

Parent & Family Guide 2019

Parent Program

Whether your son or daughter is a first-year student or a soon-to-be graduate, we want you to have an enriching experience as part of the Milligan community. Our goals are for parents to understand the student experience and



know about resources available at Milligan College; support the college's goals for student learning and development outcomes; know when to step in to help their student and when to empower their student to take responsibility; and participate in

opportunities to engage with the Milligan College community.

Parent Association

Parents and other family members of Milligan students are invited to join the Milligan Parent Association. As a member, you will receive news and information of interest to parents and family members, important reminders and invitations to special activities and events. Register at milligan.edu/parents.

Parent Communication

Once registered for the Parent Association, you'll receive regular news updates from the college, our Looking Ahead newsletter, the Milligan Magazine, and informational emails. These emails provide important timely campus information, including tips for parents on supporting their college students, news, and upcoming events. Be sure to follow us on Facebook, Instagram, and Twitter @MilliganCollege. Check out all the resources and important dates at milligan.edu/parents.

Hugs from Home

Send your son or daughter a care package. The Associated Ladies for Milligan (ALM) offers parents the opportunity to purchase a Hugs from Home gift package. These creatively-themed gifts are assembled four times per year: for Halloween, Christmas, Valentine's Day, and Spring. You may purchase a full year for \$100 or one semester (fall or spring) for \$60. Proceeds from this fundraiser benefit student scholarships at Milligan.

Parent Council

The Parent Council acts as the advisory and advocacy arm of the Parent Program. The council meets twice a year to help the college

maintain and enhance effective communication with parents and to provide prayer support for students and faculty/staff. They serve as hosts on Move-In Day, Family Weekend, regional events held throughout the country, and other events throughout the year.

Transition & Orientation

Connections

Coming to college is a significant change in the life of your daughter or son. We also recognize that this will be a significant change in the life of your family. Connections: New Student Orientation is an all-day event on the Milligan campus that prepares students and parents for a smooth and easy transition to college life.

Welcome Week

Fall is an exciting time at Milligan. Welcome Week activities are planned for first-year and transfer, traditional, and non-traditional students during the first week of the fall semester. During this time, parents and families are invited and encouraged to attend Saturday and Sunday events during move-in weekend, including the Matriculation Service, Dessert Reception sponsored by the Parent Association, and the Sunday morning worship service. Visit milligan.edu/sizzler for full details.

Matriculation

Matriculation is a tradition at Milligan where new students officially "sign-in" to the records of the college. This program is mandatory for all new students of the college. We invite all families of incoming students to attend this formal ceremony in which students join the Milligan community. Sunday attire is requested. Matriculation is followed by the Dessert Reception hosted by the Parent Association, where new students and parents have the opportunity to meet and greet faculty, staff, and other parents.

FERPA (Student Privacy)

Parents are not automatically granted access to information about their student's education record. The Family Educational Rights and Privacy Act (FERPA), as amended (also sometimes referred to as the Buckley Amendment), is a federal law that assigns certain privacy rights regarding their educational records to students who are 18 years of age or older or enrolled in post-secondary institutions. (Once a student reaches the age of 18 or enters college, the rights previously held by the parents transfer exclusively to the students.) In general, this means that students need to give their permission for the release

of information about their educational record, even to release information to parents.

FERPA protects information about courses in which the student is enrolled, grades received, locations of courses, academic standing information, financial aid information, student account information, etc. Directory information can be released to anyone, including parents, without the student's permission.

Authorization

Students can authorize access for their parent(s) to their education records and allow oral and written communication with college personnel by completing an authorization form and submitting it to the Registrar's Office. The form is available at admission.milligan.edu/forms.

Questions

General questions about FERPA may be directed to the Office of the Registrar, P.O. Box 52, Milligan College, TN 37682. Phone: 423.461.8788. Learn more at milligan.edu/ferpa.

Academics

The academic strength of Milligan is reflected in its Christian liberal arts commitment, the breadth and depth of academic programs, and the talents of our faculty. Milligan offers over 30 major programs and 25 additional minors. Visit milligan.edu/academics for a complete list.

Academic Advising

Advising is an essential component of your student's Milligan experience because it is designed to promote the achievement of his/her educational goals. Encourage your student to develop a relationship with his or her academic adviser (also known as "mentor" during freshman year). Advisers are assigned according to the discipline in which the student is majoring. Mentors/advisers provide students with information and guidance as it relates to program/curriculum requirements, academic policies and procedures, and various academic issues and concerns. Advisers will assist with course selection and refer students where appropriate to support systems, informational resources, and individuals.

Academic Grievance Procedure

If a student desires to pursue a grievance against the final grade in a class, he/she should follow the procedure outlined in the Student Handbook and in the college Catalog.

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.

Depending on 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. All instances of academic dishonesty are reported to the Vice President for Academic Affairs and Dean. 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.

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 Associate Registrar, acting on behalf of the Academic Dean. Volunteer tutors are available to offer assistance in various classes. Contact the Student Success Office for guidance.

Academic Requirements

A minimum of 128 credit hours is required for graduation with any baccalaureate degree (with a minimum cumulative GPA of 2.0). Students transferring from another college must successfully complete no fewer than 45 of the 128 required semester hours through instruction at Milligan. To graduate, all undergraduate students must complete Milligan's General Education Requirements plus a major. See the Catalog for full details.



