

## DEAR STUDENTS,

With each new school year come opportunities for your intellectual, spiritual, social, and physical development. We believe Milligan College is a community in which you will find persons who are eager to help as you seek to realize your full potential as a Christian student. The friendships you establish with other students, faculty, and staff will last a lifetime and you will graduate with many pleasant memories. The years you spend in college are both challenging and rewarding, filled with hard work and good times. Please do not hesitate to contact any member of the Student Development staff whenever you have a question or problem.

We believe you chose Milligan because of the objectives reflected in the Mission Statement of the College and that you are seeking a quality education in a Christian atmosphere. Your participation in campus life is a key factor in helping that become a reality. Please read the (Expectations and Responsibilities for Community Life at Milligan College) contained in this handbook. We think these are reasonable guidelines for persons seeking to follow the example of Jesus Christ.

The *Student Handbook* is a resource tool for you. It contains information about student organizations, support services, and various college policies. For further explanation or clarification on any aspect, you may contact the Student Development Office. We are praying for your success this year.

In Christ,

Mark Fox  
Vice President for Student Development

## STUDENT GOVERNMENT ASSOCIATION

CONTACT: CURTIS TEEL, SGA PRESIDENT  
P.O. BOX 817, MILLIGAN COLLEGE, TN 37682 • 423.461.8752 •  
CWTEEL@MILLIGAN.EDU

Fellow Students,

Welcome back everybody!

I hope this letter finds you well rested after a great summer and excited, at least as much as one could be, for the year ahead. There are great things in store which have us excited and looking forward to this year.

Our theme for this year is "Catching Fire" and throughout this year, I hope that we will all "catch fire" for God. He has given us all passions, hopes, dreams, and talents to use for His glory, and Milligan College is an amazing place to use, explore, and grow.

When I say, "catching fire" I am referring to coming to know God and who He is. When this happens, it becomes a burden for us to keep that passion to ourselves. Jeremiah describes it as making his heart "become like a burning fire" in which he becomes so weary of holding it in that he cannot endure it. That is the passion I pray we all attain this year. A passion which is so overwhelming that we cannot help but let it out.

As this year progresses I hope that you will see that it as our goal to serve God by serving you and others. God has given us so much for which we should be thankful. After all, if He is for us then who could possibly be against us!

Serving Him,

Curtis Teel

Student Government Association President

## STUDENT DEVELOPMENT STAFF

<u>POSITION</u>	<u>NAME</u>	<u>OFFICE LOCATION</u>	<u>PHONE</u>
Vice President for Student Development	Mark Fox	Student Center	8760
Admin. Asst. to VP for Student Dev	Ann Easter	Student Center	8760
Campus Minister	Nathan Flora	Student Center	8748
Director of Campus Activities	Jessica Carter	Student Center	8335
Director of Intramurals	Ron Worrell	Fieldhouse	8028

Director of Residence Life	Shauna Nefos	Student Center	8735
Resident Directors	Abby Ott	Hart Hall	2001
	Jessica Carter	Sutton/ Williams Hall	4001
	Adam Kniesley	Webb/Kegley/Quillen Hall	5000
	Kent Pettit	Suites/MSA	1505
Assistant Resident Director		Kegley/Quillen	1731
First Year Programs	Dr. Bert Allen	Derthick	8759
Director of Disability Services	Traci Smith	Student Center	8981
Director of Student Success	Traci Smith	Student Center	8981
Health Clinic Nurse	Vicki Carroll	Hardin	8655
Director of Intercollegiate Athletics	Ray Smith	Fieldhouse	8990
Baseball Coach	Nathan Meade	Fieldhouse	8722
Women's Basketball Coach	Rich Aubrey	Fieldhouse	8738
Men's Basketball Coach	Tony Wallingford	Fieldhouse	8783
Cross Country Coach	Chris Layne	Quillen Athletic Bldg.	8738
Golf Coach	Tony Wallingford	Fieldhouse	8783
Women's Soccer Coach	David Dixon	Quillen Athletic Bldg.	8993
Men's Soccer Coach	David Dixon	Quillen Athletic Bldg.	8993
Softball Coach	Wes Holly	Fieldhouse	8951
Swimming Coach	Ron Goehring	Fieldhouse	8489
Women's Tennis Coach	Ron Worrell	Fieldhouse	8904
Men's Tennis Coach	Ron Worrell	Fieldhouse	8738
Track & Field Coach	Chris Layne	Quillen Athletic Bldg.	8738
Volleyball Coach	Kim Hyatt	Fieldhouse	8724

## MILLIGAN COLLEGE ACADEMIC CALENDAR 2007 - 2008

### FALL SEMESTER 2007

Residence Halls Open to New Students .....	August 18
Conference for Families of New Students .....	August 18
Matriculation of New Students .....	Evening of August 18
New Student Orientation .....	August 18 - 21
Residence Halls Open to Returning Students .....	August 19
Faculty Worship Service .....	8:30 a.m., August 20
**Advising, Mentoring, and Registration .....	August 20 - 21
Classes Begin .....	August 22
Fall Break .....	October 4 - 5
Thanksgiving Holidays .....	November 21- 23
Classes resume at 4:00 p.m., November 26*	
Last Day of Classes .....	December 7
Final Examinations .....	December 10 - 13
Commencement .....	December 14

### SPRING SEMESTER 2008

#### January Term

Classes begin; classes end .....	January 7 - 12
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#### Spring Term

Residence Halls Open to New Students and Returning Students .....	January 13
New Student Orientation .....	January 14
**Advising, Mentoring, and Registration .....	January 14 - 15
Classes Begin .....	January 16
Martin Luther King Service Day .....	January 22
Spring Break .....	March 3 - 7
Easter Break .....	March 21 - 24
Awards Convocation .....	April 24

Last Day of Classes .....	May 2
Final Examinations .....	May 5 - 8
Baccalaureate and Commencement .....	May 11

### MAY TERM

Classes begin; classes end .....	May 12 - 30
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### SUMMER SESSION 2008

#### UNDERGRADUATE

Registration .....	May 27
First Term Classes .....	June 2 - 27
Second Term Classes .....	June 30 - July 25

\*\*All students must come to registration.

The *Student Handbook* is published for the Milligan College community once each August by the Student Development Office and is distributed during fall registration. This handbook does not constitute a contract between Milligan College and its students. The information described in this book is subject to change by the college at any time. All changes, corrections, or additions should be reported to the Student Development Office for the following year's handbook.

Founded in 1866, Milligan College is a four-year Christian liberal arts college. Our Christian community values the dignity and worth of all persons. We do not discriminate on the basis of race, ethnic origin, sex, age, or disability.

### CAMPUS HOURS

<b>Bookstore</b>	M,W,F	8:00 a.m. - 5:00 p.m.
	T,Th	8:00 a.m. - 6:30 p.m.
<b>Cafeteria</b>	Mon. – Fri.	Continuous Service 7 a.m. – 7 p.m. Full Service Breakfast 7 a.m. - 8:30 a.m. Full Service Lunch 11 a.m. – 2 p.m. Full Service Dinner 5 p.m. – 7 p.m.
	Saturday Brunch	10:30 - 12:30 p.m.
	Saturday Dinner	5 p.m. - 6 p.m.
	Sunday Breakfast	8:00 - 9:00 a.m. (continental)
	Sunday Lunch	11:45 a.m. - 1:15 p.m.
	Sunday Dinner	5 p.m. - 6 p.m.
	<b>The Grill</b>	Mon. – Fri.
	Sat. & Sun.	6:30 p.m. – 10:30 p.m.
<b>Curriculum Center</b>	Mon.-Fri.	8:00 a.m. - 5:00 p.m.
<b>Derthick Hall</b>	Mon.-Thurs.	7:30 a.m. - 11:00 p.m.
	Fri.	7:30 a.m. - 6:00 p.m.
	Sat.-Sun.	6:00 p.m. - 11:00 p.m.
	<b>Faculty Office Bldg.</b>	Mon.-Fri.
<b>Fieldhouse</b>	Mon.-Thurs.	7:00 - 11:00 p.m.
	Fri.-Sun.	7:00 - 10:00 p.m.
	Sat.-Sun.	2:00 - 5:00 p.m.
	<b>Health Clinic</b>	Mon.-Fri.
<b>Library</b> (Computer Center hours same as Library hours.)	Mon.-Thurs.	8:00 a.m. - midnight
	Friday	8:00 a.m. - 5:00 p.m.
	Saturday	11:00 a.m. - 5:00 p.m.
	Sunday	2:00 p.m. - midnight
	(Only the Main Floor is open 10:30 p.m. - midnight Sun. - Thurs.)	
<b>Pool</b>	TBA	Posted Poolside
<b>U.S. Post Office-Desk</b> (Closed daily for lunch 1:30a.m. - 12:30 p.m.)	Mon.-Fri.	8:30 a.m. - 4:30 p.m.
	Saturday	8:00 a.m. - 11:00 a.m.
Box hours	Mon.-Sun.	24 hours a day
<b>Residence Halls</b>	Sun.-Thurs.	6:00 a.m. - 12:00 midnight
	Fri.-Sat.	6:00 a.m. - 1:00 a.m.
<b>Student Union Bldg.</b> (Closed during chapel)	Sun.-Sat	7:30 a.m. - 2:00 a.m.
	<b>Writing &amp; Study Skills Center.</b>	Mon.-Fri.

# MISSION STATEMENT

As a Christian liberal arts college, Milligan College seeks to honor God by educating men and women to be servant-leaders.

## **A Positive, Personal Christian Faith That Jesus is Lord and Savior.**

The expression "Jesus is Lord and Savior" is to be understood in its historical, biblical significance. Jesus, the Man of Nazareth, is God's Son, therefore, both Savior and Lord of Life. The attainment of positive, personal Christian faith means the commitment of one's life to this Jesus.

## **A Commitment to Follow the Teachings of the Christian Scripture in One's Personal and Social Ethics.**

This commitment involves recognition of the norms of human conduct that derive their sanction from the Christian faith.

## **The Capacity to Recognize and Assume Responsibility in Society.**

The main functions of education are to arouse within the individual an awareness of indebtedness to one's fellow human beings, to foster in each a desire to assume personal responsibility, and to prepare the individual to fulfill his or her obligation to society.

## **The Knowledge, Meaning, and Application of Sound Scholarship.**

The student is led to develop a respect and enthusiasm for sound scholarship and to seek it with diligence and perseverance.

## **Preparation for Securing an Enriched Quality of Life for Self and Family**

Courses of study and campus life are designed to develop the quality of aesthetic appreciation, to provide a background in the liberal arts, and to lead to the selection of a field of interest which will provide opportunities for a fulfilling life.

## **Participation in the Activities of a Healthy Lifestyle**

This may be accomplished through intramural and intercollegiate sports, residence hall living, campus fellowship, and other student activities.

## **Under Commitment to Non-Discrimination**

In accordance with the Age Discrimination Act, Title IX, and Section 504 of the Rehabilitation Act, Milligan College does not discriminate on the basis of age, disability, gender, race, color, national and ethnic origin, or political affiliation in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Concerns should be addressed to:

Traci J. Smith, Director of Disability Services

P.O. Box 500

Milligan College, TN 37682

[tjsmith@milligan.edu](mailto:tjsmith@milligan.edu)

423.461.8981

# COMMUNITY LIFE

## **MCMAHAN STUDENT CENTER**

The McMahan Student Center, dedicated in 1987, provides a focal point of campus fellowship and includes a snack bar, SUB 7 room, lounge, bookstore, career resource center, conference room, the LINC Volunteer Services office and offices for the Student Government Association. On the lower level of the Student Center are the offices of the Vice President for Student Development and the Vice President for Enrollment Management. If you are interested in getting involved on campus, contact the Director of Campus Activities at 423-461-8335.

## **STUDENT GOVERNMENT**

The Student Government Association (SGA) exists to formulate and execute a Christian student government whose duties are to stimulate communication and cooperation among students, faculty, and administration. It also helps to coordinate student activities, to participate in the determination of College procedures, to labor in the interest of improving academic standards and to develop a greater spirit of progressive citizenship. SGA holds open meetings and anyone can come and voice concern. Voting membership consists of class presidents and representatives, the dorm presidents, a commuter representative and the executive council. Non-voting members are the chairs of Committees.

## **CAMPUS ACTIVITIES**

The Mission of Campus Activities is to enhance students' educational experience through challenge and support in mentor relationships, active-learning opportunities and purposeful programming. Below is a listing and description of opportunities for involvement on campus.

## **STUDENT ORGANIZATIONS:**

**Professional, Social, and Recreational** All professional and social organizations of Milligan College are designed to aid the students in fulfilling themselves and reaching their full potential religiously, academically, socially, and creatively. The following organizations were originated by students and have received the sanction of the College. Additional professional or social organizations may be added to this list upon the initiative of several students who present a charter to the College, select a faculty adviser, and demonstrate that the proposed organization is in keeping with the purposes and philosophy of Milligan College. To be a recognized student organization, approval must be obtained from the Campus Activities Office and a faculty/staff adviser must be selected by the organization. All college-sponsored activities must be scheduled and approved through the Campus Activities office. Fund raising projects must be approved by the Vice President for Student Development.

**Alpha Chi** is a collegiate national honor society. The association is open to juniors and seniors in the top 10% of their class with a grade point average of at least 3.5.

**Alpha Psi Omega**, the national theatre honorary society, is active on campus with membership based on a point system whereby points are earned by participating in the many facets of theatre work on campus. Popular current projects include sponsoring the yearly Festival of One Act Plays and a touring production that travels to area public schools.

**Arts Council** functions as a way to promote and recognize the arts on campus as well as making students aware of art opportunities on and off campus. The council strives to involve more students in artistic activities and sponsors a 'paint night' each semester.

**Buffalo Ramblers** is an informal association of those members of the Milligan College family who enjoy exploring on foot the scenic gorges, peaks, caves, and waterfalls surrounding the College.

**CAB, Campus Activities Board**, is a committee of SGA. Students are invited to get involved in this group and help plan the majority of activities available during the year. CAB consists of six different sub-committees: Film, Dances, Trips, Wonderful Wednesday, Multi-Cultural Affairs, and Music Events.

**Christian Pre-law Association** provides a means for students interested in law school or various careers within the legal field to gain an understanding of what will be expected of them after college. In addition, the club explores possible methods of integrating a Christian perspective in the legal field.

**College Republicans** is an organization made up of students interested in local, state, and national politics.

**Commuter Council** seeks to unite and involve commuters in campus life.

**The French Club** exists to promote social and educational activities in a French language setting. This club is open to all elementary and intermediate French students.

**The Hill** seeks to foster fellowship among non-traditional students and to help address and solve any issues or problems they may face when adjusting to a residential college setting.

**Human Performance and Exercise Science Club** seeks to foster a greater interest in health and wellness in the Milligan community and to form unity among those interested in HPXS.

**Milligan College Cycling Club** exists to promote fun and fellowship through bike riding and other outdoor activities.

**Mu Kappa** promotes fellowship among children of missionaries as well as international students by providing a loving and supportive environment for those whose families may not be in the U.S.

**Multi-Cultural Affairs Committee** is a facet of the Campus Activities Board and aims to make Milligan a genuinely multicultural Christian community by affirming the worth of all human beings and affirming the value and significance of the human cultures and communities that have developed over the centuries. Music Educators National Conference has a student chapter on the campus. Its purpose is to afford students the opportunity for professional musical orientation and development. These students also sponsor receptions after some concerts and serve as ushers for these events.

**NAMI**, the Nation's Voice on Mental Illness has a chapter on campus. NAMI exists to educate and increase awareness of mental health issues and to promote early detection, intervention and resources. These students also strive to combat stigma that surrounds mental illness by breaking silence, shame, secrecy, myths, and ignorance that create barriers when seeking help.

**Phi Alpha Theta** is an honorary history society with more than 270,000 members in over 850 chapters in colleges and universities across the United States. Phi Alpha Theta's mission is to promote the study of history through the encouragement of research, good teaching, publication, and exchange of learning and ideas among historians. Milligan history students established the Alpha Iota Tau chapter of Phi Alpha Theta during the Spring 2001 semester.

