic Dean's Office

Loans and Scholarships	Student Finance Office
Lost and Found	Service Department
News	Public Relations Office Southern Accent Office
Problems of Students	Counselor, Deans, Dean of Student's Office
Promotion Trips	Public Relations Office
Psychological Testing	Testing and Counseling Office
Registration Problems	Counselor, Registrar, Academic Dean's Office
Residence Hall Arrangements	Residence Hall Deans
Residence, Off-Campus	Dean of Student's Office Residence Deans
Schedule of Classes	Academic Dean's Office Registrar
Scholastic Problems	Academic Dean's Office Registrar's Office Dean of Student's Office Counseling Office
Social Affairs Clearance	Residence Deans Dean of Student's Office
Sports	Physical Education Director
Student Affairs	Dean of Student's Office
Student Class Schedules	Registrar's Office
Traffic Violations (campus)	Dean of Student's Office
Use of College Facilities	President's Office
Veterans' Affairs	Admissions Office

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