Accreditation

Milligan College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, master's, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Milligan College.

Computers (Information Technology)

Milligan College has a campus local area network. Residence hall room computers may be connected to the network, provided that the student's computer conforms to minimum requirements, which are posted on the Milligan College Office of Information Technology website. Students are responsible for being familiar with and abiding by the Computer Use Policy, also posted on the Milligan College website. Milligan also operates an Information Technology Help Desk to assist students with technical questions. Help is available for general troubleshooting, software installation, virus removal, on-campus printing, and Wi-Fi connection issues. Milligan provides all students with one copy of Microsoft Office and one upgrade to the current Windows Operating System.

Computer Network

All academic buildings and residence halls are connected on a network that provides access to the campus-wide information system and the Internet. There are enough connections for every student in the residence halls to be connected simultaneously. Additionally, 95 percent of the campus is covered by a Wi-Fi network. Devices that generate a personal Wi-Fi network are not permitted in the residence halls. Rogue networks create interference that significantly degrade the campus Wi-Fi network. Any problem with Wi-Fi coverage should be reported to the IT department for remediation.

Core Curriculum (General Education Requirements)

Milligan has a strong interdisciplinary liberal arts core curriculum that provides students with a broad foundation for life-long learning and for further study in specific disciplines. For complete details on the college's general education requirements, see the college Catalog.

Developmental Studies

Milligan's Developmental Studies program is committed to helping students academically succeed. Courses in mathematics, writing, and study skills give students the opportunity to develop more proficiency in these areas and increase their chances for success in college course work. Students are placed in these courses based on their ACT or SAT test scores. See the college Catalog for details.

Disability Services

Milligan is committed to providing students with disabilities the tools, reasonable accommodations, and support services to participate fully in the college's academic environment. It is the responsibility of the student to notify the college (through the Director of Disability Services) of his or her disability and to follow the process outlined in the college Catalog for requesting appropriate auxiliary services and academic adjustments.

Diversity

"As members of the Milligan College community and in faithfulness to the teaching of Scripture, we commit ourselves to honoring and broadening the diversity of our community and to treating every person with respect, dignity, and love. By reflecting the diversity of God's kingdom, the college bears witness to that kingdom and equips students to serve in a diverse and interdependent world." Milligan College believes that diversity in our student body, faculty, and staff, whether by race, color, ethnicity, disability, multicultural background, sex, or age, is important for us to fulfill our primary mission: to provide a quality education where men and women are prepared as servant-leaders. See milligan.edu/diversity for more information.

Faculty

Milligan has 94 full-time professors. Eighty-three percent have a Ph.D. or the highest terminal degree in their field. All courses are taught by professors; no graduate students or teaching assistants teach classes. As a Christian college, Milligan actively seeks and hires faculty members who manifest both academic excellence and Christian faith.

Each professor has scheduled office hours and encourages students to stop by frequently. Many professors invite their classes to their homes for a meal, participate in chapel, and support students at athletic and arts events.

Humanities

Our unique Humanities Program — incorporating history, literature, philosophy, and fine arts— is part of the core curriculum and central to the Milligan liberal arts education. Over the course of four semesters, students study some of the ideas and events that have shaped history and created contemporary civilizations. This study lays the foundation for an integrated perspective on life's meaning and for cultivating the habits of finding meaning in the past, making informed judgments on the present, and preparing for a meaningful future.

Internships

Several majors require internships that grant college credit and provide valuable work experience prior to graduation. Students intern at local businesses or organizations and many have worked in locations throughout the U.S. Faculty often help students locate internships; resources are also available in the Career Development Office.

Liberal Arts

The term "liberal arts" means that students are educated broadly about the historical, philosophical, and literary basis of our modern society. "Liberal arts" is also a way of describing an education that prepares students to think, to inquire about the nature and meaning of the world, and to analyze information and ideas.

Scheduling Courses

The Milligan College Catalog prescribes course paths for each academic major and program, with flexibility for some electives. All new students will meet with their mentor and register for fall classes at Connections Orientation (the Registrar's Office will finalize schedules for those new students who are unable to attend Connections). Each semester, students meet with their mentor/adviser to discuss the next semester's course selection.

Snow Schedule

In case of inclement weather, announcements of schedule changes will be announced or posted on local TV and radio (see Student Handbook for complete list). They are also emailed to campus and posted on the college website. If a snow schedule is announced, it means classes will begin at 10:00 a.m. and follow the schedule listed at milligan.edu/academics/calendar.



Students may also stay informed about class closings and other vital operational changes via text message by subscribing to the Rave Emergency Contact and Mobile Safety System at getrave.com/login/milligan.

Student Email Policy

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

Student IDs

Student IDs are produced by the Office of Information Technology. The student ID functions as an identification card, meal card, library card, and chapel card, all rolled into one. Students will receive their card at the time of registration (usually at Connections Orientation) after having their photo taken, and the ID will be valid throughout their stay at Milligan.

Student Records and Grades

Students can view information about their academic record and student account in the college's student records database using the ID and password assigned to them for college network access.

Student Responsibility in Learning

Ultimately, students are responsible for their education. Students should make sure to register for their courses on time, familiarize themselves with college policies and procedures, and take an active role in their education by developing a plan of study. Regular contact with one's Advisor can help ensure timely progress toward graduation.