**Photography Club** increases awareness of the Milligan College photography program and incorporates the community through Christian service in the arts.

**Psi Chi** offers Psychology majors and minors ways to explore and learn about the connection between the field of psychology and their faith. Students also seek to connect with the community through service.

**Milligan Recycling Committee** continually seeks to make recycling a permanent and practiced activity on campus. Students strive to influence the college's attitudes toward the environment and Christian responsibility.

**Rotaract Club** provides an opportunity for students to grow in their leadership skills and to promote better relations among all people worldwide through a framework of friendship and service.

**Student Nursing Association** brings together both traditional and non-traditional aged nursing students.

**The Spanish Club** exists to encourage Spanish culture and language appreciation while hosting several social and educational activities.

**The Student Nurses Association** is an organization that exists to provide fellowship and student support for those in the nursing major. This organization also provides service and health promotion activities to the Milligan community.

**SUB 7 Coffeehouse** is another facet of CAB. This organization sponsors several coffeehouse style performances each month. Those participating with SUB 7 book the acts, set up the sound equipment, and make the coffee for each performance. All students are invited to attend.

**Wrapped in Love** is a club that utilizes the crafts of knitting, crocheting, and sewing to provide articles to be given to local hospitals, children's homes, pregnancy care centers, homeless shelters, etc. The club also aims to teach others how to knit, crochet, and sew

#### **CAMPUS MINISTRY ORGANIZATIONS:**

**(FCA) Fellowship of Christian Athletes:** Open to all students this ministry addresses the mutually benefiting opportunities for religion and sports and serves the unique dynamics of student athletes. FCA hosts monthly events qualifying for the spiritual formation program, weekly small groups and bible studies, retreats and Christian leadership seminars.

**Vespers:** An informal, contemporary student-led worship service open to all students. Vesper services occur at 9:00 PM on Sunday evenings in lower Seeger Chapel's Walker Auditorium. This is an informal time for worship in which all students are invited to participate. The program is varied, incorporating singing, sharing, speaking, and special programs of fellowship. Vespers is an important part of the spiritual activities at Milligan College. This weekly event is held in lower Seeger.

**(CCMC) Cross Cultural Missions Committee:** This ministry promotes cross cultural mission awareness and engagement through mission trips, monthly forums, national conferences and other events. This group sponsors special discussions about various mission fields and aids in the recruitment of missionaries

**Service Seekers:** This ministry encourages Milligan students to follow Jesus' call to reach out to the marginalized people (sick,

elderly, poor, outcasts, etc...) of our world.

**(LINC) Linking Individuals to the Needs of the Community:** This organization serves as a hub for coordinating individual students with local community service organizations. It also provides the college community with opportunities to partner with national service initiatives.

**Beacon:** This ministry encourages Milligan students to reach out and serve the needs of rural Appalachia through mission trips.

**Habitat for Humanity:** This ministry is an official chapter of the nationwide Habitat for Humanity organization and enables Milligan students to build houses in partnership with those in need of shelter. Habitat for Humanity is a non-profit, non denominational Christian housing organization.

**(CMC) Campus Ministry Committee:** This committee coordinates discipleship and spiritual formation activities beyond those of the CMT, Campus Ministry Team. These activities include spiritual retreats, prayer vigils, Christian leadership conferences and seminars, devotional breakfasts, additional discipleship groups, campus ministry publicity and fellowship events.

**Bible Bowl:** This ministry made up of former bible bowlers coordinates The Milligan College Summer Bible Bowl tournament.

## MUSIC GROUPS:

**Heritage** a small a cappella ensemble, is an auditioned group of six to eight men and women performing on and off-campus for churches and service clubs.

**Brass Ensemble** is an instrumental ensemble composed of brass instruments devoted to the study and performance of literature written specifically for brass.

**Civic Band** provides students a performance opportunity with the Johnson City Civic Community Band.

**Concert Choir** is an auditioned mixed chorus with varied repertoire of classics, spirituals, hymn arrangements and musical theatre. The Choir tours annually and performs on numerous other occasions.

**Pep Band** is an instrumental ensemble devoted to performance of music during select Milligan College athletic events.

**Orchestra** provides students an opportunity to perform with the Johnson City Symphony Orchestra.

**Jazz Ensemble** is an organization devoted to performance of jazz and pop styles, with emphasis on ensemble playing, solo playing, and improvisation.

**Milligan College Orchestra** is an auditioned orchestra which performs representative literature for on and off campus performances. This ensemble is open to elective students, as well as music majors and minors.

**Milligan Gospel Choir** is a mixed chorus singing various styles of gospel music.

**String Quartet** is a chamber ensemble for string players which perform for on and off campus events.

## SCHEDULING EVENTS

All planned events by any Milligan student organization or club should be placed on the master calendar in the Campus Activities Office. The Director of Campus Activities will assist in reserving rooms and equipment and will give checklists to follow to ensure success of both annual and new events.

## PUBLICATIONS

The **Buffalo** is the Milligan College yearbook, and it is published in cooperation with the faculty, administration, and students. Interested students with or without experience are welcomed.

The **Phoenix** is an art and literary publication by and for the Milligan community. Any short story, poem, or artwork is welcomed and wanted for the magazine. One issue is published each year. A concert is held each spring to raise funds for the publication. All students and faculty are invited to participate or attend.

The **Stampede** is the Milligan student-run newspaper published both in print and online, to provide news and information about the college community as well as serve as an open forum. Students from all disciplines are welcome to contribute or to join the staff. The Stampede includes a weekly "bulletin board" of events and announcements. Send items for the bulletin board to [thestampede@milligan.edu](mailto:thestampede@milligan.edu).

## SOLICITATION

No one, including faculty, staff members, as well as outsiders, is permitted to sell, solicit, or conduct any business operation or distribute literature in the residence halls or on campus without written permission from the Student Development Office.

## MCCORMICK DINING CENTER

The goal of the dining service is to meet the needs of students by offering a nutritionally well-balanced meal through multiple food selections, served in a comfortable atmosphere, as expedient as possible while allowing time for fellowship and meet schedule requirements. To further meet the needs of schedules and meal choices, **Meal Transfers** will allow board students to take **15** meals per semester at the Grill. To enter the dining center, boarding students must present their student ID to be scanned by computers at the door. Board plan information is recorded using bar codes on each ID, thus it is critical to have your ID to enter. Those with lost/misplaced ID's must pay per meal to enter until they have an ID. A refund of meals paid for will be made upon the presentation of the ID. The board plan program is designed for "all you can eat" per meal while in the dining center. No food or beverages are permitted to be take out of the dining center other than those that have been approved (Sick trays, sack lunches etc.) Please do not remove any dining center serviceware. Dishes, trays, and silverware are to remain in the dining room. Each person must wear shoes and a shirt while in the dining room for health and sanitary reasons.

## SNACKBAR ACCOUNT

Students may also use the option of the **Snack Bar Plus Account** to provide a **credit line** at the Student Union Grill. Plus account may be purchased at registration or at any time throughout the semester at the business office or from the Snack Bar manager. Commuters or non-board students living in the MSA Suites may also use their Plus account to eat at the McCormick Dining Center as well as the Grill. Any unused Plus Account balance remaining at the end of the Fall Semester **will be** transferred to the Spring Semester. Any unused balance remaining at the end of the Spring Semester **will not** be transferable and will be

forfeited if not used by the last day of classes for the Spring Semester.

## SNOW SCHEDULE

In case of inclement weather, announcements of schedule changes will be on the following radio and television stations: WETS (FM 89.5), WJHL (Ch. 11), WQUT (FM 101.5), WXBQ (FM 96.9), WTFM-WKPT (Kingsport AM 1400, FM 98.5), WAEZ (FM 99.3), WKPT (Ch. 19), WCYB (Ch. 5), WJCW (AM 91), WBEJ (Elizabethton), and WEMB (Erwin), WKIN, WGOC (AM 640), WCQR (FM 88.3), and WKOS.

If a snow schedule is announced, it means classes will begin at 10:00 a.m. and follow the following meeting times below. MWF classes will be limited to 40-minutes and TR classes will be limited to 60-minutes.

Period	MWF	Period	TT
1 (8:00).....	10:00-10:40	1 (8:00).....	10:00-11:00
2 (9:05).....	10:50-11:30	2 (9:30).....	11:10-12:10
3 (10:10).....	11:40-12:20		
4 (11:15).....	12:30-1:10	4 (12:40).....	12:20-1:20
5 (12:20).....	1:20-2:00	5 (2:10).....	1:30-2:30
6 (1:25).....	2:10-2:50	6 (3:40).....	2:40-3:40
7 (2:30).....	3:00-3:40	7 (5:10).....	3:50-4:50
8 (3:35).....	3:50-4:30		
9 (4:40).....	4:40-5:20		

**Traditional-aged students:** Students who are 24 years old and younger are considered traditional-aged. Policies for this student population are applicable to both residential and commuter students, regardless of their academic program enrollment.

**Non-traditional-aged students:** Students who are 25 years old and older are considered non-traditional-aged, regardless of their academic program enrollment.

## SPIRITUAL LIFE

### LOCAL CHURCHES:

Milligan College encourages student involvement in local congregations. Local churches welcome Milligan students and seek to provide them with opportunities for service and fellowship. Interaction with Christians outside the Milligan College Community is a valuable experience especially for those who are unable to return home on a regular basis. Students are able to development their faith while sharing and serving local congregations. Students can contact the Church Relations Office for further assistance in locating a local congregation.

### CAMPUS MINISTRY

To support the college's mission campus ministry provides programs for Christian spirituality, mission, worship, fellowship and instruction. Through discipleship and formation campus ministry seeks to nurture the vision of God's Kingdom, to develop intentional faith in living by the Holy Spirit and to equip God's people with the means to fulfill their vocation as members of Christ's Church.

### CAMPUS MINISTER

Milligan College has a full time campus minister to help meet the needs for the faith development of the campus community. The campus minister is responsible for directing the spiritual formation program, working with the various extensions of the Campus Ministry Team and providing personal pastoral care to the campus community.

### SPIRITUAL FORMATION PROGRAM

This program exists to enable Milligan College to achieve its mission through implementing a co-curricular program of spiritual formation opportunities.

Foremost under the college's mission to educate men and women to be servant leaders is that of fostering in them a positive, personal Christian faith that Jesus is Lord and Savior. Motivated by the Lordship of Jesus Christ, servant leadership should be exhibited in areas of human existence. The unique quality of Christian servant leadership is developed through participating in activities that nurture the Christian spirit, character and worldview (i.e. spiritual formation) of the members of our college community. Rooted in the transformation that occurs through divine and human relationships such activities include worship, theological reflection, cross cultural engagement and discussion arising from the integration of faith and learning.

**In addition to academic endeavors all traditional students must participate in 150 spiritual formation programs to graduate.** A calendar of chapel services, convocations, lectures, campus ministry programs and community events qualifying for this program will be provided each semester. Only activities listed on the college's spiritual formation program calendar will qualify for credit. These activities will be open to all members of the campus community and contain recognizable qualities of spiritual formation as explained above.

### CHAPEL

Milligan College has, from its beginning, held the chapel program as an integral part of campus life. The primary purpose of

chapel is to provide the campus community an opportunity for corporate worship. The chapel service is respectful and inclusive of the entire College community and employs the variety of talent, worship styles, creativity, and sentiments of the College community in worshipping together. All Milligan College chapel services qualify for the spiritual formation program and occur on Thursday mornings in Seeger Chapel at 11:00 until 11:50 AM. Generally these services are exclusively worship venues. Occasionally, lectures, dialogues or other forums may occur during the designated chapel time.

### CONVOCATION

Programs not following a worship format but characterized by the integration of faith and learning are designated as convocation programs. These events will include cultural and artistic presentations, forums addressing faith and contemporary issues and special lecture presentations. Programs seek to address student needs and concerns in all areas of life: spiritual, intellectual, emotional, personal, social, cultural, and physical. Milligan College convocation programs traditionally occur on Tuesday mornings at 11:00 until 11:50 AM but can occasionally occur at other times and locations.

### LECTURES

Occasional lectures, dialogues and forums that reflect and enable spiritual formation will qualify for spiritual formation credit. These will traditionally occur during the designated convocation or chapel venues but occasionally may include events outside of these traditional settings.

### CAMPUS MINISTRY PROGRAMS

In addition to Chapel and Convocation various alternative spiritual formation events and activities initiated by the campus ministry office will qualify for spiritual formation credit. These activities will be open to all members of the college community and may include unique worship venues, devotional breakfasts, discipleship groups and retreats.

### COMMUNITY EVENTS

Occasionally events outside of the Milligan College community will qualify as significant venues for spiritual formation credit. These events may include but not be limited to Chapel and Lectures at Emmanuel School of Religion and special events at area churches.

### EXEMPTIONS

*No exemptions for spiritual formation program attendance will be made for:*

- Academic major field experience (e.g. nursing clinicals, student teaching, required internships)
- Athletes with schedule conflicts due to team events and responsibilities
- Commuters without classes on Tuesday & Thursday
- Students with conflicts due to job/employment/ internship responsibilities
- Conflicts due to enrollment at other educational institutions (e.g. ETSU, ESR)

*Exemptions from attending the spiritual formation programs will apply for the following students:*

- All non-traditional students (i.e. age 23 and above prior to fall semester)

### PRORATING

*Students in the spiritual formation program will be prorated accordingly for the following:*

- Transferring students corresponding to their academic class standing
- Entering 1st year students enrolling with 13 or more credit hours of academic credit
- Students readmitted corresponding to their number of semesters enrolled at Milligan College, previous spiritual formation attendance will be applied

#### Spiritual Formation Prorating Chart Corresponding to Academic Credit Hours

Class Standing	Qualifying Credit Hours	Credit Hours 1st Semester	Corresponding SF Units	Credit Hours 2nd Semester	Corresponding SF Units
Freshman	- - - -	0-12	0	13-25	19
Sophomore	26	26-41	38	42-57	56
Junior	58	58-74	75	75-91	94
Senior	92	92-109	113	110-128	131

### EXPECTATIONS AND ETIQUETTE

The Spiritual Formation Program at Milligan College will be respectful and inclusive of our entire community, employing the variety of talents, worship styles, creativity and sentiments of our college community.

To best allow ourselves to engage in spiritual formation we ask that participants come to spiritual formation activities with appropriate attitudes, dress, open hearts and minds and respect for those leading and participating alongside them. Please participate solely focusing on each respective event. **Homework and other obligations should be set aside until after the event.**

### IMPORTANT TO REMEMBER

- Be sure to read the spiritual formation program information and calendar that you receive at the beginning of every semester. It is also available online at <http://www.milligan.edu/spiritual/worship.htm>
- You should attend an average number of 19 spiritual formation programs per semester.
- You can check your total number of attended programs on line at [www.milligan.edu/login](http://www.milligan.edu/login)

- Students caught falsifying attendance will not be eligible for spiritual formation program attendance for that entire semester
- Milligan College does not grant degrees to students who fail to participate in 150 spiritual formation programs. Students failing to attend the total number of spiritual formation programs by anticipated graduation date must return the following semester to satisfy SF program requirement for diploma
- Milligan College does not offer alternate substitutions for seniors who are deficient in spiritual formation programs attended.
- Attendance requirements: Participants in attendance of spiritual formation events must have their id cards scanned by authorized personnel to receive credit. People will not qualify for attendance if they arrive later than 10 minutes after the start of the respective event or leave prior to its conclusion.

#### **(CMT) CAMPUS MINISTRY TEAM:**

In conjunction with the campus ministry staff, this is the organizational fellowship including all the various extensions of campus ministry at Milligan College. **Members of this group are made up of the student leaders for Chapel, Vespers, Service Seekers, LINC, Habitat for Humanity, Beacon, FCA, (CCMC) Cross Cultural Missions Committee, Resident Chaplains, Campus Ministry Chair, (CMC) Campus Ministry Committee and work study students. (Descriptions of these organizations listed in Community Life above.)**

## **ACADEMIC LIFE**

### **ACADEMIC POLICIES & PROCEDURES**

**Academic Probation** - A semester or cumulative GPA of less than 2.0 is the criterion for being placed on Academic Probation. Participation in extracurricular activities is restricted and must first be approved by the Academic Dean's Office. Volunteer tutors are available to offer assistance in various classes. A list of tutors may be obtained from the Director of Student Success or the Student Development Office.