Study Abroad

Milligan offers a number of off-campus learning programs, many through the Council for Christian Colleges and Universities (CCCCU). These include semesters in London, Australia, China, Costa Rica, India, Egypt, Russia, Oxford, Uganda, the Contemporary Music Center in Nashville, the American Studies Program, the New York City Semester in Journalism, and the Los Angeles Film Studies Center. Milligan is also a member of the Council on International Educational Exchange (CIEE) and Cultural Experiences Abroad (CEA). Off-campus summer programs include the Humanities European Study Tour, Summer in London, Oxford, and the International Business Institute. For complete details and policies, see the college Catalog.

Student Success

We want our students to succeed, believe they have the ability to succeed, and want to help them succeed. This period of a student's life is a time of exploration and self-discovery. This introspection reveals itself in a variety of ways, including learning to identify the source

of personal struggles. There are a number of steps to identifying and solving the obstacles contributing to lack of success in college. Then the student needs to develop strategies to overcome them. What strategies and resources might help your student? Visit milligan.edu/success.

First Year Experience

Foundations built during the first year are key to a student's success. FYE programs are designed to help students get comfortable on campus, connect with the college, succeed academically, and start to think of Milligan as home.

First Year Mentoring Program

Milligan's Mentoring Program is a vital part of a student's development and academic success. We pair each new student with a faculty mentor, based on the student's academic interest. If the student hasn't decided on a major yet, the mentor will help guide the student through the core curriculum and career assessments to help discern God's call. Your student's mentor will help him/her successfully navigate through the first year as a college student. From there, your student will be ready to work closely with an academic advisor in a specific major, who will lead your student through college to graduation.

Academic Resources

Milligan is pleased to offer a variety of academic resources that assist students in transitioning from high school to college. Students may access time management aids, study aids, personal accountability assistance, and tutoring services.

Students should visit the Office of Student Success located on the upper level of the McMahan Student Center.

Tutoring

The Tutoring Program at Milligan is free and open to all students. Students can meet one-on-one with a peer tutor – another student who has been through what they're experiencing and is now trained to help others – for one-hour sessions or longer, as needed. Many tutors are available in Humanities, Bible, and other academic areas, such as math, biology, or nursing. Tutoring is free, and students are encouraged to use this quality service to help them succeed in classes and reach their academic potential. Visit milligan.edu/success/#tutoring-schedule for a schedule.

Student Life

Milligan's student body consists of about 1,200 students - approx. 900



undergraduate students and 300 graduate or non-traditional students. They are from 40 states and 15 countries. Eighty-four percent are from the South, 11 percent from the Midwest, 1 percent from both the Northeast and the West, and 1.5 percent are internationals. 14 percent of Milligan's student body are from multicultural backgrounds.

Alcohol Policy

Milligan is a dry campus. The College prohibits the use, possession, and influence of alcohol on campus and at any college functions on or off campus. Violations will result in disciplinary options outlined in the Student Handbook.

Athletics

Milligan competes in the National Association of Intercollegiate Athletics (NAIA) and is a member of the Appalachian Athletic Conference (AAC). Milligan offers scholarships in 24 intercollegiate programs. Men's programs include baseball, basketball, cross country, cycling, golf, soccer, swimming, tennis, track and field, and club volleyball. Women's programs include basketball, cheerleading, cross country, cycling, dance, golf, soccer, softball, swimming, tennis, track and field, and volleyball.

ATM & Banks

There is an ATM in the Student Center. Carter County Bank is the closest bank to campus (1 mile). Many other national banks are located in both Elizabethton and Johnson City.

Campus Activities

The mission of Campus Activities is to enhance the student educational experience through challenge and support in mentor relationships, active-learning opportunities and purposeful programming. There are over 40 clubs and organizations on campus, including professional, social, spiritual, fine arts, publications, and academic groups. See the Student Handbook or milligan.edu/student-life for a complete list.

Counseling Services

The Counseling Center's mission is to promote emotional well-being, spiritual growth, academic success, multicultural diversity, and healthy interpersonal relationships by providing professional-level mental health counseling services at no cost for Milligan College students, faculty, and staff. Milligan's counseling staff are able to assess, make recommendations, provide short-term counseling for interpersonal and personal issues, and assist in referrals to other community resources as needed. The counseling relationship is one which gives the students support in a safe, non-judgmental environment. Students experiencing anxiety, stress, depression, and other concerns socially, academically, and personally are encouraged to see a counselor on campus. The service is confidential except where prohibited by law. There is no additional fee for the counseling service. Hours vary by semester. Students may schedule an appointment with a counselor by calling 423.461.8500 or emailing CounselingCenter@milligan.edu.

Curfew

There is not a curfew at Milligan. The residence halls are locked 24-hours a day, with access during visitation hours posted in the Student Handbook.

Dining Center / Pioneer Food Services

Milligan offers a continuous service meal plan for students, from 7 a.m. to 7 p.m. in McCormick Dining Center (the cafeteria). The Transfer Meal Option allows students to trade a meal at the cafeteria for one in The Fireside Grill in the Student Center. Menu selection is all-inclusive (grill entree, side item, dessert or fruit, and drink). Grab-N-Go Meals allow students with busy work or class schedules that conflict with meal times to submit a request and pick-up a convenient to-go meal option at The Grill. The Snack Bar Plus Account is an option that provides a meal credit line on the Student ID at The Grill for an additional charge to the meal plan. Commuters not on the campus meal plan may also purchase an account to be used for meal purchases in either The Grill or the cafeteria.

Discipline

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

Dress Code

There is not a dress code. 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.

Fieldhouse

The Steve Lacy Fieldhouse and fitness equipment are open to all students. Athletic teams and academic classes have priority for use of the courts and pool, but there are plenty of public access hours available to all students. Also see Wellness Center.

Greek Life

Milligan does not have fraternities or sororities. Our residence halls have active programming and social activities that often result in tight-knit friendships and bonding among student groups.

Health Services

The nurse-directed, campus clinic is located in the Gilliam Wellness Center (423.461.8667) with hours of operation Monday thru Friday 9:00am – 2:00pm. The campus nurse is available for emergencies, minor illnesses and injuries, and health consultations as well as referral to outside physicians and medical facilities if needed. A list of medical care alternatives if the clinic is closed is located at milligan.edu/student-life/#health-wellness. If students are ill and confined to their room, their RA may bring them a meal from the cafeteria. Residence Life Staff cannot get students excused from any

classes or academic requirements, but can relay the illness and resulting absence to professors. All students are required to maintain health insurance coverage on themselves at their own expense.

Immunization Policy

All students are required by law to submit a completed Health and Immunization Record, which is provided in the pre-admission packet, prior to attending classes (housing will not be assigned until this information is completed and submitted to the Health Center). In compliance with the Tennessee State Department of Health and the immunization guidelines of the American College Health Association, Milligan College requires all students to provide documented proof (physician's signature) of having received:

- Two MMR (measles, mumps, rubella) vaccines, or proof of immunity, for all students born after 1956
- Two varicella (chicken pox) vaccine, or proof of immunity/disease, for all students born after 1979
- Meningococcal (if under age 22 and living on campus)

All international students are required to provide proof of Tuberculosis screening (PPD) done in the United States within the past twelve months prior to Registration, as well as appropriate treatment as indicated by a health physician.



Intramurals

The Intramurals program is designed to promote physical fitness, personal skills, participation, and enjoyment in a spirit of healthy recreational competition. Activities, tournaments and events include dodge ball, flag football, basketball, beach volleyball, ultimate Frisbee, and softball. Other events are added as appropriate.

Mail & Packages

To receive mail on-campus, students must rent a PO Box at the Milligan College Post Office at <https://poboxes.usps.com/poboxonline/search/landingPage.do>. Mail is not delivered to residence halls. Any regular mail addressed to students and received by the college will be returned to sender. Packages needing a physical address should be sent to: Student's Name, Residence Hall & Room #, c/o Milligan College Physical Plant, 130 Richardson Rd., Milligan College, TN 37682.

Notice of Nondiscrimination/Commitment to all People

As members of the Milligan College community and in faithfulness to the teaching of Scripture, we commit ourselves to honoring and broadening the diversity of our community and to treating every person with respect, dignity, and love. By reflecting the diversity of God's kingdom, the college bears witness to that kingdom and equips students to serve in a diverse and interdependent world. In accordance with the Age Discrimination Act, Title IX, and Section 504 of the Rehabilitation Act, Milligan College admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs,

and activities generally accorded or made available to students at Milligan. Milligan does not discriminate on the basis of race, color, national and ethnic origin, sex, age, or disability in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Concerns relating to sex discrimination should be addressed to the college's Title IX Coordinator:

Brent Nipper, Director of Property and Risk Management
PO Box 750
Little Hartland Welcome Center
Milligan College, TN 37682
423.461.8740
wbnipper@milligan.edu
TitleIXCoordinator@milligan.edu

Questions about disability services and ADA compliance issues should be addressed to:

Heather Jackson, Director of Disability Services
P.O. Box 500
McMahan Student Center
Milligan College, TN 37682
423.794.3088
hjackson@milligan.edu
DisabilityServices@milligan.edu

Safety & Security

The Milligan campus is a very safe campus. Maintaining a secure campus environment is a college priority. The college contracts with a professional guard service to provide after-hours security. These individuals conduct inspections of campus buildings and patrol the campus throughout the night. Campus Security can be reached at 423-461-8911. The Student Handbook provides full policies and procedures for campus security and student conduct guidelines. 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, emergency notification is provided through the RAVE emergency alert system, campus email, and other appropriate media. You can register for RAVE emergency alerts online at getrave.com/login/milligan. In accordance with the Tennessee College and University Security Information Act of 1989, the Federal Student Right to Know and Campus Security Act of 1990, and the Federal Drug-Free Schools and Communities Act, the college provides an annual Security, Safety and Crime Report. Parents and students can also review campus crime statistics for all college and university campuses at <http://ope.ed.gov/security>.

School Colors & Mascot

The school colors are black and orange. The mascot is the buffalo (Brutus), named after nearby Buffalo Mountain and Buffalo Creek.

Student Center (SUB)

The McMahan Student Center (informally known as the Student Union Building or SUB), dedicated in 1987, provides a focal point of campus fellowship and includes The Fireside Grill, SUB 7 room, Bookstore, and offices for Student Government and Student Life staff. The lower level contains Information Technology, Student Success, Multicultural Engagement, Career Development, and the Institute for Servant Leadership.