**Academic Grievance Procedure** - If a student feels that a final grade is unfair, he/she should follow this procedure:

1. Go directly to the professor and discuss the problem.
2. If this does not work, then the student should go to that Area Chair and discuss the problem. (The Dean's office can tell you who this is if you do not know.)
3. If this still does not solve the problem, then go to the Academic Dean, who will set up a meeting with the student, professor, Area Chair, and Academic Dean all present.

### **ACADEMIC INTEGRITY**

Academic dishonesty (the intentional misrepresentation of all or part of one's work to deceive for personal gain, or assisting another to do the same) is a serious offense which undermines the bonds of trust and honesty between members of the college community and defrauds those who may eventually depend upon our knowledge and integrity.

Since academic dishonesty is related to a student's class work, the appropriate response is vested in the professor or academic administrator, as follows. Depending upon the nature and extent of the offense, the student may receive a failing grade on the work in progress, or a failing grade in the course. Incidents of flagrant academic dishonesty may be referred to the College Discipline Committee for resolution. In all cases, the professor will notify the student, in writing, of the offense and the sanction. A copy of the notification will be provided to the Vice President for Academic Affairs, who will inform the Vice President for Student Development. With the exception of cases referred to the Discipline Committee, the student may request further hearing via the Academic Grievance Procedure.

### **ADVISING**

All freshmen entering Milligan College are assigned a faculty mentor who will function as the academic adviser for that year. All other students will be assigned an adviser, usually from within the discipline in which the student is majoring. Milligan College requires regular meetings between students and their academic mentors or advisers – four meetings for the first semester freshman, two meetings for second semester freshmen, and one per semester for all other students. Failure to meet with academic advisers will result in not being able to pre-register for classes.

Students are especially encouraged to consult with advisers on a regular basis. While a student's satisfactory progress toward graduation is the responsibility of the student, regular contact with one's adviser can help ensure timely progress toward graduation.

### **RELEASE OF INFORMATION**

The College makes every effort to keep student records in line with federal regulations. The Family Educational Rights and Privacy Act stipulates the guidelines by which the College makes decisions in regard to the release and use of student records. A copy of this Act may be obtained in the Student Development Office. Milligan follows the Family Educational Rights and Privacy Act in releasing any information. Only directory information, such as name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational agency or institution attended by the student is released without the student's consent. Students may file a form in the Registrar's Office if they wish to be excluded from the directory. The directory is for use within the College. Anyone outside the College who desires student information is directed to the Registrar.

### **PHOTOGRAPH RELEASE**

From time to time our students and employees may be identified or photographed for publication, broadcast, transmission and/or electronic display by the news media or college public relations officials. Unless a written statement to the contrary is filed with the Office of Student Development at the beginning of the semester, students and employees of Milligan College waive their model rights to be photographed for the college's print and online publications without prior notice.

# RESIDENCE LIFE

## **RESIDENCE LIFE MISSION**

*The goal of the residence staff at Milligan College is to provide the physical environment and professional services to help students have an effective educational living/learning experience which will contribute to every aspect of student life - spiritual, social, academic, and physical. Interaction and cooperation are essential to personal growth in the residence hall. To this end, students and staff work together to communicate clearly, to encourage one another, and to uphold fairly the standards of communal living.*

Membership in an academic community of Christians carries with it certain responsibilities. Residents are expected to abide to Student Guidelines of Lifestyle and Conduct (see page 127-129) and conform to all rules of the College, as well as local, state and federal laws. The Milligan community is obliged to renounce behaviors and attitudes that do not follow these guidelines and seek God's forgiveness and help so that we may grow in grace and righteousness.

The College affirms the right of each student to a degree of privacy. Rooms and furnishings are the property of the College, and the College has the obligation to prevent the use of the College rooms for purposes that are either illegal or in violation of campus regulations. Therefore, the College administration (or its authorized personnel) reserves the right to enter rooms at any time for inspection and search purposes. Any such room inspections or searches will be conducted with valid reasons and discretion. Inspections and searches may be conducted without the presence of the resident. All rooms are subject to spot checks by the Resident Director who is required to approve the use and condition of each room. Students agree to take care of rooms and furnishings in a satisfactory manner and pay for damages (beyond normal wear) which occur while they are assigned to that room.

## **RESIDENCE LIFE STAFF AND STUDENT LEADERSHIP**

### **DIRECTOR OF RESIDENCE LIFE AND HOUSING**

The Director of Residence Life and Housing oversees all aspects of the residence life program and works with other College staff on special programs and projects such as student leadership development and other areas of service to students.

### **RESIDENT DIRECTORS**

Resident Directors (RD's) are members of the student development staff. Each Resident Director is responsible for administering and operating a residence hall and supervising resident assistants to ensure the general welfare of residents and the College. Resident Directors and their staff are officials of the college and they operate under the jurisdiction of the College administration. Each RD resides in their respective Residence Halls.

### **RESIDENT ASSISTANTS**

Resident Assistants (RA's) are students who assist the Resident Director in the supervision, counsel, and direction of life and activities in the residence hall. They are resource people, liaisons, and informal counselors. By close contact with their peers, RAs challenge students to make the most of their College experience.

### **RESIDENCE HALL COUNCILS**

Each residence hall has a council that plans social and spiritual activities for the residents. Service projects and wellness activities are other types of programs that are presented during the year. The Residence Hall dues of \$10/semester, incorporated into the student activity fee, fund all Residence Hall activities with assistance from the SGA budget as well. Councils are elected in the fall each year. Presidents of the Councils are voting members of SGA.

### **RESIDENCE HALL ASSOCIATION**

The Residence Hall Association (RHA) is comprised of the Residence Hall Councils on campus, and the Campus Commuter Representative. The Residence Hall Association is dedicated to promoting and maintaining a healthy residential life. The RHA looks to encouraging peer involvement and expectations, spiritual, mental and physical well-being and looking after the needs of the community at large.

## **RESIDENCE HALL COMMUNITY GUIDELINES AND SAFETY POLICIES**

### **ALCOHOL/ILLEGAL DRUGS**

Milligan College prohibits the use, possession, distribution and influence of alcohol on campus and at any college functions on or off campus. Traditional-aged students may not use or have in their possession any alcoholic beverages at any time. Violations will result in disciplinary options outlined in the Student Guidelines section.

In the event of a non-traditional-aged Milligan student socializing with or in the company of a traditional-aged Milligan student, both parties will be subject to the alcohol policy for traditional-aged students (See definition of traditional and non-traditional-aged students in the Community Life section of the Student Handbook).

The College does not permit the use, possession or distribution of illegal drugs or narcotics as defined by federal law. Substances and/or paraphernalia so prohibited will be confiscated and disposed of by College staff members. See Student Guidelines section of Student Handbook for disciplinary sanctions given for violation of this policy.

### **ALCOHOL ADVERTISEMENTS**

Advertisements advocating the use of beer, liquor and wine as well as paraphernalia showing the trademarks or slogans of these beverages are not permitted on College property.

### **BICYCLES**

To comply with State Fire Codes, bicycles may not be parked in walkways, hallways, stairways or entrances. Residents must store bicycles in their rooms.

### **CANDLES, LANTERNS, POTPOURRI**

Candles, Lanterns, Potpourri Candles, Simmering Potpourri, Plug-In Deodorizers, or other flammable items are strictly forbidden in the residence halls. Violation can result in fines and disciplinary sanctions.

## COMMUNITY AREAS, STUDY ROOMS, LOBBIES AND LOUNGE AREAS

The Residence Hall staff will discuss the management of areas shared by students in your hall. Although community areas are cleaned several times each week by the housekeeping staff, residents are expected to participate in keeping their residence hall a clean and livable environment. Community furnishings are not to be removed. For a group activity, residents may reserve their floor lounge or dorm lobby through their RA or RD.

## DAMAGES

Conduct within the residence halls that deprives the rights of others or damages College property is subject to disciplinary action.

## DISCIPLINARY GUIDELINES

If residents violate the Milligan College code of conduct or college policies, they face the possibility of disciplinary action. Disciplinary action in the residence halls and at Milligan College is viewed as a means of guiding students toward developing Christian responsibility and maturity. See the College's full Disciplinary Guidelines in this Student Handbook.

## HALL MEETINGS

Meetings are held throughout the semester to inform you of college policy and events and to receive feedback from residents on how the living environment may be improved. Each resident is required to attend mandatory meetings.

## FINES

All fines handed out are credited to the student's account within two weeks. A verification of the account posting is given to the student by the Director of Residence Life and Housing. All disciplinary fine money is put back into the residence hall account for use in programming for all residents of the hall. Disciplinary fines are separate from making restitution for direct damages (see below in Room/Hall Damage Charges).

## FIRE SAFETY

If you find or suspect a fire and don't hear an alarm, activate a fire alarm immediately.

- If smoke is present in your room, keep close to the floor and move to the door. If the door is hot, do not open it. Seal the cracks with available cloth and call 9-9-1-1 and campus security (daytime 423-461-8734 evenings, 423-791-0617) to report your location. If the phone isn't working, open the window and hang a sheet or other material out of the window to attract attention.

In case of fire:

- Close your windows and open the draperies; turn on all lights.
- Take a coat or blanket and a towel with you; wear shoes.
- Unlock and close your door when you leave.
- Go to the nearest exit.
- Walk rapidly, but do not run; keep to the right; go quietly, PREVENT PANIC.
- Stay with the group and away from the building until a signal is given to re-enter the hall.
- Never re-enter the building during a fire. Your personal belongings are not worth your life.

If you hear an alarm and your door is not hot, close the windows, open the curtains/blinds, turn the lights on, leave the room and close the door leaving it unlocked. Proceed to the nearest exit, checking to see if the rooms next to you are empty. (Each dorm/apartment building has posted evacuation routes which are designed to eliminate confusion.) Proceed to the nearest evacuation location. Do not return to the building until you receive approval from the residence hall staff, the Physical Plant Director or the Fire Department.

Students who knowingly refuse to vacate a hall during a fire or fire drill will be fined \$100 and are subject to disciplinary action.

Do not tamper with smoke alarms. Any tampering with fire equipment is a \$100 fine by the College and may be prosecuted by the State Fire Marshal as a misdemeanor. Individually starting false alarms will be prosecuted by the Fire Marshal.

The Tennessee Code Annotated section pertaining to false fire alarms reads as follows:

"39-2215 FALSE FIRE ALARM PENALTY - Any person who willfully and maliciously gives or causes to be given, by any means, a false alarm of fire, shall be guilty of a misdemeanor, and upon conviction thereof, shall be fined not less than ten dollars (\$10) nor more than five hundred dollars (\$500), or imprisoned in the county jail or workhouse for a period of not more than six months (6) or both."

## HALLWAYS

Hallways should remain clear at all times. No personal items such as trash, drying racks, furniture, shoes, etc. are permitted in the hallways at any time.

## MEDICATION

Any resident who is required to take special medication should make this known to the Resident Director by way of the Emergency Contact Sheet filled out at the beginning of the year and to the College nurse.

## OBSCENE LANGUAGE/PICTURES

Obscene language, literature, or pictures are not tolerated in and around the residence hall. The College reserves the right to remove questionable posters or material.

## OPEN HOUSE

Several open houses are planned for and outlined in the Student Handbook Planner. Students may open their rooms and guests of the opposite sex may come to visit. This tradition provides excellent fellowship and encourages students to take greater pride in their living areas. The door to the room must remain completely open with a light source on at all times visitors are present.

## OVERNIGHT GUEST POLICY

Overnight guests are welcome, but they should pay a \$5 fee per night if they stay longer than two nights. The student host will be responsible for the collection of the fee which should be given to the Resident Director. Residents are responsible for informing the guest of housing policies, and the resident assumes all responsibilities for the guest. **Members of the opposite sex are not**

permitted to stay overnight in the room, even if they are family members.

## PRANKS AND OTHER INAPPROPRIATE ACTIVITIES

Such activities are defined as any individual or group activity that results in the disturbance or distress of others, or that causes damage, destruction or defacement to property. All such activity is prohibited and subject to disciplinary action and any resulting damages are charged to the students involved, including an entire floor or hall. Activities such as soccer, basketball, roller-blading, wearing of cleats, wall climbing, Frisbees, paint guns, water fights, etc. are not permitted in the residence halls.

**Hazing:** Hazing of students is an unacceptable activity and will result in strict disciplinary action. Hazing is defined as any action which causes or is likely to cause mental or physical danger or harm. Any activity which can be termed unsanitary, dangerous, or degrading, or potentially so is unacceptable.

**Harassing/Threatening Phone Calls:** Residents should notify their RA, RD or Director of Residence Life and Housing immediately in the case of harassing or obscene phone calls.

## PETS

Pets are strictly forbidden. Residents may have one 25 gallon (max.) aquarium for fish only. Any other animals or pets in the residence halls should be reported immediately to an RA or RD. Violations are subject to disciplinary sanctions.

## PROHIBITED ITEMS

To maintain a safe environment in the residence halls, the following items are prohibited in the residence hall: firearms such as rifles, shotguns, pistols, weapons, war souvenirs, explosives, ammunition, fireworks, air guns, etc., candles or any open-coil cooking or heating appliances. Possession of a gun or weapon should be reported immediately to the RA, RD, Director of Residence Life and Housing and/or Security. According to Federal law (TCA Code# 39-17-1309) it is a felony to possess or use firearms or dangerous weapons of any kind on Milligan College campus. Furthermore, a Tennessee gun permit does not allow possession of a weapon on campus. State law stipulates a penalty of six years imprisonment maximum and a fine not to exceed \$3,000 for carrying weapons on school property. Use or possession of prohibited items on campus will result in a \$50 fine for a first offense and referral to the Dean of Students for multiple offenses.

## QUIET HOURS

Respect should be paid to all other residence hall students. Reasonable quiet levels should be maintained in the residence hall at all times and a study time will be from 9:00 p.m. to 9:00 a.m. Residence Halls may decide on their own to alter quiet times, however a minimum of 11p.m. to 8:00a.m. is required. Instruments, radios, stereos, TV sets, etc. must be played on low volume in order not to disturb other students, staff or neighbors and to help create a good study environment.

## RESIDENCE HALL HOURS

**The residence halls will be open at 6:00 a.m. each morning.** Guests may be entertained in the lobby from 9:00 a.m. until closing time (1a.m. Friday and Saturday nights, 12a.m. all other nights.) Both men and women visiting other residence halls should always use the main entrance. Members of the opposite sex are not permitted beyond the main lobby except during specified Open Dorm Nights. First Semester Freshmen are advised to be inside of the Residence Halls when they are locked for the evening.

**Students are expected to be away from the campus during designated all-school holidays.** Students should be out of their residence hall at the time set by the Residence Life and Housing Office and should not return more than 24 hours prior to the beginning of classes. Any student finding it an absolute necessity to remain after official holiday closing must receive permission to stay from the Residence Life and Housing Office three days before the holiday begins. (See *Holiday/Break Housing Policy*)

**Residents are requested to inform their Resident Assistant when leaving campus overnight so they may be contacted in case of emergency.** A location and phone number where they are staying is recommended. When leaving the campus due to an emergency and the Resident Assistant is not available, contact the Resident Director.

**The Residence Halls are locked from 12 a.m. to 6 a.m. Sunday through Thursday and 1 a.m. to 6 a.m. Friday and Saturday.** Your room key will open the doors of your residence hall. Carry your key with you whenever you leave your room and keep your room locked at all times. Keys will be returned at the end of each semester at check-out.

Keys will be issued at the completion of check-in both in fall and spring. Students must promptly return the keys to the Residence Hall Staff at check-out (for both withdrawal from housing and room change during the year). Students changing rooms or withdrawing must return the key directly to the Residence Hall Staff. Room keys may not be duplicated or given to other students. Anyone who illegally possesses, uses or duplicates a College key will be subject to a fine and/or judicial action. A resident may not be let into someone else's room without that person's consent.