Student Conduct Guidelines

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

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.
3. Any form of sexual immorality is prohibited. This includes but is not limited to pre-marital sex and adultery. Cohabitation (living/residing with a non-related person of the opposite sex) outside the bonds of marriage is prohibited.
4. 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.
5. 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.
6. The possession and/or use of weapons is strictly prohibited on property, facilities or vehicles owned, leased, rented, or used by Milligan College, or otherwise under the control of Milligan College. A weapon is defined as an instrument, substance, or object which is or may be used to threaten or cause actual bodily harm, and includes but is not limited to the following: firearm, ammunition, explosives,

explosive weapon, slingshot, switchblade knife, blackjack, knuckles, martial arts equipment, stun guns, paintball guns, BB guns, air rifles, crossbows, bows and arrows, knives with a blade length exceeding 4 inches, items manufactured, altered, or used as a weapon or which cause another item to become a weapon, or any instrument, substance or object which might reasonably under the circumstances be used or perceived as a weapon. This is not meant to include accessories, tools, and objects normally used solely for preparation of food, instruction, personal grooming, and maintenance. The carrying of, possession, or use of a weapon is a violation of the rules, regulations, and policy of Milligan College, and will result in campus discipline. The offender also may be referred to local law enforcement for criminal charges. Nothing in this section shall apply to law enforcement officers or to security officers approved by Milligan College in compliance with state and federal law. This Weapons Policy DOES apply to weapons used for educational purposes unless the weapon used for educational purpose has been approved by either the Vice President for Student Development or the Vice President for Academic Affairs.

7. Milligan College prohibits the use, possession and influence of alcohol or illegal drugs on campus and at any college functions on or off campus.
8. 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.
9. 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. See the Student Handbook for complete details.
10. The use of any tobacco or tobacco related products OR products which simulate the use of tobacco (i.e. mechanical/electronic cigarettes/cigars) is prohibited on the campus of Milligan College.
11. See the Student Handbook for complete information on policies and expectations.

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; students 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 our actions on ourselves and the community, and to pursue our goals in an orderly structured fashion.

Student Government

The Student Government Association (SGA) 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, a commuter representative, and the executive council.

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

Vehicles & Parking

The use of a vehicle on campus is a privilege extended to the college community. Each motorized vehicle must be registered with the Student Development Office before classes begin; vehicle registration is free. Please have the following information when you register: license tag/plate number, color, make, model, and year of your vehicle(s). There is a \$100 fine for not registering a vehicle or not displaying a sticker. Each vehicle driven/parked on campus must be registered. Operators of these vehicles are expected to learn and follow the driving/parking policies on campus (outlined in the Student Handbook). Violators of these policies are subjecting themselves to significant fines and loss of vehicle privileges. Fines range from \$20 to \$100. All tickets must be paid in the McCown Cottage Business Office. Receiving more than ten tickets can result in the loss of driving privileges on campus.

Wellness Center

The Gilliam Wellness Center offers fitness and workout opportunities for students, faculty, and staff. The 7,100-square-foot center is equipped with cardiovascular fitness equipment, both free weights and a weight machine circuit, an aerobics classroom, and a spinning room equipped with 10 spinning bikes. The center also features seven wall mounted flat-screen televisions, including three that are part of a Nintendo Wii activity area. The Center also houses offices of the Campus Nurse, Director of Intramurals and the Coordinator of Wellness and Recreation Activities.

Residence Life

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. Visit milligan.edu/student-life/#student-housing for more details on housing.

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. Students are permitted to have a small dorm-size refrigerator (3 cu ft.) and small microwave oven (700 watts max.) in the 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. 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. 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.

Computer Network

All college owned buildings, including residence halls, are connected on a network that provides access via computer to the campus-wide information system and Internet. Connections are plentiful enough so that every student in the residence halls may be hooked up simultaneously, and not have to share with a roommate. Additionally, 95 percent of the campus is covered by a wireless network.

Holiday/Break Housing Policy

With the exception of Fall Break, Easter Break, and MLK Jr Day, all residence halls 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 \$25 per night. Permission must be given and the fee must be paid three days prior to the start of the break. No students will be allowed to remain in the residence halls or suites during Christmas Break.

Housing Requirement

Milligan 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. Therefore all traditional undergraduate students are expected to take room and board on campus. See the Student Handbook for exceptions and approval process.

Housing Options

Eighty-five percent of Milligan students live in residence halls or college-owned apartments. Milligan has 11 residence halls and four student apartment buildings rented to graduate and married students. Underclassmen residence hall rooms are arranged in suites, two bedrooms joined by a shared bathroom for every four students. Upperclassmen housing are suite style with individual bedrooms and shared bathrooms. Kegley, Quillen, and Williams house four students in each suite. The Village housing provides five individual bedrooms, three bathrooms and kitchen for each suite. New students are assigned to Sutton or Hart Hall (women) or Webb Hall (men). All Milligan residence halls are single-gender. Men and women may visit each other's residence hall rooms during specified hours for Open House.

Laundry

Laundry facilities are located on the lower levels of Hart, Sutton, Webb, Williams and Pardee Halls. All washers and dryers use both coins and special debit cards that may be purchased from the Wash Card machines in Sutton lobby. Value may also be added to the cards at these machines. Current rates are \$1.25/load.