**Lost Keys:** Any resident who loses a key to his or her room will have 24 hours to notify the Residence Hall Staff that the key is lost. After this 24-hour period, the Residence Hall Staff will turn in a Maintenance Request Form to have the lock changed and the student will be billed for the cost of the lock change and labor.

**Lock Outs:** If a resident is locked out, he/she should find an RA. Appropriate college ID may be requested before entry to a residence hall room. Resident may be charged if occurs frequently.

## SMOKING/TOBACCO

Attempting to maintain high standards of health, smoking or the use of tobacco in any form is not permitted on the campus of Milligan College. Violation of this policy will result in: 1st Offense: Warning; 2nd Offense: \$25 fine; 3rd Offense: Referral to Dean of Students.

## SUNBATHING

Sunbathing is permitted only in the designated courtyard area of Hart Hall.

## TRASH

All residents are responsible for the cleanliness of their own room and bathroom. All trash must be taken out weekly and deposited in a college trash dumpster. **Residents may not deposit personal trash in lobby trash cans or place trash in the hallway.** Room inspections are held monthly by the Residence Hall Staff to ensure proper health, cleanliness and safety standards are being maintained throughout the residence halls.

## VISITATION POLICY

Men and women may visit each other's residence hall rooms only during specified hours for Open House. Any visitors of the opposite sex at any other time is deemed as a Visitation Violation and is subject to disciplinary action. All incidents of sexual misconduct are automatically referred to the Director of Residence Life and Housing. Please note: All visitation violations will have an adverse affect on the entire Residence Hall which may lead to the loss of all visitation rights for all the residents. Your behavior directly affects the privileges of all.

## WATER GAMES

Use of water balloons, water guns, etc. is forbidden inside buildings. No biking, roller-blading, skateboarding, etc. inside of the building.

## WINDOWS, ROOF, STAIRWELLS, BALCONIES

No objects or substances may be dropped, thrown or poured from a stairwell, out of a window, or off a balcony or roof. Climbing on the outside of any building is prohibited and no student shall be allowed on any roof or balcony at any time. Such acts are extremely dangerous and will be considered a discipline matter in addition to being subjected to a fine.

Trash in Hall	\$10 - per person in room/suite (if all room on one side of room)
Inappropriate Items in Room (posters, candles, open coil, etc)	\$20 - per item
Quiet Hours	1st offense - Warning, 2nd - \$10, 3rd - \$15
Failed Room Inspection	\$20 per person
Tampering with Fire Equipment	\$100
Cable TV Tampering, Network Tampering	\$50
Fireworks, explosives, weapons, firearms, knives, etc.	\$50 & will be referred to Dean of Students.
Failure to Evacuate during Fire Drill	\$100
Failure to check-out of room, lost room key, changing rooms without permission	\$40
Refusal to leave residence hall during official holidays/breaks	\$50 with additional \$20 for each night stay
Inappropriate Behavior in Common Areas	1st offense - Warning 2nd - \$20 (all parties involved will be fined and removed)
Refusal to Comply with Open Dorm Policies of Doors open and some lighting source being on	1st offense - Warning 2nd - \$20 and referred to the Director of Residence Life and Housing 3rd - Dean of Students
Tobacco use/possessions	1st offense - Warning 2nd - \$25 3rd - Dean of Students
Alcohol/Drug Use/Possession	See Student Guidelines section of Student Handbook for discipline sanctions. Will be referred to Dean of Students
Visitation Violation	1st offense - \$50 and will be referred to the Director of Residence Life and Housing 2nd - \$100 fine and will be referred to Dean of Students

\*\*All disciplinary matters may be referred or appealed to the Discipline Committee. Fines must be paid or appealed within 7 business days. Payment may be made in the Student Development Office. After 7 days the fine will be charged to the student's account and \$10 will be added.

## HOUSING POLICIES AND PROCEDURES

Milligan College has traditionally been a residential college and continues to support the concept that community living as part of

College life complements the academic experience and contributes to holistic development of the student. Consequently, all students are expected to take room and board on campus. Exceptions to this policy are:

- 1.) Any student who is married
- 2.) Any student who is living with a member of his/her own immediate family (parents, grandparents, married brother or sister)
- 3.) Any student who has completed 128 semester hours or eight semesters of full-time academic work
- 4.) Any student whose total load for a given semester is less than 9 hours
- 5.) Any student who is a veteran of more than one year
- 6.) Any student who will be 23 years or older in the fall semester

### APPLIANCES AND ELECTRONICS

The electrical service in the rooms will allow for small appliances, such as hairdryers, electric razors, computers, stereos, TVs and radios. Room air conditioners (110 volt max per room) are not permitted without express permission from a physician **and** the Dean of Students. You are permitted to have a small dorm-size refrigerator (2 cu ft.) and small microwave oven (700 watts max.) in your room, with a limit of one each per room (2 total in Kegley/Quillen/Williams.) Such appliances must be connected to a power strip with a self-contained circuit breaker. Residents may wish to consider personal insurance for their belongings. The College carries no insurance on student property and accepts no responsibility or liability for its security. No open coil heating units, hot plates, indoor grills, toasters or ovens. Students are not permitted to affix antennas to the building or to attach leads to College antennas or existing cables. There is a \$50 fine for attaching leads to the TV cables. Infractions will also be dealt with by the local cable company.

### CHECK-OUT PROCEDURES

#### Fall

When you are ready to leave for the semester, you must follow this procedure in order to be sure you are not assessed damage or cleaning charges for which you are not responsible. Failure to check out before leaving campus results in a \$100 charge for each infraction to your student account.

1. Sign-Up for a designated check-out time with your RA.
2. **Thoroughly** clean your room and bathroom. Remove all perishables from the room. Unplug all items.
3. Do not leave trash in the hallway **at any time**. It must be taken to the **outside** location for collection.
4. With a Residence Hall staff member, review the condition of your room and confirm the room is ready for the Holiday Break.
5. Lock windows and door, including bathroom suite doors.

If you leave without following the above procedure, you accept full liability for damages as assessed by the residence hall staff. All residents must be completely moved out by 5:00 p.m. of the day following the last day of final exams. Students participating in graduation may remain until noon the following day. There is \$20 per day charge to any exception which must first be approved by the Residence Life and Housing Office.

#### Spring and Final

When you are ready to leave for the year, you must follow this procedure in order to be sure you are not assessed damage or cleaning charges for which you are not responsible. Failure to check out or return your key before leaving campus results in a \$100 charge to your student account for each infraction.

1. Sign-Up for a check-out time as directed by Residence Life. Consult the instructions provided on how to check-out of your room.
2. Remove ALL personal items from room.
3. **Thoroughly** clean your room and bathroom. If one person accepts a responsibility and leaves without completing it, the charge is assessed to all occupants equally. Sweep all the floors.
4. Do not leave trash in the hallway **at any time**. It must be taken to the **outside** location for collection.
5. With a Residence Life staff member, review the condition of your room using the Inventory Sheet which was filled out when you moved in this year. It is on file with Residence Life. Sign the inventory sheet and the damage/cleaning memorandum.
6. Return your room key to the Residence Life Staff member.

If you leave without following the above procedure, you accept full liability for damages as assessed by the Residence Life staff. All residents must be completely moved out by 5 p.m. of the day following the last day of final exams. Students participating in graduation may remain until noon the following day. Students that are moving into summer housing will inform their current RA of their summer room. Summer residents will move into the summer room the day after graduates are required to be out or as instructed by Housekeeping. There is \$20 per day charge to individuals staying late. Any exception must first be approved by the Residence Life and Housing Office.

When leaving school at the end of each semester, the student must check out with Residence Life (see check out procedure). Any damage or cleaning charges will be assessed to the student's account. Keys will be returned at the end of each year.

### COLLEGE FURNITURE

College furniture, including lounge and study room furnishings, signs, and decor must not be taken to student rooms, shifted from one room to another, or taken from the buildings for any purpose. Furniture will remain in the student room in which it has been placed unless written permission has been given by the Director of Residence Life and Housing. Waterbeds are not allowed. Dismantling or reconstructing beds or other furniture provided in the room is prohibited unless authorized by the Director of Residence Life and Housing. This includes the unbolting of brackets, standing of beds on end, stacking of furniture, etc.

### HOLIDAY/BREAK HOUSING POLICY

With the exception of Fall Break and Easter Break all residence halls and Undergraduate Honors suites will be closed during all-

school holidays. Students are expected to be away from campus during the all-school holidays and should be out of their residence hall or suite at the time set by the Residence Life and Housing Office. A student finding it necessary to remain in his/her residence hall or suite after official holiday closing times must receive permission from the Residence Life and Housing office and will be charged a fee of \$20 per night. Permission must be given and the fee must be paid three days prior to the start of the break. This fee can be paid in the form of cash, check or charged to the student's account. No students will be allowed to remain in the residence halls or suites during Christmas Break. A student who has a pre-approved, school related commitment that requires him/her to remain in the residence hall/suite will not be expected to pay. However, he/she will need to notify the Residence Life and Housing Office 1) what nights he/she will be in the residence hall/suite and 2) what school commitment he/she will be involved in. Students who have not been given permission to stay are to return to campus no earlier than 24 hours before classes begin. If a student not approved to stay is found in the residence hall/suite, he/she will be charged \$20 for each night he/she stayed in the residence hall/suite and fined an additional \$50.

## INSPECTIONS

Regular room inspections are held monthly as outlined by Residence Life Staff to assure the health, cleanliness and safety conditions of student occupied rooms. Refusal to comply with requests to clean a room may result in a fine assessed, and required passing of room inspection within 24 hours of violation, or the fine doubles and is submitted to the Director of Residence Life and Housing. Unannounced room inspections are held at minimum one time per semester.

**Room Entry** - The entry by College officials into an occupied room in order to ascertain the general welfare of students, to determine health and safety conditions in the room, to check the physical condition of the room to make repairs on facilities, or to perform cleaning and janitorial operations. Inspection is not necessarily conducted in the presence of the room occupant.

**Search** - The entry by College officials into an occupied room for the purpose of (1) investigating suspected violations of campus regulations and/or city, state or federal law and (2) investigating circumstances which require immediate attention. In order to enforce College policies, College officials upon "reasonable cause to believe" may enter an individual room, make a search and seizure of illegal or otherwise forbidden items which may be used as evidence in any subsequent disciplinary proceedings. Searches may be in the presence of the student concerned. Searches are not necessarily conducted in the presence of the room occupant. Searches will be conducted by a College official, accompanied by at least one other person. Searches conducted by local, state or federal police without a College official's request to do so will require a valid search warrant or consent of the party whose person or property is to be searched.

**Emergency** - The entry by College authorities into an occupied room when there is imminent danger to persons, properties or buildings. Emergency entry is not necessarily conducted in the presence of the room occupant.

Entrance policy for staff members includes knocking on the door, stating who they are and why they are entering the room, and allowing approximately 30 seconds for a response before keying into the room/apartment.

## OFF-CAMPUS HOUSING REQUEST

Students must meet the housing exemptions outlined under Housing Policies and Procedures and inform the Student Development Office if planning to live off campus. Off-Campus forms are available in the Student Development Office and should be completed before room sign-ups. Any student living off campus without the Dean of Student's prior knowledge and approval will be at risk of dismissal.

## ROOM CHANGES

Guidelines for room change may be obtained from your RA. Approval must be received from both your present and future RA and RD **before** any change can be made. Upon approval, students **must** complete all required paperwork prior to moving and complete a room check-out with your RA (see Room Check-out Procedure below). Students who move to another room without permission may incur a fine and may be required to return to the originally assigned space. Room changes will be made during the first week of each semester, at the discretion of the RD. Room changes for Spring Semester must be requested prior to Fall Finals Week and all room changes must be completed the last day students are required to leave for Christmas Break. Your RA and RD will provide guidelines for this transition time.

## ROOM CHARGES

Room charges are made according to the number of occupants per room. Occasionally due to an early withdrawal or a "no show", students have a single room that was not anticipated. Persons who do not desire to pay for a single room will be assigned a roommate during the room change week at the first of each semester. It is left to the parties involved to arrive at a mutual agreement regarding which room they will occupy. If a decision cannot be reached in the matter, it will be determined by the Residence Hall Director. All single rooms (including those in Kegley, Quillen, Williams and the Suites) will pay the single room rate regardless of circumstances. Final charges are made in the Business Office.

## ROOM CONSOLIDATION AND ROOMMATE PLACEMENTS

Residents who do not have a roommate may be assigned one at any time during the semester given a 24-hour notice. Students who have a vacant space in their rooms when the residence halls close for break must prepare their room before they leave in the anticipation of a new roommate. If a student does not sign up with a roommate during spring room sign-ups, one will be assigned to them by the Residence Hall Staff by May 1 or sometime during the summer. This is for the purpose of consolidating for new student room assignments made in the summer. All single rooms (including those in Kegley, Quillen, Williams and the Suites) will pay the single room rate regardless of circumstances. It is the resident's responsibility to notify the Residence Life Staff if they do not want a single.

## ROOM CONTRACT

The contract period is for the Fall and Spring Semesters. Priority for College housing is given to students enrolled for nine credits or more each semester. Students enrolled part-time may request housing as space permits. A student contracts for a space on campus, but not for a specific dorm, room/apartment or roommate assignment. The College reserves the right to:

- 1.) Assign roommates unilaterally
- 2.) Reassign students who are without roommates
- 3.) Use a room when it is not occupied
- 4.) Assign single rooms

5.) Reassign students to different rooms or residence halls in the event such reassignments are determined necessary.

Upon signing the Room Contract, the student (and his or her parents or legal guardian, as the case may be) agree to accept responsibility and the legal obligation to pay all room and meal plan charges and other fees incurred. Although the student's parents or legal guardian may serve as co-signer, the student remains primarily responsible and legally obligated to Milligan College.

### **ROOM PERSONALIZATION GUIDELINES**

Resident walls may be painted by students only with written approval by the Director of Residence Life and Housing and the Physical Plant Director. College issued paint only will be made available. Wood trim, doors, hallways, floors, furniture, and bulletin boards should not be painted.

Tacks, drilling, staples, and nails are not permitted in walls, wood trim, furniture, or doors. Contact paper, tape, wallpaper, stenciling or paneling is not permitted. The use of white plasti-tak and removable adhesive is permitted.

### **ROOM SIGN-UPS**

In the spring, returning students may reserve a room for the upcoming academic year (Fall and Spring Semester) during specified Room Sign-Up Days as communicated by the Office of Residence Life and Housing. All returning students must sign up for a room at that time unless they have received prior permission for off-campus housing from the Dean of Students. All residents must sign up with a roommate. No singles are permitted at the time of room sign-ups (see Single Rooms<sup>®</sup>). Room sign-ups are done through a lottery process based on seniority. Students who reserve a room and then decide to cancel their reservation must notify the Residence Life and Housing Office as soon as possible.

### **SINGLE ROOMS**

Due to space limitations, single rooms are granted on an availability basis and are usually not available for the Fall Semester. As single rooms become available, priority is given to those who have seniority by classification number of credits earned and who placed their name on the Single Room Waiting List during room sign-ups held in the spring. Ranking within class will be done by G.P.A. No single rooms will be guaranteed. All single rooms will be charged the single-room rate regardless of circumstance. Students signing up for a single should sign up with a roommate for the fall.

### **ROOM/HALL DAMAGE CHARGES**

Below is a listing of the charges for various damages to the residence hall room and its furnishings. Complete your check-in form fully so you will not be charged for the damages caused by another student. Students are responsible for the damages in their room and will share the cost of repairs with their roommate.

#### **Doors**

1. Repair: \$100 for parts and labor
2. Replacement: \$350 (This includes doors kicked in or damaged from abuse.)
3. If lock, door knob, hardware, etc., must be replaced: \$100
4. Damaged door frame: \$15

#### **Walls**

1. Holes, nails darts, etc.
  - a. 5 or less: \$75 with painting
  - b. 6 or more: \$150 with painting
2. Cork and glue on walls. if four or more places: \$150 in room; \$50 in bathroom.
3. Repainting due to unacceptable painting done by students, \$200 in room; \$75 in bathroom

#### **Furniture**

1. If damage to furniture can be repaired: 80% of replacement will be charged.
2. Handles broken off, loose legs, etc. are considered normal wear and tear.

New chair: \$125	New desk: \$300
New chair seat: \$45	New desk top: \$100
New chair back: \$45	New desk drawer: \$65
New bed frame: \$150	New chest: \$200
Broken window: \$55	Broken Smoke Detector: \$20
Broken light fixture covers: \$30	Broken mirror: \$30
Furniture left in storage rooms: \$50	Lost/damaged screen: \$70
Broken bathroom hangers, soap dish, etc: \$50	Broken fixture in commode: \$150
Broken fixture in toilet or sink: \$50	
Damage to floor sufficient to require more than stripping & waxing: \$100	

#### **Room Cleaning Charge**

Assessed at checkout if not acceptable: \$50. Milligan reserves the right to assess final room damages/cleaning charges if room is deemed unacceptable after time of check-out.

### **RESIDENTIAL SERVICES**

#### **CAMPUS SECURITY**

Security is available on campus as outlined in this Student Handbook.

*Thefts* - Any crimes and/or thefts should be reported immediately to Security and your RA or RD and a report will be taken. If desired, the student may notify the police department. The College makes a reasonable effort to protect the personal property of residents, however the college will not be liable for articles that are lost, stolen, or damaged by fire, water, heat, and/or

natural disasters. Students are strongly encouraged to lock room doors and car doors. Students are also strongly encouraged to purchase insurance to cover loss or damage to personal property or extend parents' insurance for this purpose. Please follow the security guidelines as outlined in this handbook.

**Suspicious Persons/Activity** - Any suspicious persons/activity should be reported immediately to Security and your RA or RD and a report will be taken. The residence halls are private property and therefore are not open to businessmen, solicitors or other outside persons.

## HEALTH SERVICES

The Health Clinic is located in Hardin Hall (ph# 8667). Health services include health and physical assessment, treatment of minor injuries and problems, and referral to local physicians or other appropriate health care providers. The College recommends all students have basic insurance protection for medical expenses. **Every case of illness, accident or other medical emergency** should be reported to the RA or RD immediately and stay with the person until otherwise instructed. **If the medical emergency is imminent call 9-9-1-1 immediately.** If you are ill and confined to your room, your RA may bring you a meal from the cafeteria. You must send your campus ID card with your RA in order to receive a meal. Residence Hall Staff can not get you excused from any classes or academic requirements, but can relay your illness and resulting absence to your professors. The College is not responsible for providing emergency medical transport. The local rescue squad will be notified and the student may be transported via their medic units or by private ambulance, depending on the circumstances. In less critical situations, students may opt to be transported by friends or family in a private car.

## LAUNDRY

Laundry facilities are located on the lower levels of Hart, Sutton, Webb and Williams Halls. All washers and dryers (\$1.00 each) use special debit cards that may be purchased from the campus bookstore. Value may be added to the cards at anytime using the Wash Card machine in Sutton and Webb Lobby. If a machine malfunctions, put an out-of-order sign on it and notify the Business Office (461-8740) of the machine location and nature of problem.

## MAINTENANCE REQUESTS

All maintenance requests from the individual students or residence hall councils are to be directed to the Physical Plant Department through a Resident Assistant or the Resident Director.

## MARRIED STUDENT APARTMENTS

A limited number of college-owned apartments are available for married students. Additional information and application forms may be obtained from Ann Easter in the Student Development Office.

## STORAGE

Residents may utilize the limited residence hall storage rooms during the academic year and summer on a space-available basis in designated areas only. Contact your RA or RD for gaining access into storage. Any item stored must be boxed and have the student's name, home address, phone number and the date it was stored. Students placing items in storage at the College do so at their own risk. Carpets, lofts and furniture may not be stored on campus.

Your RA will post specific dates and times for cleaning. Items must be removed at those times, and may be returned to storage the following weekend. Unclaimed items will be given away or thrown out.

Graduating seniors and non-returning students will not be allowed to use dormitory facilities for personal storage. Residents who have stored items and do not return are responsible for making arrangements to remove his/her belongings from the dorm before the next school semester begins or the items will be thrown out.

## TELEPHONE SERVICES

Basic telephone service is included with student resident housing, but students must supply their own telephone. Basic service includes intercampus calling, local calls to surrounding towns, voicemail and the ability to receive calls from off campus. To report telephone trouble go to [www.milligan.edu/it/TroubleTelephone.htm](http://www.milligan.edu/it/TroubleTelephone.htm).

**Dialing Instructions** - To make an intercampus call when dialing a campus phone, dial the last four digits. To make a local or 1-800 number call, dial "9" and then the number.

**Long-Distance Calls** - You will need to provide your own calling card to make long-distance calls.

**Voicemail** - To receive voicemail instructions go to [www.milligan.edu/it/Telephones.htm](http://www.milligan.edu/it/Telephones.htm)

# STUDENT SERVICES

## ASSISTANCE WITH EMOTIONAL DIFFICULTIES

The Student Development Office provides assessment and referral services for students who are having difficulties which are emotional in nature and for which students might seek a professional with whom to discuss these matters. Students who are feeling overwhelmed by issues which prevent fully functioning in an academic or social way should seek direction from the assessment and referral service. Both Drs. Abner and Mills are able to assess, make recommendations and provide referral directions. They can be seen in their offices on the second floor of Hardin Hall during their office hour. Also, available is Shannon Rowe, the nurse on campus, whose office is on the first floor of Hardin Hall. She also may make an appointment for Drs. Abner and Mills if a student wants to do so. The result of this assessment likely will be a referral to counseling professionals in the community. These services might be obtained in the Frontier Health system which provides counseling in the Charlotte Taylor Center in Elizabethton (547-5950), the Watauga Mental Health Center in Johnson City (232-2600) or the Fairview Associates Center in Johnson City (232-2670). In each is a multi-disciplinary team able to provide counseling and other services to help. Also, the Munsey Counseling Center associated with Munsey Memorial Methodist Church in Johnson City (461-8077) provides counseling by professionals as well as testing and other supportive programs. Numerous professionals in the medical, psychiatric, psychological and spiritual realms also might be consulted for help with emotional issues. Contact information is available in the phone book yellow pages under one of the following headings: Counselors, Physicians-Psychiatry, Psychologists, or Social Workers.

## SUICIDE THREATS/ATTEMPTS

In cases in which a student is a threat to self or others, to harm or kill self or others, the College will respond in a way which is

significant and immediate, in a way designed to be quick and ensuring reduction of the risk to everyone involved and threatened. The College has limited resources to provide care to an individual displaying threatening behaviors, so resources are obtained from other agencies and the threatening student is removed from the campus.

An attempt or threat to harm will result in action which includes emergency personnel from Emergency Medical Services and law enforcement personnel being called to the campus to transport the student to an emergency room or to a psychiatric facility in which quick appropriate action might be provided. The student will be hospitalized to the extent which is considered necessary by medical personnel. This intervention might be inpatient medical/psychiatric care or outpatient therapy. The College will rely on the clinical staff to determine the extent and duration of treatment and the course of after-care following discharge. At the time of admission, the student will be required to provide to the college staff access to the medical team to ensure that a full and smooth transition be made back to the academic and residential setting following hospitalization. The College, through the Dean of Students, the Director of residence life and the Residence Hall Director, will determine the advisability of the student's return to the academic and residence hall setting. If the decision is that the student's enrollment should be terminated, an administrative withdrawal will be imposed and the student must leave the campus within 24 hours. Refunds of tuition, room and board costs and fees will be made in accordance with the policy as stated in the College Catalog. If the student is a non-residence hall student, the director of residence life might not be a part of this decision to continue enrollment. If counseling is required as a part of the long-term adjustment, this service is to be obtained by the student and paid for by the student, the student's family or insurance carrier. The College assumes no financial obligation for any expenses for medical or continuing care related to these types of emergencies and care.

To return to or continue in school after hospitalization for a suicide attempt or threat, a dependent child must have a written statement of parent/guardian acknowledging awareness of the incident and indicating a desire for the student to continue enrollment.

When evidence such as:

- a student's changed, unusual, uncharacteristic or inappropriate behavior,
- a student's subtle but damaging influences on others,
- other students being emotionally drained or overwhelmed by an individual,
- other students providing support or reinforcement for emotionally dependent, needy, attention-seeking, behavior, is observed or reported, the College will act in a manner along a continuum which **could** include:
  1. guidance or direction to community help providers,
  2. disciplinary action,
  3. parental involvement, and/or
  4. medical intervention.

The College has an agreement with Frontier Health's Mobile Crisis Response Team. This group responds to emergencies as requested. Its members can be on campus to respond to crises and to determine the need for emergency assessment and referral to mental health and community outreach. The Mobile Crisis Response Team can provide a seamless transition from College personnel to mental health and medical staff when needed.

## **DISABILITIES**

Students with disabilities who require assistance should contact the director of disability services.

Traci J. Smith, Director of Disability Services

P.O. Box 500, Milligan College, TN 37682

423.461.8981

## **NOTIFICATION OF DISABILITIES**

It is the responsibility of the student to notify the school of his or her disability and to follow the process for requesting appropriate auxiliary services and academic adjustments.

1. Entering students should submit a written request for auxiliary aids to the DDS prior to matriculation at Milligan College. A current student who discovers the need for accommodations may submit a request at any point during his or her academic career.
2. Along with the written request, the student must provide documentation of the disability. This documentation must be prepared by a medical doctor, psychologist, or other qualified diagnostician as appropriate.
3. Complete documentation should include a diagnosis of the current disability, the date of this diagnosis, how the diagnosis was reached, the credentials of the diagnosing professional, how this diagnosis affects a major life activity, and how the disability affects the student's academic performance.
4. If available, the student should submit other documentation such as an Individualized Educational Program (IEP) or a section 504 plan from high school. Milligan prefers these plans to be dated within the past three years of submission.

## **GENERAL CONSIDERATIONS:**

1. Upon receipt of requests for auxiliary aids, the DDS will procure recommendations from a professional counselor or occupational therapist as appropriate.
2. In all cases, the age of the student, thoroughness of the documentation, and adjustments being requested will assist in determining whether the evidence submitted is sufficient for eligibility. If more documentation is required, the student will be informed.
3. Based on the documentation and evaluation, the DDS will notify faculty members each semester of specific auxiliary aids and/or academic adjustments that are to be granted.
4. When a student's documentation is lacking or insufficient or is considered outdated, it may be necessary to secure a new evaluation. The need for such an evaluation will be established by the college professional reviewing the request. In such cases, the student will be referred to a local physician or psychologist for evaluation. It shall be the student's responsibility to secure the needed evaluation by sufficiently trained physicians or psychologists. Without the completion of this step, the college will assume no responsibility for providing requested academic adjustments.

5. Students will be notified of their status (eligible, ineligible, deferred) after the college professionals have reviewed the documentation. If the student is ineligible or deferred, the notification letter will explain what is missing. **If a student is determined eligible, then it is the student's responsibility to make an appointment with the DDS to discuss reasonable adjustments. Adjustments will not be initiated prior to this meeting (i.e. priority registration, extended time on tests, etc.).**

## **GRIEVANCE PROCEDURES**

1. In cases where either faculty members or students believe that the recommended auxiliary aids have been established in error, or where extenuating circumstances are present that are not adequately addressed in the documentation, an appeal may be made in writing to the ADA Committee and submitted to the DDS.
2. Students who have been granted adjustments and believe they are not receiving them should appeal in writing to the ADA Committee and submit the letter to the DDS.
3. The ADA Committee will convene within two weeks of receipt of the request, unless during a holiday recess, and will notify the student of its determination in a timely manner. If necessary, the ADA Committee may ask for additional information from the student in order to make a well-informed decision.
4. If the student is displeased with the decision, he or she may appeal to the president of the college within 30 days of receiving the determination.

## **CAREER SERVICES**

Career Services aids students and alumni by helping to provide opportunities for a fulfilling life through services designed to prepare participants for graduate studies and/or a rewarding career or profession. A number of services are offered to students at a variety of locations on campus. The following policies for use of Career Services are kept in the office of the Career Services Director and are published on the Career Services website. An abbreviated version of these policies will be published in the student handbook.

### Career Information

Career information can be obtained in a variety of locations. **SIGI Plus**, the nation's largest guidance program, is available to students in the Kegley and Derthick computer labs. It enables students to search for job information by major or interest area. It provides up to date information on over a thousand careers, including job descriptions, education needed for the job, and current employment outlook. It also allows students to compare two different careers side by side. Guides for SIGI Plus Use are available in the Career Services display in the Student Center and can be obtained from The Director of Career Services in the Student Center. Alumni wishing to use the system will need to contact The Director of Career Services.

Milligan College has partnered with **MonsterTrak.com** to provide a number of career services including career search information and resume and interview tips. Milligan College students and alumni can access JobTrak through the internet at [www.jobtrak.com](http://www.jobtrak.com). The password for Milligan College students and alumni is "Milligan."

A number of career services resources are available in the reference section of the library and others are available for general checkout. A listing of these resources is available at the reference desk and is posted on the Milligan College Career Services web page.

In addition, workshops dealing with interview skills, job search, and resume preparation are offered throughout the school year. A representative from Career Services is available to discuss career concerns with individual classes at the professor's request. Career Services representatives will review student resumes upon request.

### Individualized Career Assessment

Individualized career assessment can greatly aid participants by giving them personal information to apply to the career search. Students have access to SIGI Plus, a self-guided career assessment that is available at any time in the Kegley and Derthick computer labs. Alumni wishing to use the system will need to contact The Director of Career Services.

Students may also make an appointment to take more specialized career assessments. One of these assessments includes the Myers Briggs Personality Type Indicator. By completing the Myers Briggs, a career report will be generated which will inform participants of how their personality type meshes with various career goals. It will also inform students of professions that are popular for their personality type. Also available is the Strong Interest Inventory. This inventory informs students of career choices that match their interests. Individualized testing is available to students and faculty free on a first come, first serve basis. If the allocated number of administrations is exhausted before the end of the fiscal year, a small fee may be charged to cover the cost of the administration.

### Career Counseling

Individualized career counseling is available to students to explore career decisions, choose an appropriate major, discuss ways of improving one's career status, and plan to meet career goals. In order to schedule an appointment, contact the Director of Career Services. Appointments are scheduled on a first come, first serve basis and every effort is made to meet with the participant within one week of initial contact. Students are encouraged to complete the SIGI Plus self-assessment and bring the results to their first session of career counseling. There is no fee for this service.

Alumni can meet with a career counselor for a one-time career consultation. Appointments are scheduled on a first come, first serve basis and every effort is made to meet with the participant within two weeks of initial contact. There is no fee for this service.

### Placement Activities

Career Services offers a limited amount of job placement activities. All job placement activities are open to both students and alumni.

Placement files are maintained for students who complete the necessary data. Files are sent to employers requesting references or general information about the student's accomplishments and activities. Participation in this service is at the discretion of the student.

#### *Steps to Create a Placement File*

1. Obtain blank placement file from Career Services.
2. Place your resume in file.
3. Pass out three reference forms and/or ask your reference to submit a reference letter. Please remember to tell reference

to mail form/letter to:

Career Services Office  
PO Box 500  
Milligan College, TN 37682

4. Return folder with resume to The Director of Career Services in McMahan Student Center.
5. You may call the Career Services Office any time to check if all of your references have been turned into the office.

Steps to having your placement file sent to a school system

1. Call, fax, or e-mail to the Career Services Office the addresses of the school systems you wish to receive a copy of your placement folder.
2. Your first request will be sent at no cost. Every additional request will each be \$1.00. Please send your check to the Career Services Office.
3. Every effort will be made to mail the folder within one week of receiving the request.
4. Please note that your placement folder will be kept on file at Milligan for FIVE years from your GRADUATION date. If you wish to keep your folder longer than five years, it is your responsibility to inform the Career Services Office.