Milligan Student Housing (MSA)

A limited number of college-owned apartments are available for married and graduate students. Additional information and application forms may be obtained from the Student Development Office, 423.461.8760.

Open Hall Hours

Open hall hours are outlined in the Student Handbook. 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

No overnight guest of the opposite gender is permitted at any time in student housing. All guests should be the student's peers. Parents and others are not to be invited to stay in College housing. Guests are limited to a three-day visit and must be registered with the Resident Assistant. Milligan commuter students and guests are prohibited from being routine overnight guests in College housing. Exceptions must be cleared with the Resident Director, Dean of Students, or the Vice President of Student Development. The Student Development Office has information regarding nearby hotels and rooms for rent.

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.

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 10:00 p.m. to 8:00 a.m.

Room Assignments

New student room requests arrive throughout the school year and are handled on a first come, first serve basis (students must be admitted, pay their deposit, submit their housing request form and their immunization form before housing assignments are made). Upperclassmen have the choice of rooms for the next year, so no assignments are made for new students before the end of the preceding semester. If your request comes in early enough, you will be notified as to which residence hall you have been assigned by the first week in July. If you have requested to room with a certain student, every effort will be made to honor that request, and that request will take priority over residence hall choice.

Room Changes

Room changes can only be made during the first week of each semester, at the discretion of the Resident Director. 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. Guidelines for room change may be obtained from the Resident Assistant. Approval must be received before any change can be made.

Room Personalization

Residence hall rooms may not be painted. Tacks, drilling, staples, and nails are not permitted in walls, wood trim, furniture, or doors. Contact paper, tape, wallpaper, or stenciling is not permitted. Use of removable adhesive is permitted.

Room Sign-Ups

In the spring, returning students may reserve a room for the upcoming academic year during specified Room Sign-Up Days. 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. 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.

Safety

Safety is a priority on the Milligan campus. The residence halls are locked 24-hours a day, with access during visitation hours posted in the Student Handbook. Your room key will open the doors of your residence hall. Students should carry their key with them whenever they leave their room and keep their rooms locked at all times. Keys will be returned at the end of each semester at check-out.

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 GPA. No single rooms will be guaranteed. All single rooms will be charged the single-room rate regardless of circumstance.

Staff

The Residence Life staff works hard to maintain and promote all areas of student development within the residence halls. Each residence hall has an assigned Resident Director (RD) and Resident Assistants (RA) on staff to help residents with academic, housing, and personal problems, and to handle all emergency situations relating to life in the residence hall. 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.

Storage

Sutton and Hart Halls are the only residence halls with storage space available. Residents may utilize the limited residence hall storage rooms during the academic year and summer on a space-available basis in designated areas only. Students placing items in storage at the college do so at their own risk. Carpets and furniture may not be stored on campus.

Visitation Policy

Men and women may visit each other's residence hall rooms only during specified hours for Open House. Any visitor 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 Dean of Students. Please also see "Overnight Guest Policy."

Spiritual Life

Christian College

Milligan is a Christian liberal arts college. It is a distinguishing characteristic of Milligan College that each course is taught with an awareness of how it fits into a biblical worldview. Such teaching is assured by the selection of a faculty who are strong and active in their Christian faith. Practicing our faith and serving God's kingdom is pervasive in all of campus life. Milligan is a member of the Council for Christian Colleges & Universities (CCCU).

Church Affiliation

Throughout its history, Milligan College has maintained an active relationship with the independent Christian Churches/Churches of Christ, who are committed to the restoration of New Testament Christianity and the unity of all believers. Given this commitment to Christian unity, students from various Christian traditions find Milligan a welcoming community. Over 20 Christian denominations/church groups are currently represented in Milligan's student body. The

Christian people participating in Restoration Movement consistently disclaim denominational status, and the faculty and trustees of the college maintain an intelligent awareness of a commitment to this position. The members of Milligan College feel that such a nondenominational position permits them to examine all aspects of life, secular and religious, in the light of the New Testament, unrestricted by human tradition. Accordingly, no denominational or creedal tests are imposed upon any student in admission to membership in Milligan College or in the attainment of any of its honors, awards, or degrees.

Campus Ministry

Spiritual formation – the development of a personal faith commitment, Christ-like character, and a vision of God's Kingdom in the world – lies



at the heart of the Milligan enterprise. The process of Christian spiritual formation happens as we intentionally exercise, in community, those practices that the church has long identified as nurturing to faith: prayer, corporate worship, reflection on Scripture,

cross-cultural engagement, and service to others. These disciplines feed the life of the Spirit in the growing disciple, forming in him or her the character of Jesus, and the result is a life increasingly marked by servant-leadership.

Creating opportunities for students to experience and grow in spiritually forming practices is the responsibility of the Campus Ministry. Working with various extensions of the Campus Ministry Team (Vespers, Fellowship of Christian Athletes, SGA Spiritual Life Branch, Chapel Planning Team), the Campus Minister oversees programs aimed at faith development and provides pastoral care to the campus community.

Chapel & Convocation

Chapel has been a central feature of life at Milligan from its very beginning. Chapel and Convocation provide the opportunity to come together to worship, pray, learn, and share our stories. Chapel services (Thursdays at 11:00am) typically consist of times of corporate worship and teaching, and aim to be inclusive by reflecting the diversity and giftedness of the entire campus community. Convocation services (Tuesdays at 11:00am) follow a different format, focusing on the integration of faith and learning. Convo services may include such elements as panel discussions, arts/cultural presentations, guest lectures, films, concerts, and community-building events.

Local Churches

Milligan does not hold a church service on Sunday mornings. Instead, the college encourages student involvement in local congregations. Interaction with Christians outside the Milligan College community is a

valuable experience as students develop their faith while sharing and serving local congregations. Students can contact the Church Relations Office for further assistance in locating a local congregation.

Service

We believe that leadership is about service. Milligan therefore encourages students to reach out to influence lives and the world around them. Students are encouraged to become servant leaders through mission and service projects, and many classes incorporate service learning into the classroom. On short-term mission trips, in worshiping and participating in local churches, and in serving the community, Milligan students become more aware of their culture and the world in which they will minister. The LINC Volunteer Center links the needs and interests of Milligan College students to the needs of the community. They bring an awareness of volunteer events to the student body and promote campus unity.

Small Groups

Students are encouraged to participate in various kinds of small groups, some types may include: Bible studies, accountability partners, prayer groups, men's/women's studies, couples groups, discipleship groups, as well as small groups offered by local churches. The Campus Ministry Team is responsible for initiating many small groups on campus. A student seeking more information concerning placement or types of groups available should speak to a member of this team or the Campus Minister.

Spiritual Formation Program

In support of its mission of developing men and women to become servant-leaders, Milligan College requires all traditional (23 years old and under) undergraduate students to participate in its Spiritual Formation Program. Students are required to accumulate 150 Spiritual Formation Program (SFP) credits in order to graduate. SFP credits are earned by participating in Chapel and Convocation services, approved community service projects, and other events geared toward spiritual formation. A calendar of qualifying SFP events is published at the beginning of each semester and maintained on the College website. Only activities listed on the SFP calendar, or additional events approved by the Campus Ministry Office, will qualify for SFP credit.

The spiritual formation program at Milligan College aims to draw students deeper into Christian community. The variety of venues and topics enables students to select formation activities that fit their spiritual development, contributing to a richer faith-filled campus environment. For information about the Spiritual Formation Program, visit milligan.edu/student-life/faith-worship/.

Vespers

Sunday evening at 8:30 p.m. are set aside for Vespers under the direction the Campus Ministry Team. This is an informal time of student-led 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.

Career Development

Career development and planning, a key function at most colleges and universities, gets a special twist at Milligan, where it's about vocational and career exploration. The emphasis is not just on making a living, but making a life. A comprehensive approach that spans the entire student experience, the Center for Calling and Career Development (CCCD) is a place where students can seek answers to questions of vocation and find opportunities to work and serve. Career services are available to all undergraduate and graduate students, free of charge.

College Central Network

College Central Network is Milligan's online job bank and web-based recruiting system. Students and alums can register by visiting milligan.edu/career. Once registered, they can search for full-time employment, internships and part-time jobs offered by a variety of employers in the Tri-Cities region, nationwide and internationally. They can upload their resume for employers to view, see the schedule of recruiters interviewing on campus, and learn about upcoming career events.

Career Assessment & Counseling

Individualized career advising 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.



Career Information

A number of career development 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. Also, resources are available in the CCCD and on the website at milligan.edu/career. All sophomores are required to take Calling and Career, a career development course. This class helps students develop skills and tools needed for their job search. A representative from the CCCD is available to discuss career concerns with individual classes at the professor's request. Career development representatives will review student resumes upon request.

What Should I Major In?

Students can view information that helps them connect majors to careers at milligan.edu/academics/#academics. Then locate the link for "What Can I do with a Degree in..." found in each academic program section. For each major, they can view an outline of common career areas, typical employers, and strategies designed to maximize career opportunities.

Alumni

Your student joins a wonderful community and family of Milligan alumni. Our Alumni Relations Office helps alumni stay connected—with each other, with the college and with students. We do this through our website and email, through the Milligan Magazine, through our Call Center and through various other publications and events. You will find links to various resources at milligan.edu/alumni.

Student Financial Services

Student Financial Services (SFS) assists students with all aspects of financing their education. SFS is located in McCown Business Office. SFS can be reached at 800.447.4880, 423.461.8949, sfs@milligan.edu, or milligan.edu/SFS. In order to attend classes, students must make financial arrangements for payment of their bill prior to the first day of class.

Scholarships

Milligan offers a variety of scholarships to students. Many of these scholarships and grants have been made possible through contributions from alumni, parents, faculty, staff, businesses, foundations, and friends of the college. Visit milligan.edu/SFS for details.

Scholarship Renewal

All Milligan academic scholarships and need-based grants are awarded upon admission to the college for up to eight semesters of full-time enrollment as long as the recipient continues to meet the criteria for the scholarship/grant. See the Milligan College Catalog for minimum requirements for retaining Milligan scholarships.

Work-Study

Milligan's Work-Study Program provides some part-time jobs on-campus for students. Students are paid the current federal minimum wage. The Scholarship Director manages the Work-Study Program and admitted students with work-study eligibility will receive information about job placement or they can contact the Scholarship/Work Study Director.

FAFSA

The (Free Application for Federal Student Aid), or FAFSA, is the first step in the financial aid process. Apply at fafsa.ed.gov. 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.