Job opportunity announcements are posted on the Milligan College Career Services Bulletin Board and are forwarded via e-mail to interested students and alumni. Students and alumni who are interested in this activity should indicate their interest by selecting the Job Forward program option at JobTrak.com.

On-campus interviews and on-campus recruiting typically occurs in the fall and spring of each year. These opportunities are advertised via e-mail and on-campus fliers. Any students or alumni who are interested in participating in on-campus recruiting should indicate this interest by selecting the "on-campus recruiting" option through JobTrak.com. Alumni are particularly encouraged to recruit for positions at Milligan College.

Milligan College does not assume the responsibility of obtaining employment for graduates.

## **HEALTH CLINIC**

Health services include health and physical assessment, health teaching, health counseling, treatment of minor injuries and problems, and referral to local physicians or other appropriate health care providers. Every case of illness, accident or other medical emergency should be reported at once to the Health Clinic located in Hardin Hall room 101 (ph# 8667).

Students requiring special diets may contact the Food Services Director for the necessary arrangements.

An official policy regarding students diagnosed as being infected with Acquired Immune Deficiency Syndrome is on file in the Registrar's Office.

All students are required to maintain health insurance coverage on themselves at their own expense. However, the college does provide information on health insurance coverage that can be purchased individually. This information can be obtained through the Student development office, the campus nurse or from [www.ejsmith.com](http://www.ejsmith.com).

## **LOST AND FOUND**

All articles found on the campus are to be turned in at the Registrar's Office.

## **COMPUTER NETWORK - MCNET**

Milligan College has installed a campus local area network, McNet, which links all residence hall rooms with faculty and staff offices in addition to providing access to the Internet, application programs, and library services.

Milligan students may either connect a computer they bring to campus in their residence hall room or use a computer in one of the campus computer labs. Residence hall room computers may be connected to McNet, provided that the student's computer conforms to minimum requirements, which are posted on the Milligan College web site under the Information Technology Department. The computer must also have a 16-bit 10/100BaseT Ethernet network adapter card installed. These cards are available in the College Bookstore.

Students are responsible for being familiar with and abide by the Computer Use Policy posted on the Milligan College web site under the Information Technology Department.

## **COMPUTER LABS**

Four networked computer labs are located on campus. The Derthick Lab has twenty-five computers and most computer classes are held in this lab. The Jones Lab is located in the Paxson Communication Center and has ten computers and an optical image scanner. The Nursing department has a computer lab located on the third floor of Hardin Hall and has 20 computers. The Education department has wireless laptop lab located in the Paul Clark Education Center and has 11 laptop computers. Each lab also has at least one letter quality printer available.

## **WEB SITE**

The Milligan College web site is located at [www.milligan.edu](http://www.milligan.edu)

## **STUDENT EMAIL POLICY**

*For official communication, including any communication from Milligan offices or Milligan faculty to students, the e-mail address issued by Milligan College will be the only e-mail address used. Notices sent by official Milligan e-mail will be considered adequate and appropriate communication. It is incumbent on students to check their official Milligan e-mail regularly.*

## **COMPUTER USE POLICY**

### ***Introduction***

Access to computer systems and networks owned or operated by Milligan College imposes certain responsibilities and obligations and is granted subject to college policies, and local, state, and federal laws. Acceptable use always is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation, harassment, and unwanted solicitations.

Milligan College is a guest on the Internet, and use of the Internet through Milligan College facilities reflects upon the College.

Accordingly, each user is expected to behave in a manner that reflects our commitment to be a premier Christian liberal arts college where Jesus Christ is exalted and excellence is the standard.

The computing facilities at Milligan College are provided for the students, faculty, and staff of the College and all such individuals are expected to abide by this policy whether they are considered full-time or part-time. In special circumstances, guests of Milligan College may be afforded the use of the technology resources and are expected to abide by this policy.

Use of the network and computing facilities at Milligan College implies consent to abide by this policy and other relevant policies and regulations relating to the use of these facilities.

### ***Guidelines***

In making acceptable use of resources, you should follow the guidelines:

1. Access only files and data and resources that you own, that are publicly available, or to which you have been given authorized access. You should not use another person's system, use Id, password, files, or data without permission.
2. Take all reasonable precautions to safeguard your password. You are responsible for all activities on your user Id or that originate from your system.
3. Use only legal versions of copyrighted material in compliance with vendor license requirements.
4. Be considerate in your use of shared resources. You should refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.
5. Improper use of the Internet and campus network will be dealt with on an individual basis.
6. Public Online Information and Compliance to the Milligan College Code of Conduct

Students should note that any file put on the network may be routinely checked for compliance to the Milligan College Code of Conduct. Additionally, any public online material in a violation of the Milligan College Code of Conduct or college policies may be subject to discipline action.

Expressly forbidden are:

1. Attempting to use computer programs or other means to decode passwords or access control information.
2. Attempting to circumvent or subvert system or network security measures, including creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
3. Connecting unauthorized equipment to the campus network, including hubs and switches.
4. Engaging in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, worms, or "Trojan horse" programs; disrupting services; damaging files; or making unauthorized modifications to College data.
5. Making or using illegal copies of copyrighted materials or software, store such copies on College systems, or transmit them over the College network.
6. Using mail or messaging services to harass, offend, or intimidate another person, for example, by broadcasting unsolicited messages, by repeatedly sending unwanted mail, or by using someone else's name or User Id.
7. Wasting computing resources or network resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper, or by sending chain letters or unsolicited mass mailings. Multiple copies of printouts should be made on copy machines rather than on computer printers.
8. Removing supplies provided in computer laboratories for use on personal computers in dormitories. Students are responsible for providing for their own supplies for in-room use.
9. Using the College's systems or networks for commercial purposes; for example, by selling access to your User Id or to College systems or networks, or by performing work for profit with College resources in a manner not authorized by the College.
10. Storing games and other large non-academic related files (e.g., mp3, video) on shared computing facilities (e.g., lab computers and personal network directories).
11. Engaging in any other activity that does not comply with the General Principles presented above.

### **Safety Tips for On-line Information**

The internet is considered public domain; therefore, revealing a large amount of personal information on-line can have harmful consequences. Posting information online, such as phone numbers and home and school addresses could lead to identity theft, unwanted personal contact, and even stalking. Additionally, future employment can also be affected by profiles and blogs. Safety should be your first priority; use common sense. Do not list personal information and disregard emails from unknown senders. Remember, the information provided on your profile can project an unintended bad image about you, your family, Milligan College as well as present a bad first impression to future employers.

Just as you can browse other online profiles, your personal information can be accessed by anyone, and you do not know who is looking at your profile. Therefore, edit, restrict and protect your private information. Here are some general guidelines to follow:

- **Be aware of the scope of the web.** Even secure sites can be hacked, so your information may be open to the public.
- **Create passwords that others can't easily figure out.** Use complex alphanumeric passwords, unrelated to any of the information you have already posted (e.g., not your birthday).
- **Consider posting only information already available in the public domain.** Just because there is a field on the site does not mean you have to fill it in. True "friends" can always email you to ask for more contact information.
- **Post general rather than specific information.** For example:  
**Birthday – Sept. 19 (leave out the year).**

**Address** – Johnson City, Tennessee (leave off name of residence hall or address).

**Don't post information such as phone number, address, social security number, or schedule of activities.**

- **Consider the impact of what you post.** Be aware of the image your profile and information projects about you, your family, and Milligan College, as well as the image it may send to future employers.
- **Change privacy settings to keep your identity safe.**
- **Know what you're agreeing to:** Review online terms to understand what you are agreeing to when you log on.

When you do not restrict and edit information, wrong and unintended individuals can gain access to your private information exposing you to any number of cyber stalking: identity theft, obscene phone calls and voicemails, threatening emails, and mysterious online messages.

### **Privacy**

As a matter of general policy, the College respects a user's right to privacy. All user files and directories stored on shared computing systems are considered to be private and confidential. Only files which a user has explicitly made public (e.g., by placing in a "public" directory or made available as a shared public resource) should be considered open for general access.

Users should not assume that email messages are private since most are transmitted unencrypted.

It is the policy of the College not to monitor individual usage of any general facility. However, the College reserves the right to monitor and record the usage of all facilities if it has reason to believe that activities are taking place that are contrary to this policy or state or federal law or regulation and as necessary to evaluate and maintain system efficiency. The College has the right to use information gained in this way in disciplinary or criminal proceedings.

Hosting Web Pages and/or Discussion Lists Members of the College community may post personal web pages on the College's web site provided they follow general College guidelines concerning such postings and reflect positively upon the College.

Milligan College will consider requests for hosting web pages or discussion lists (listservs) for off-campus non-commercial professional organizations for a fee. Such organizations must have current active participation by a Milligan employee (faculty or staff) or student organization. National student organizations seeking such services must have a current active affiliate chapter on campus.

The Milligan College employee (faculty or staff) or student organization faculty advisor will assume the responsibility and accountability of maintaining and monitoring changes in web pages and ongoing discussions. Therefore, maintenance of these services is a privilege contingent upon Milligan College employee involvement.

All web site pages must be developed and submitted in advance for approval to the Milligan Technology Applications Committee. All web pages will conform to the Milligan College standards. Milligan reserves the right to terminate web page or discussion list services at any time.

### ***Network User Storage***

Milligan College provides a personal folder on the network server for storage of user files. A limit on the amount of storage used by an individual will be enforced. Milligan College reserves the right to discontinue providing this privilege for any reason including disciplinary action or limited resources.

The College maintains a backup schedule of most user areas, however Milligan College disclaims any and all liability resulting from any and all situations in which we are unable to recover data in user storage areas for reasons such as, but not limited to, system crashes and technical failures of any type. Users are cautioned to keep a copy of any data posted in user storage areas. Milligan College assumes no liability for data and loss of data in any and all areas.

### ***Enforcement***

It is the policy of Milligan College that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations, and the highest standards of ethics. The College considers any violation of acceptable use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on College systems allegedly related to unacceptable use, and to protect its network from systems and events that threaten or degrade operations. All users of the College's computing facilities are responsible for understanding the principles set forth above.

Failure to comply with the guidelines above may result in suspension of privilege, or civil or criminal action under state or federal law. Students discovered to be in violation of these principles will be referred to the College's judicial system; faculty and staff discovered to be in violation of these principles will be referred to the appropriate Vice President for hearing and possible disciplinary action, which may involve having system privileges revoked.

The intent of these guidelines is to ensure a productive and economical computing environment for all users, while abiding by laws governing copyrights and computer access. The examples do not constitute a complete list but are intended to convey the intent of the code. Questions and suggestions regarding these policies should be directed to the Director of Information Technology.

### ***Termination of Services***

Upon ceasing enrollment or employment at Milligan College, a student or employee will no longer have access to Milligan College e-mail and network accounts.

## **STUDENT FINANCIAL SERVICES**

Student Financial Services assists students with all aspects of financing their education. As you apply for financial aid, register for classes, and receive your student account statement, your financial services counselor can guide you through all the processes necessary to pay for your education.

**In order to attend classes, you must make financial arrangements for payment of your bill prior to registration.** Milligan College accepts MasterCard, Visa, American Express, and Discover. Credit card payments and e-check payments may be made online at [www.milligan.edu/sfs](http://www.milligan.edu/sfs). We also offer a tuition payment plan through Academic Management Systems (AMS). Through this plan, students and families may finance any portion of their academic year costs over several months. The only fee for this

service is to cover the maintenance of the AMS account for the year. You may receive more information or enroll for the AMS plan at [www.TuitionPay.com](http://www.TuitionPay.com).

Student Financial Services considers any financial aid you are receiving as a payment toward your bill, as well as your enrollment deposit and any amount you finance through the AMS tuition payment plan. If financial aid and the payment plan will not cover your entire bill for the academic year, you and your student financial services counselor may also consider additional loans such as the Parent Loan for Undergraduate Students (PLUS) and graduate students or an alternative loan program.

**Milligan College has a priority deadline of March 1 for receipt of your FAFSA and your Milligan College Financial Aid/Scholarship Application**, as well as any other documentation necessary to complete your file for awarding. You may apply for federal financial aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) by completing the Free Application for Federal Student Aid (FAFSA). You must have a pin number before you can sign the FAFSA electronically. You may apply for your pin number at the same website. Please remember to use the Milligan College school code of **003511** to ensure that the electronic result of your FAFSA will be electronically transmitted to Milligan College.

If you have questions regarding your financial aid award or your student account, please contact Student Financial Services for assistance. You may visit us in McCown Cottage or on our website at [www.milligan.edu/sfs](http://www.milligan.edu/sfs), or contact our office by phone or email if you have questions. We can be reached by phone at 800-447-4880 or 423-461-8949, and our email address is [sfs@milligan.edu](mailto:sfs@milligan.edu).

## POSTAL MAILING ADDRESS POLICY

All students are responsible for keeping their permanent home mailing address and current local postal mailing address up to date with the college. Students must go to the Registrar's Office to notify the college if their address changes.

## WRITING & STUDY SKILLS CENTER

The Writing and Study Skills Center is a place where any student can access resources and ask questions about writing and study skills. Located in Derthick 102, the Center is staffed by a Writing and Study Skills instructor and Humanities tutors. It is open during the day and on MTW evenings.

## CAMPUS SECURITY

**Note:** The information following is provided in accordance with the Tennessee "College and University Security Information Act" of 1989, and the Federal "Student Right to Know and Campus Security Act" of 1990. Statistics on campus crimes are available in the Student Development Office.

Campus security is everyone's responsibility, and it is necessary to maintain sound and sensible precautions. It is therefore important for members of the College community to report any and all questionable incidents. Crimes which occur on campus are to be reported immediately to the Director of Campus Security (423-461-8734) whose office is located in Maintenance Building. Persons who may assist in reporting criminal actions include members of the Campus Security force, Residence Hall Staff, or the Student Development Office. Victims or witnesses of criminal activities are directed to complete an Incident Report which details the facts surrounding the crime. Report forms are available from the offices named above. In cases involving violation of local, state, or federal laws, the Elizabethton City Police are notified for appropriate follow up. The College cooperates fully with any investigations conducted by proper authorities. In the event of a crime that poses a threat to the campus community, notice is made through the College's regular announcement sheet and bulletins placed in high traffic areas of the campus.

Milligan College contracts with a professional guard service to provide after hours security. Between 8:00 a.m. and 5:00 p.m. weekdays, the Director of Campus Security is on duty to assist with campus law enforcement. Between 5:00 p.m. and 8:00 a.m. daily, at least one security officer is on duty (423-461-8912). These individuals conduct inspections of campus buildings and patrol the campus throughout the night. Security personnel have authority to enforce campus traffic policies, to request identification of any person on campus and to escort unauthorized persons from campus if necessary, to detain persons in violation of the law, and to fulfill such other responsibilities as may be appropriate in the performance of their duties. Campus security officers are equipped with cellular telephones to provide direct access by the community during the hours on duty. Officers are also equipped with two-way radio communication with the city police department to enlist their assistance should the need arise.

During new student orientation, Crime prevention is addressed through educational videos and a review of precautions necessary to provide for one's personal safety and well-being. Literature is distributed and posters displayed on campus which recommend ways to protect one's self and his or her belongings. Residence hall programs also cover the topic of crime prevention as it relates to campus housing and safety procedures.

The residence halls and other campus buildings have an announced closing hour during the year. Any exceptions to these times must be approved by either the Student Development Office or Academic Affairs Office in advance of a scheduled event. Students living on campus are given personal key access to the main door of their residence hall. They may also contact Campus Security to be admitted to the hall. Proper identification is required.

In the case of a sexual assault, the victim is advised to report the incident immediately to one of the following persons on campus: the Vice President for Student Development, Director of Security, Director of Counseling, or a Residence Hall Director. The assault should be reported by the victim to the Elizabethton Police Department for criminal investigation. The College will provide reasonable assistance to students who request such assistance in filing a report on or off campus. Medical treatment is advised at an area hospital in order to preserve evidence that may be needed in the investigation. Services may also be obtained through the Rape Crisis Center of Johnson City by calling the 24 hour Hot-line of Contact Ministries at 926-0144.

When it is determined a sexual assault has occurred, the person or persons responsible will face campus disciplinary proceedings in accordance with the College Disciplinary Guidelines and appropriate sanctions will be imposed upon a finding of guilt. Possible sanctions include mandatory treatment and suspension or expulsion. The College will cooperate fully with law enforcement agencies in any investigation and prosecution of offenders who will be subject to all applicable legal sanctions under local, state, or federal laws. Counseling support services will be extended to the victim. Information relative to the outcome of the case will be provided to the accused and the accuser. The College will also offer assistance in making necessary changes in classes, housing, or such other arrangements as may be appropriate to enable the student to continue in school in cases of an alleged assault. Education programs on rape awareness are held in residence halls during the course of the school year.

In regard to campus security, each student has certain individual responsibilities which lend themselves to an orderly campus environment. These responsibilities include the following:

1. Students are prohibited from entering rooms, buildings, and other restricted areas of the campus after their normal closing hours.
2. No student shall fail to comply with a reasonable and lawful request or direction by members of the faculty, administrative staff members, residence hall staff, or other College employees acting in the performance of their duties. Students must be prepared to provide proper identification upon request of a College official.
3. No student shall intentionally provide false information to a College faculty member or staff member acting in the performance of his/her duties.
4. It is against the law for adults to wear masks in public. Therefore, students are prohibited from wearing masks on campus or otherwise concealing their identity. The only exception to this is when officially sanctioned College activities call for the participants to come in costume.
5. Guests are welcome on campus and are expected to abide by the College's security procedures.

In case of severe disruptive or threatening behavior on campus or where the security of any campus personnel or the well being of College property is potentially in danger, the Vice President for Student Development (or an official representative acting for the administration) is authorized to immediately remove a student from the campus to provide necessary campus security. Obviously, the student in such a situation will be informed of the reason for his removal which is subject to review.

## MILLIGAN COLLEGE STUDENT COMPLAINT POLICY

After all appropriate appeals processes have been exhausted at the departmental level, students may lodge formal complaints, in writing, as follows:

**Student Affairs Issues** (e.g. housing, food service, student activities, athletics, intramurals, spiritual life, parking): Complaints should be directed to the Vice President for Student Development

**Academic Affairs Issues** (e.g., faculty, courses, schedules, transcripts, information technology, registration): Complaints should be directed to the Vice President for Academic Affairs.

**Business Affairs Issues** (e.g., financial aid, workstudy, student accounts, bookstore, physical facilities and grounds): Complaints should be directed to the Vice President for Business and Finance.

The Vice President will respond to complaints within a reasonable time.

Should the response be unsatisfactory, or should a complaint arise for an area not listed above, a formal written complaint may be submitted to the Office of the President

## STUDENT GUIDELINES

### EXPECTATIONS & RESPONSIBILITIES FOR STUDENT LIFESTYLE

Membership in an academic community of Christians carries with it certain responsibilities. Because Milligan College seeks to provide a quality education in an appropriate Christian setting, it is assumed that a member is both committed to Christ and willing to grow and develop not only academically, but also socially and spiritually. Therefore, by virtue of their enrollment, students agree to accept the responsibilities of membership in the Milligan community.

Historically, individuals, groups and communities have developed rules as a guide toward their goals. Rules also help us to put into practice our basic moral and social principles. They help us provide order and structure in relationships with others in the community. What basis is there for Milligan rules?

We at Milligan adopt specific rules on the basis of our belief that God's Word, as final rule of faith and practice, speaks specifically on many matters. Behavior that conflicts with Scripture is unacceptable at Milligan.

Included are specific acts such as drunkenness, stealing, the use of slanderous or profane language, all forms of dishonesty including cheating, occult practices, and sexual sins.

In addition, Scripture condemns such attitudes as greed, jealousy, pride, lust, bitterness, needless anger, an unforgiving spirit and harmful discrimination. The Milligan community is obliged to renounce these behaviors and attitudes and seek God's forgiveness and help so that we may grow in grace and righteousness.

Other rules are based on civil law. As Christians, we do not normally disobey the government, except in rare instances where obedience to civil authorities would conflict with Scriptural teachings. Even then each individual would submit to the consequences of such behavior. Members of the Milligan community are expected to uphold the laws of the local community, the state of Tennessee and the nation. Some examples of these are illegal entry, theft, vandalism, assault, possession or use of alcohol by minors, and illegal drugs.

Appropriate life-styles involve concern for the influence of our behavior on our College community, and the city and larger society of which we are a part. Many of these rules reflect our concern of not giving unnecessary offense to others who find some things spiritually and morally questionable. This spirit is reflected in the individual's personal and academic integrity; respect for the dignity, rights, and property of others; discouragement of bigotry while learning from differences in people and their ideas; and demonstrations of caring and concern for others. Members of the Milligan community are expected to subject themselves to the self-discipline necessary to conform to these standards.

The College requires members of the community to refrain from: possession and use of alcoholic beverages, hallucinogenic substances (including Marijuana) or narcotics not prescribed by a physician; pornography; profanity, expletives, obscenities, and demeaning gestures; threats of violence; damage to property; and immodest dress. Music which is profane, obscene, or socially offensive is not acceptable. Furthermore, members of the community are expected to exercise discretion in extra-curricular and off-campus activities.

In addition, members of the community are expected to use the Lord's Day to give primary attention to worship, rest, fellowship, and Christian service. Likewise, regular attendance at Chapel is expected.

These rules apply to students while they are under the jurisdiction of the College, that is, while enrolled in a College program or residing in College-approved housing; and are expected to exercise restraint in these matters even when not under College jurisdiction.

We do not pretend that our rules are perfect. Neither do we expect everyone to agree about all our rules. We do ask an understanding of why we have rules, integrity in keeping them, a positive attitude, and the use of proper procedures in improving them.

Our rules, then, are not to be viewed as legalistic degrading impositions, but an attempt to do what is Biblically and morally right, to act out of love, to consider the effects of what we do on ourselves and the community, and to pursue our goals in an orderly structured fashion.

Those who for some reason refuse to accept these responsibilities forfeit their privilege of membership in the Milligan community.

Those who accept the challenge of community living here at Milligan will not only realize academic growth, but satisfying personal relationships with others, and continuing spiritual growth and development.

## **STUDENT CONDUCT GUIDELINES**

- 1. Milligan students are expected to select clothing which is suitable for the various activities of the College.** Faculty has the prerogative to determine appropriate attire for their classes and dismiss from class students who are not appropriately attired.
- 2. A Christian community is built upon respect for truth, for others, and for their personal property. Lying, cheating, stealing and plagiarism are not consistent with the standards of a Christian institution and are therefore unacceptable at Milligan College.** Academic dishonesty (the intentional misrepresentation of all or part of one's work to deceive for personal gain, or assisting another to do the same) is a serious offense which undermines the bonds of trust and honesty between members of the college community and defrauds those who may eventually depend upon our knowledge and integrity. Since academic dishonesty is related to a student's class work, the appropriate response is vested in the professor or academic administrator, as follows. Depending upon the nature and extent of the offense, the student may receive a failing grade on the work in progress, or a failing grade in the course. Incidents of flagrant academic dishonesty may be referred to the College Discipline Committee for resolution. In all cases, the professor will notify the student, in writing, of the offense and the sanction. A copy of the notification will be provided to the Vice President for Academic Affairs, who will inform the Vice President for Student Development. With the exception of cases referred to the Discipline Committee, the student may request further hearing via the Academic Grievance Procedure.
- 3. Any form of sexual immorality is prohibited. This includes but is not limited to pre-marital sex, adultery and homosexual behavior. Cohabitation (living/residing with a non-related person of the opposite sex) outside the bonds of marriage is prohibited. Marriage is defined as the legal union between a male and female.**
- 4. All on and off campus social dancing functions must be pre-approved by the Campus Activities office.** All functions must be sponsored by an existing, recognized campus organization. All functions must be scheduled through the Campus Activities office and coordinated with the master calendar. All functions must have a minimum of 2 staff members present to supervise activities. All set-up and clean-up functions are the responsibility of the sponsoring organization with supervision from the campus activities office.
- 5. Students tempted to engage in pranks are urged to consider carefully such possible implications as property damage, disruption of individual rights and privacy, infringement of an orderly campus environment, unusual hardship to the College maintenance staff, and interruption of the normal functioning of the campus schedule.**
- 6. Tampering with fire equipment on campus constitutes a serious threat to the safety and welfare of the community and is sufficient grounds for expulsion. Fire regulations require that passageways and fire exits remain clear at all times. During a fire or fire drill, no student shall knowingly refuse to evacuate a building. No student shall set off a false alarm.**
- 7. Firearms such as rifles, shotguns, pistols, knives, weapons, war souvenirs, explosives, ammunition, firecrackers, air guns, etc. are not permitted in any residence unit occupied by a student, nor are they permitted on the campus.** According to Federal law (TCA Code# 39-17-1309) it is a felony to possess or use firearms or dangerous weapons of any kind on Milligan College campus. Furthermore, a Tennessee gun permit does not allow possession of a weapon on campus. State law stipulates a penalty of six years imprisonment maximum and a fine not to exceed \$3,000 for carrying weapons on school property. Use or possession of fireworks on campus will result in a \$50 fine for a first offense and referral to Dean of Students, subsequent fines and disciplinary follow-up for repeated offense.
- 8. Milligan College prohibits the use, possession and influence of alcohol or illegal drugs on campus and at any college functions on or off campus. Traditional-aged students may not use or have in their possession any alcoholic beverages at any time. Violations will result in disciplinary options outlined below. In the event of a non-traditional-aged Milligan student socializing with or in the company of a traditional-aged Milligan student, both parties will be subject to the alcohol policy for traditional-aged students (See definition of traditional and non-traditional-aged students in the Student Handbook). The student may choose which option listed under the disciplinary sanctions he/she prefers for a first offense. If a second offense occurs, the student will be dismissed for the remainder of the semester and possibly the following semester. In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the College prohibits the unlawful possession, use or distribution of drugs and alcohol by students on College property or as any part of College activities. Sanctions imposed for violation of these guidelines shall be consistent with local, state, and federal law and may include expulsion from the College. Incidents will be reported to proper legal authorities for prosecution by government officials.**
- 9. Harassment, threats, or intimidation, whether verbal or physical, of any member of the College community is considered a very serious offense and will be dealt with accordingly. Hazing of students is an unacceptable activity and will result in strict disciplinary action. Hazing is defined as any action taken or situation created on or off campus which causes or is likely to cause mental or physical danger or harm. Any activity which can be termed unsanitary, dangerous, or degrading, or potentially so is unacceptable.**
- 10. Sexual harassment and racial harassment have been held to constitute a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended and Title IX of the Educational Amendments of 1972.**

Sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or of the individual's status in a program, course or activity.
- b. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individual.
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile or offensive work or educational environment.

Racial harassment is defined as any person's conduct which unreasonably interferes with an employee's or student's status or performance by creating an intimidating, hostile, or offensive working or educational environment.

- a. Harassment on the basis of race, color, or national origin, includes offensive or demeaning treatment of an individual, where such treatment is based typically on prejudiced stereotypes of a group to which that individual may belong.
- b. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual because of his/her race, color, or national origin.

Victims of harassment in any form are advised to inform the appropriate administrative officer and to provide a written statement of the allegations including the circumstances and dates of the alleged occurrences. An investigation will be conducted to determine appropriate disciplinary action when warranted.

**11. Smoking or the use of tobacco in any form is not permitted on the campus of Milligan College.**

**DISCIPLINARY GUIDELINES**

Disciplinary action at Milligan College is viewed as a means of guiding students toward developing Christian responsibility and maturity.

The College reserves the right to refuse, suspend, or dismiss any student without assignment of reasons, if such action is deemed to be in the interest of the College. Public disclosure of reasons shall be at the discretion of the President.

Notification of disciplinary charges, or any ensuing correspondence, may be sent to the parents/guardians of any financially dependent student. Persons on Social Probation may have specific restrictions or sanctions imposed.

**I. THE DISCIPLINE COMMITTEE**

**A. Composition**

The Discipline Committee shall consist of seven (7) members composed of three (3) students, three (3) faculty members and a voting Chairman who shall be a member of the faculty. The Committee members shall be appointed by the President of the College as early as possible following nominations submitted to him within the first ten (10) days of the Fall Semester. The President of the student body, with the advice and consent of the Student Government Association, shall nominate the three (3) student members. The Dean of Students, in consultation with the Academic Dean, shall nominate two (2) faculty members and the Academic Dean, in consultation with the Dean of Students, shall nominate one (1) faculty member. The Chairman shall be nominated and appointed by the President of the College. Additional nominations shall be made as aforesaid if any nomination is rejected by the President of the College.

**B. Term of Service:**

The faculty members, including the Chairman, shall serve for two (2) years, which term shall conclude at the end of Summer session of the second academic year. The student members shall serve for one (1) year unless a student member will not be attending both Summer School sessions, in which case, his or her service will end with the close of the Spring Semester. Summer Session student member (s) will be nominated by the President of the student body, elected in the Spring Semester with the advice and consent of the Student Government Association and shall be appointed by the President of the College for the Summer Sessions.

**C. Vacancies:**

Vacancies, for any unexpired term, shall be filled by the President of the College following the nomination procedures above. Vacancies shall be filled as soon as possible following notice to the President of the College of such vacancy and upon submission of nominations, such notice being made by the Chairman of the Discipline Committee. The members of the Discipline Committee may be reappointed for additional terms.

**D. Quorum:**

A quorum shall consist of five (5) members to always include the Chairman, two (2) faculty members.

**II. PROCEDURES**

**A. Notice of Charge:**

The Dean of Students shall cause a written charge to be made setting forth the person charged, the specific nature of the alleged offense, the time of the alleged offense, if known, and the recommended disciplinary action, which charge shall be submitted to the Chairman of the Discipline Committee. Upon receipt of a charge, the Chairman of the Discipline Committee shall send a copy of the charge to the student and to each of the Discipline Committee members as well as to the President of the College.

**B. Hearing:**

Should the accused student desire a hearing regarding the charge, he/she shall request such hearing in writing to the chairman within three (3) days to the receipt of the charge. The accused students shall, if he or she desires to be represented by someone from the Milligan College community, designate such one (1) person in the written request for a hearing. The Chairman, upon receipt of a written hearing request, shall set a hearing date within three (3) days following such hearing request, providing at least twelve (12) hours notice of the time of the hearing to the accused student and the members of the Discipline Committee. Should the accused student not make a timely hearing request then it shall be presumed that the student accepts the proposed disciplinary action and the Dean of Students is authorized to carry out such disciplinary action set out in the charge.

**C. Conduct of Hearing:**

The Dean of Students or his or her designee shall first present such evidence as desired to support or prove the charge. Thereafter, the accused student may present any evidence in defense, mitigating evidence, or plea deemed necessary by

said student. The accused student may be represented by anyone from the Milligan College community, including a fellow student, faculty member, staff, administrator, or parent. The Chairman may limit the number of witnesses giving repetitious evidence or the number of character witnesses. The Discipline Committee Chairman may reschedule such hearing, from time to time, to receive any additional evidence. The hearing shall be recorded electronically by the College unless the Discipline Committee determines that there are extraordinary reasons why such recording should not be made. Such recording shall be retained by the Committee for a period of one (1) year, unless order by legal process to retain same for a longer period.

The Chairman shall rule on the admissibility of all evidence. The accused student shall not be required to give evidence against himself but if the accused student does testify he/she may be required to answer any question touching on the inquiry and the refusal to respond may be considered by the Discipline Committee.

The Chairman shall permit the presentation of all relevant testimony by the accused student, subject to the restriction set forth above. The hearing may be open or closed at the request of the accused student.

**D. Decision:**

The Discipline Committee shall adjourn to Executive Session to make its decision, which shall be made by a majority vote. The Executive Session shall be closed to the public. The Discipline Committee, in Executive Session, may call the Dean of Students and/or the accused student into the Executive Session for any purpose. The Discipline Committee shall render its written decision within twenty-four (24) hours of the close of the testimony and transmit same forthwith to the accused student, the student's faculty advisor, Dean of Students, Academic Dean, and the President of the College, together with its recommended disciplinary action, which action may be that proposed by the Dean of Students or any other Disciplinary Sanction it deems appropriate, if any. The decision of the Discipline Committee, regarding the severity of the Disciplinary Sanctions "A" through "H" and "K", shall be final without the right to appeal.