Student Account Information

Students can view information about their student account through an online portal known as Self Service. Self Service can be accessed using the student's college network ID and password. Students can

view their account balance, billing statements, and all financial aid information including charges, scholarships, loans, and work study awards.

Hospitality Guide

Location

Milligan has a great location. Our beautiful 235-acre campus is within minutes of Elizabethton, Johnson City, and the Tri-Cities region of Northeast Tennessee. The campus is three miles from I-26 and 30 minutes from I-81 and Tri-Cities Regional Airport.

The Johnson City / Kingsport / Bristol, TN/VA Metropolitan Statistical Area – also known as the Tri-Cities – has a population of around 500,000. This region is ranked the 73rd largest MSA in the nation, out of 354 metropolitan areas, and 32 percent of the population is under age 24. The National Civic League named the Tri-Cities the first All-America Region.

Physical Address / GPS

1 Blowers Blvd, Milligan College, TN 37682. Some navigation companies have the college mismarked on their maps, so be sure to visit our website for specific directions to campus.

Places to Stay

Visit milligan.edu/visit for information on hotels and special Milligan rates.

Things To Do

Students enjoy theaters, parks, historical locations, walking/biking trails, restaurants, and shopping malls. They can explore the breathtaking mountains by hiking or camping in state parks and national forests near the campus; visit local lakes and rivers for outdoor recreation; or ski one of the five nearby ski slopes. Milligan is only an hour drive to historic Asheville, NC, and two hours from Knoxville and the Gatlinburg/Sevierville/Pigeon Forge area. When you come to Milligan, come prepared to explore, experience, and discover our region. For an activity guide and directions to many of the area attractions, visit milligan.edu/#location.



*** The information in this document is not legally binding. Please refer to the Milligan College Catalog and the Milligan College Student Handbook for official policies and guidelines.**

Milligan College Academic Calendar

FALL SEMESTER 2019

Faculty Gathering Day.....	August 23
Residence Halls Open to New Students.....	August 24
Conference for Families of New Students.....	August 24
Matriculation of New Students.....	Evening of August 24
New Student Orientation	August 24-26
Residence Halls Open to Returning Students.....	August 25
Advising, Mentoring, and Registration.....	August 26
Classes Begin.....	August 27
Labor Day (offices closed; no classes meeting).....	September 2
Last day to add a class.....	September 3
Last day to drop with class removed from record.....	September 10
Mid-term.....	October 9
Fall Break.....	October 10-11
Mid-term grades due.....	October 15
Board meeting.....	October 24-25
Last day to drop with possible grad of "W"	November 1
Thanksgiving Holidays.....	November 27-29
Last Day of Classes.....	December 6
Final Examinations.....	December 9-12
Commencement.....	December 13

SPRING SEMESTER 2020

JANUARY TERM

Classes begin; classes end.....	January 6-11
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SPRING TERM

Residence Halls Open to New Students and Returning Students.....	January 12
New Student Orientation.....	January 13
New Student Matriculation.....	January 13
Advising, Mentoring, and Registration.....	January 13
Classes Begin.....	January 14
Martin Luther King, Jr., Day (offices closed; no classes meeting).....	January 20
Last day to add a class.....	January 21
Last day to drop with class removed from record.....	January 28
Mid-term.....	March 6
Spring Break.....	March 9-13
Mid-term grades due.....	March 17
Last day to drop with possible grade of "W"	March 30
Easter Break.....	April 10-13
Awards Convocation.....	April 23
Board meeting.....	April 23-24
Last Day of Classes.....	May 1
Final Examinations.....	May 4-7
Commencement.....	May 9

Directory: Where to Get Help

Email directory at milligan.edu/people/

Question	Who	Where	423-461-xxxx
Academic Dean	Dr. Garland Young	Derthick 107	8720
Admissions	Kristin Wright	Little Hartland	8730
Athletics	Mark Fox	Fieldhouse	8990
Automobiles & Parking	Donna Godsey	Student Center	8760
Bookstore	Jack Presnell	Student Center	8733
Campus Activities	Jason Onks	Student Center	8335
Campus Minister	Brad Wallace	Student Center	8748
Career Development/ Community Service	Beth Anderson	Student Center	8316
Church Relations	Kit Dotson	Hyder House	8708
Counseling	Dr. Rebecca Sapp	Counseling Center	8500
Dean of Students	Tony Jones	Student Center	8760
Disability Services	Heather Jackson	Student Center	8981
Multicultural Engagement	Rachel Owens	Student Center	8492
Financial Aid & Bills	Student Financial Services	McCown Cottage	8949
Food Service	Mark Henry	Cafeteria	8742
IT Helpdesk	Amanda Bristol	Student Center	8704
Intramurals	Ryan Reynolds	Wellness Center	8487
Library	Gary Daught	Library	8703
Maintenance	Ken Broyles	Physical Plant	8734
Nurse	Karen Maughon	Wellness Center	8667
Public Relations	Chandrea Shell	Public Relations/Mktg	8756
Registrar	Stacy Dahlman	Derthick 103	8788
Residence Life	Tony Jones	Student Center	8760
Security	Campus Security	Physical Plant	8911
Student Government	Jason Onks	Student Center	8752
Testing	Cindy Wymer	Derthick 103	8415
Tutoring	Heather Jackson	Student Center	423-794-3088
Work Study	Tracy Brinn	McCown Cottage	8483