**E. Appeal:**

Should the accused student or the Dean of Students desire to appeal the decision, or recommended disciplinary action of the Discipline Committee regarding Disciplinary Sanction "I" through "J", the appeal shall be made in writing to the President within forty-eight (48) hours of the receipt of the decision of the Discipline Committee by the appealing party. Said appeal shall set forth, specifically, the reason the appealing party believes the decision is erroneous, what witnesses or evidence is believed to support the appealing party, and shall be signed by the appealing party. Copies of said appeal shall be delivered to the Chairman of the Discipline Committee, the Academic Dean (if appropriate), the Dean of Students, or the accused student (if appropriate) and the President. The Chairman of the Discipline Committee, upon receipt of an appeal, shall deliver the signed appeal, the record of the hearing (if any) together with any other evidence to the President.

**F. Appeal to the President:**

The President of the College may decide the appeal on the record developed in the Discipline Committee hearing or may request a further hearing or private conference with the accused student and/or the Dean of Students. Any further hearing by the President need not be recorded, unless requested by the President or the accused student.

The President shall render a decision on the appeal within a reasonable time following receipt of same. The President may affirm the Discipline Committee's decision, reverse the decision, modify the same, including the disciplinary action, or may send the matter back to the Discipline Committee for further hearing and/or decision.

**III. DISCIPLINARY SANCTIONS**

The student receiving one or more of the following sanctions shall be considered to be on social probation. The Dean of Students shall enforce all sanctions and keep all other affected offices and persons informed.

The following sanctions may be imposed:

**A. General:**

The student may be compelled to either do or avoid doing action specified which shall be commensurate with the offense(s).

**B. Warning:**

Notice in writing may go to the student warning that continuation and/or repetition of this conduct will be cause for more serious disciplinary action. This warning shall expire in a specified length of time (no more than the length of one semester).

**C. Counseling:**

The student may be required to submit to prescribed counseling, including those of a social, redemptive, or educative nature. Any related costs will be borne by the student.

**D. Reprimand:**

A written reprimand for violation of any specified disciplinary rule may be sent to the student. The reprimand will inform the student that continued violation of this rule or citation of this student to the Dean of Students for any other rule infraction, will be the cause for more serious action. The written reprimand will remain in the student's file during his tenure at the College, and will be removed at his departure in good standing from the College.

**E. Campusing:**

The student may be directed to stay within the confines of the student's dorm room from 7:00 p.m. to 7:00 a.m. for a period of time to be specified by the Discipline Committee, the Dean of Students, or the President of the College up to a maximum of three (3) weeks. The student is limited to class, study activities and meals in the cafeteria on campus during the normal class day. When not scheduled to participate in classes and lab activities, eating in the cafeteria during normal serving hours or studying in the library the student will be in the residence hall. From 7 PM to 7 AM, the student is confined to his or her suite. This will be monitored by the residence hall staff, the RAs under the supervision of the RD.

**F. Work on Campus:**

The type and duration of work to be performed and the person to supervise the work may be specified in writing by the

Disciplinary Committee or the Dean of Students within two (2) working days. A deadline for completion of the work will be assigned. It will be the responsibility of the person performing the work to contact the designated supervisor, gather the necessary materials and perform to all specifications. Completion of the assigned work will be reported by the supervisor to the Dean of Students' office. Failure to complete the assignment will result in further disciplinary action by the Dean of Students.

**G. Restitution/Apology:**

The student may be directed to make restitution and/or appropriate apologies to the affected parties under the supervision of the Dean of Students.

**H. Exclusion from Extra-Curricular Activities:**

The student may be prohibited for a designated period of time from participation in extra-curricular activities or organizations which represent the student body of the College.

**I. Options for Alcohol Infractions:**

The student may choose which option he/she prefers for first offense. If a second offense occurs, the student will be dismissed for the remainder of the semester and possibly the following semester.

OPTION ONE	OPTION TWO	OPTION THREE *Commuter Students only*
\$100 fine	\$100 fine	\$100 fine
7 day suspension from campus	Campused for 14 days	Can only be on campus for class purposes for 14 days
7 day suspension from classes and no extra-curricular activities	No extra-curricular activities for 14 days	No campus extra-curricular activities for 14 days
Complete 20 hours pre-approved community service during 7 day suspension	Complete 40 hours pre-approved community service during 14 day period	Complete 50 hours pre-approved community service during 14 day period
Possible counseling if circumstances warrant	Possible counseling if circumstances warrant	Possible counseling if circumstances warrant

**J. Suspension:**

The student may be suspended from the College for a specified period of time. At the end of this time, student status would resume under conditions determined by the Dean of Students, or the President of the College, with any unexpired sanctions remaining in effect.

**K. Expulsion:**

The Dean of Students may recommend to the President of the College that the student be expelled from the College for a specified period of time. Readmission would be considered, upon a Petition for Readmission filed by the accused student with the President of the College and the conditions for readmission shall be determined by the President of the College at the time of Petition for the readmission.

**L. Interim Suspension:**

If, in the opinion of the Dean of Students **and/or** the President of the College, the presence of a student, pending a hearing, poses a serious threat to either the students, faculty, staff, administration, property, or the integrity of the College, the Dean of Students may recommend to the President or the President may effect an immediate suspension. In such a situation, a hearing shall be held at the earliest reasonable time.

The College, through the Dean of Students, reserves the right to publish data pertaining to disciplinary hearings.

"Any student brought before the Disciplinary Committee that is found to have been consuming alcohol or to "knowingly" have had alcohol in his or her possession, will be automatically suspended from school for a minimum of one week, required to perform 20 hours of community service, fined \$100, and will not be allowed to make up any of the school work missed. (This sanction shall be imposed irrespective of when the offense occurs, even if within the last week of the semester, including final exams.) During this time the student may be required to complete an Alcohol Education course, approved by the Vice President for Student Development, before being readmitted. The cost of the education program will be the responsibility of the student."

"Any student brought before the Disciplinary Committee that is found guilty of a second offense involving the possession or use of alcohol will be automatically expelled from the school and not allowed to return."

**IV. MISCELLANEOUS**

**A. Intent of Disciplinary Procedures:**

It is the intent of these procedures to afford the accused student a fair and adequate hearing while, at the same time, protecting the College community from conduct which may be inappropriate or unacceptable as set forth in the Catalog and/or Student Handbook.

**B. Waiver of Time Requirements:**

Nothing, herein, shall prevent the President of the College or the Discipline Committee from waiving any of the time requirements imposed upon any accused student.

**C. Modification of Rules:**

The College may, from time to time, modify these procedures and shall publish such modifications or procedures in writing. The College shall seek input and involvement from the faculty, students, and administration in the modification process.

**D. Confidentiality:**

The confidentiality of the evidence, hearing, and procedures taken, other than the decision, shall be maintained. Members of the Discipline committee who fail to keep such matters confidential shall be subject to removal from the Discipline Committee by the President of the College.

**E. Informal Resolution:**

Nothing, herein, shall prevent the informal resolution of disciplinary action through conference by the Dean of Students, and/or the Residence Hall Director, and/or Resident Assistant with the accused student. If informal resolution cannot be effected, the disciplinary sanctions, other than interim suspension, will be imposed only following a formal disciplinary hearing.

**F. Offenses:**

Disciplinary action may be taken regarding, but not limited to, any offense set forth in the current catalog and/or Student Handbook.

**G. Guests of Students:**

Guests of students who have permission to stay in student housing shall be subject to these disciplinary procedures as part of such permission being granted. Guests of students who do not have permission to stay in student housing shall not be entitled to the protection of any of these procedures.

**H. Delegation of Authority:**

Nothing, herein, shall prevent the President of the College from designating a Vice President of the College to act in his stead and to carry out the duties incumbent hereunder on behalf of the College.

**I. Service of Committee Personnel:**

The members of the Discipline Committee shall serve at the discretion of the President.

**J. Confidential Disclosures:**

Information disclosed during counseling session shall be privileged and may not be admitted for consideration unless American Psychological Association Standards require such disclosure or the accused student has given permission.

**K. Referral to Committee:**

The Dean of Students may refer disciplinary matters directly to the Discipline Committee to review the charges against the accused student and to determine appropriate disciplinary action, if any.

## VEHICLE/PARKING GUIDELINES

Upon enrollment each motorized vehicle to be driven and parked on campus must be registered with the Student Development Office and registered prior to the beginning of classes each fall semester for each new school year. The license plate/tag#, make, model, and color of vehicle must be provided. A parking decal/sticker will be issued for each vehicle to be driven/parked on campus, and it is to be placed on the inside of the back windshield, lower right passenger side. If back windshield is darkly tinted, the sticker may be placed on the front windshield, lower driver's side. Parking stickers are provided at no charge. Vehicles to be parked on campus temporarily, including rentals, must also be registered. Inform the office if you are registering a rental car. **Tickets in the amount of \$100 will be issued for unregistered vehicles.**

Inform the Student Development Office when your license plate/tag # changes or you have a different vehicle. Also report any housing situation changes i.e. from on campus resident to commuter or visa versa- this will change the color of your appropriate parking sticker and parking lot(s). Contact Ann Easter any time at 461-8760 or [AEaster@milligan.edu](mailto:AEaster@milligan.edu)

Students on crutches, etc. may apply in the Student Development Office for a temporary, limited parking pass for handicap spaces or for lots closer to classrooms with a statement from a doctor.

Tickets must be paid or appealed in the Student Development Office within 7 days. Tickets not paid will carry an additional penalty of \$10 and are charged to the student's account. Parking fines begin at \$20. **Receiving more than ten tickets in one semester will result in loss of driving privileges on campus.**

The speed limit on campus is 20 mile per hour. Pedestrians and persons on bicycles have the right-of-way. Vehicles must be operated in a safe and cautious manner at all times, avoiding excessive speed. Violators will immediately lose all driving privileges on campus. The use of a vehicle on campus is a privilege extended to the college community. Operators of vehicles on campus are expected to learn and follow the driving/parking policies. Milligan College will not be responsible for any personal or public liability resulting from use or possession of a vehicle on or off campus.

Parking spaces are limited, and it is necessary to limit vehicles to color coded parking lots. Vehicles parked in a lot other than that designated by the parking sticker in the window will be ticketed. This policy is not intended to inconvenience members of the campus community, rather to provide adequate parking nearest each residence hall and building for those who live or work there. **Lot assignments:**

- Upperclassmen Females and residents of the Ehrman suites and Milligan apartments: **Red sticker** – Red sticker lots are Sutton, Hart, Williams Halls, Milligan apartments and Ehrman suites
- Upperclassmen Males: **Blue sticker**- Blue sticker lots for upperclassmen males are located at Kegley and Quillen and the front lot of Webb
- New, Freshmen Females: **Yellow sticker** –Yellow sticker lot is located in the back lot of Hart Hall

- New, Freshmen Males: Yellow sticker - Yellow sticker lot is located behind Webb Hall
- Commuters: Orange sticker- Orange sticker lots are for commuters and are located behind the student center; at the faculty office building; along the right side of Hopwood Church and behind the church (Anglin Field); and the physical plant lot between the chapel and fieldhouse (Lower Lacy Fieldhouse)
- Faculty/staff: color coded lots - lower & upper Hardin; McCown Cottage; Hopwood; library; Seeger Chapel; Hyder House; science building; behind student center; faculty office building; fieldhouse; physical plant; A-frame; white, blocked areas

Anyone parked in these areas are subject to fines: handicap spaces, fire lanes/yellow marked areas, visitor spaces, service vehicle spaces, on the grass, in front of dumpsters, in front of steps at Hopwood Church, road behind Derthick and science building, areas in front of residence halls, center of lot to fieldhouse, 15 minute loading zones (white area) at Hart and Sutton are for loading and unloading only; violators will be fined. **No driving to the cafeteria for meals. Students may not park on the academic side of campus between 7:30a.m and 3:00p.m.**

SAMPLE OF FIRE LANE LOCATIONS:

- Areas in front of residence halls
- Road between Hart and Sutton
- Road in front of Webb and Williams
- Flagpole island at Sutton
- Center of lot to fieldhouse
- Road around chapel
- Road around Derthick

Milligan College reserves the right to amend these Rules and Regulations through proper campus announcements.

#### MILLIGAN COLLEGE VEHICLE LIABILITY STATEMENT

Students should be aware that in the event of an auto accident involving their personal vehicle, the student's personal auto insurance is the primary carrier for any claims that might arise, even though the student may be driving to a college event, such as an athletic practice or game. Further, any liability that may arise as a result of having passenger(s) in the vehicle will also be covered by the student's personal auto insurance. As is often stated in the insurance industry - *a vehicle's insurance follows the vehicle.*

## DIRECTORY

### WHERE TO GET HELP

Question	Who	Where	Phone Ext.
Academic Dean	Dr. Mark Matson	Derthick 107	8720
Admissions	Tracy Brinn	Little Hartland	8730
Adult Education Information	Rhonda Taylor	Derthick 205A	8676
Alumni Relations	Theresa Garbe	Hyder House	8718
Athletics	Ray Smith	Fieldhouse	8990
Audio Visual	Taris Whitson	Derthick 101	8683
Automobiles	Ann Easter	Student Center	8760
Bills	Student Financial Services	McCown Cottage	8949
Bookstore	Jack Presnell	Student Center	8733
Buffalo	Jim Dahlman	Paxson.	8994
Campus Activities	Jessica Carter	Student Center	8335
Campus Minister	Nathan Flora	Student Center	8748
Career Services	Traci Smith	Student Center	8981
Church Relations	Joe Wise	Hyder House	8708
Counseling	Vicki Carroll	Hardin 101	8667
Dean of Students	Mark Fox	Student Center	8760
Disability Services	Traci Smith	Student Center	8981
Diversity Services	Nathaniel Moultrie	Student Center	8492
Drop/Add	Registrar's Office	Derthick 103	8788
Ensembles	Music Office	Seeger	8723
Evening College Info	Rhonda Taylor	Derthick 205A	8676
Faculty Office Building	Tammy Whitehead	F.O.B.	8749
Fieldhouse Secretary	Ginger Dillon	Fieldhouse	8783
Financial Aid	Student Financial Services	McCown Cottage	8949
Food Service	Dave Taylor	Cafeteria	8742
Helpdesk	IT	Student Center	8704
Housekeeping	Theresa McCrary	Physical Plant	8765
Intramurals	Ron Worrell	Fieldhouse	8028
Library	Steve Preston	Library	8703

Maintenance	Jonathan Robinson	Physical Plant	8734
Nurse	Vicki Carroll	Hardin 101	8667
Parking Regulations	Traffic Court	Student Center	8760
President	Dr. Don Jeanes	Little Hartland	8710
Public Relations	Lee Fierbaugh	Hyder House	8719
Registrar	Sue Skidmore	Derthick 103	8788
Residence Life	Shauna Nefos	Student Center	8735
Residence Hall Directors	Abby Ott	Hart	1500
	Jessica Carter	Sutton and Williams	1647
	Adam Kneisley	Webb/Kegley/Quillen	1709
	Kent Pettit	Student Suites/MSA	1619
Assistant Resident Director		Kegley/Quillen Halls	1731
Security (Daytime)	Jonathan Robinson	Physical Plant	8734
Security (Evening)			8912
Stampede	Jim Dahlman	Paxson	8994
Student Government	Pres. Curtis Teel	Student Center	8752
Testing	Registrar's Office	Derthick 103	8415
Transcripts	Registrar's Office	Derthick 103	8788
Tutoring	Traci Smith	Student Center	8981
LINC Office	Student Volunteers	Student Center	8711
VP for Business	Joe Whitaker	McCown Cottage	8740
VP for Finance	Jacqui Steadman	McCown Cottage	8686
Withdrawals	Traci Smith	Student Center	8981
Workstudy	Linda Lawson	McCown Cottage	8712
Writing & Study Skills		Derthick 102	8946