

# **NOBTS and Leavell College Student Handbook**

This edition of the Student Handbook reflects the most current policies and procedures of this institution; it should be adhered to throughout the course of a student’s enrollment at New Orleans Baptist Theological Seminary (NOBTS) and Leavell College. Adherence to these policies is mandatory both while class is in session or out of session, both on campus and off campus. The Office of Spiritual Formation and Student Life reserves the right to make changes to this Handbook at any time when such changes are deemed necessary. Where there are other specifications pertaining to nontraditional students, such as Advanced Degree students, Distance Learning students, etc., those specifications will be indicated in writing by the responsible offices for those demographics. However, the policies contained in this Student Handbook should be considered germane to all NOBTS demographics and supersede all degree-specific handbooks.

August 2023

## **Table of Contents**

<b>About NOBTS and Leavell College</b>	2
<b>Welcome from the Office of Spiritual Formation and Student Life</b>	3
<b>Duties, Privileges, and Responsibilities</b>	4
<b>Community Life and Personal Integrity</b>	6
Spiritual Formation	6
Student Organizations	7
Campus Recreation	7
Ethical and Personal Conduct Code	11
<b>Institutional Services</b>	22
<b>Campus Police</b>	31
<b>Campus Housing</b>	35
General Regulations	35
Special Regulations	49
Shelter-in-Place Guidance	54
Hurricane Information	56

## About NOBTS and Leavell College

### OUR MISSION

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

### AFFILIATIONS AND ACCREDITATION

#### **Denominational Affiliation and Support**

New Orleans Baptist Theological Seminary is an entity of the Southern Baptist Convention and is given significant funding by the [Cooperative Program](#).

#### **Doctrinal Commitments**

All the faculty members of New Orleans Baptist Theological Seminary and Leavell College subscribe to the [Articles of Religious Belief](#) and the [Baptist Faith and Message 2000](#).

#### **Accreditation**

##### Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

New Orleans Baptist Theological Seminary is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, master, and doctorate degrees. Questions about the accreditation of New Orleans Baptist Theological Seminary may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

As a part of the Seminary, Leavell College is authorized to offer certificates, associate degrees and baccalaureate degrees.

##### Association of Theological Schools (ATS)

New Orleans Baptist Theological Seminary is accredited by the Commission on Accrediting of the Association of Theological Schools ([www.ats.edu](http://www.ats.edu)). The following degree programs are approved by the Commission on Accrediting: MDiv, MA (Apologetics), MA (Biblical Archeology), MA (Biblical Studies), MA (Cross-Cultural Studies), MA (Philosophy), MA (Theology), MA in Christian Apologetics, MA in Christian Education, MA in Church Planting, MA in Church and Community Ministries, MA in Counseling, MA in Discipleship, MA in Ministry Leadership, MA in Ministry to Women, MA in Missiology, MA in Pastoral Ministry, MA in Worship Ministries, Master of Music in Church Music, MTS, ThM DMin, DEdMin, DMA, EdD, and PhD

The Institution is approved to offer comprehensive distance (online) education.

##### National Association of Schools of Music (NASM)

The New Orleans Baptist Theological Seminary is an accredited institutional member of the National Association of Schools of Music.

### LAICU

New Orleans Baptist Theological Seminary is a member of the Louisiana Association of Independent Colleges and Universities.

## **Welcome from the Office of Spiritual Formation and Student Life**

### WELCOME TO NOBTS AND LEAVELL COLLEGE!

We have prepared this Student Handbook to provide you with information you will need as an NOBTS or Leavell College student. You will find helpful information in this handbook that will direct you, answer your questions, and assist you in campus life. Please take a moment to familiarize yourself with the contents. We are thankful you have responded to God's call to prepare for ministry here with us. The Office of Spiritual Formation and Student Life is located in the Luter Student Center (The Fred) on the first floor. Our purpose is to serve you, equip you, and support you as you pursue studies in the classroom and ministry in our city. We have a very capable staff who are here to help you in any capacity. Should you have any questions that are not answered in the Handbook, please feel free to stop by the Luter Student Center and allow us to help you. You can also email us at [dos@nobts.edu](mailto:dos@nobts.edu) or give us a call at 504-816-8246.

### OUR MISSION

The mission of the Office of Spiritual Formation and Student Life is to encourage and equip students to walk ever more closely with Christ as they prepare to proclaim His truth and fulfill His mission. We do this by cultivating campus life in a way that is prayerful, edifying, accountable, and intentionally builds joyful unity throughout the student body.

### OUR TEAM

Dr. Thomas Strong III, Vice President for Spiritual Formation and Student Life, Dean of Students  
[tstrong@nobts.edu](mailto:tstrong@nobts.edu)

Rebekah Callahan, Assistant Dean of Students for Student Life  
[rcallahan@nobts.edu](mailto:rcallahan@nobts.edu)

Conner Hinton, Assistant Dean of Students for Student Affairs  
[chinton@nobts.edu](mailto:chinton@nobts.edu)

Cody Moore, Assistant Dean of Students for Spiritual Formation  
[cmoore@nobts.edu](mailto:cmoore@nobts.edu)

Stephanie Lyon, Women's Life Coordinator  
[slyon@nobts.edu](mailto:slyon@nobts.edu)

Christian Norton, Recreation Coordinator  
[reccoordinator@nobts.edu](mailto:reccoordinator@nobts.edu)

Holly Lemay, International Student Advocate and Swap Shop Coordinator  
[swapshop@nobts.edu](mailto:swapshop@nobts.edu)

Vanee Daure, Campus Concierge  
[vdaure@nobts.edu](mailto:vdaure@nobts.edu)

Mallory Trinkle, Student Life Office Coordinator  
[dos@nobts.edu](mailto:dos@nobts.edu)

Aubrey Quillen, Campus Life Coordinator  
[campuslife@nobts.edu](mailto:campuslife@nobts.edu)

Isaac Saint, College Life Assistant  
[housesystem@nobts.edu](mailto:housesystem@nobts.edu)

## **DUTIES, PRIVILEGES, AND RESPONSIBILITIES**

The New Orleans Baptist Theological Seminary (NOBTS) and Leavell College serves the churches of the Southern Baptist Convention by training individuals and families for lives of ministry. Students of NOBTS/Leavell College, whether enrolled at the New Orleans campus, an extension center, or as an online student, maintain certain privileges and responsibilities granted by the institution. The seminary reserves the right both to admit students and to allow students to matriculate according to the seminary's sole judgment and discretion in keeping with the policies determined by the Southern Baptist Convention elected Board of Trustees and the seminary administration. Sole discretion in determining a student's compliance with these policies and procedures rests with the President of the seminary.

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

Questions concerning the interpretation of any Student Handbook policy, including Students' Rights and Responsibilities, should be directed to the Vice President for Spiritual Formation and Student Life or one of the Assistant Deans of Students.

## **INSTITUTIONAL/STUDENT DUTIES, PRIVILEGES, AND RESPONSIBILITIES**

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

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

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

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

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

NOBTS/Leavell College has the duty to allow students to apply for student housing and financial aid. Student housing and financial aid are privileges granted to students under certain terms and conditions. Students have the responsibility to abide by the terms of housing policies and financial aid agreements. Violating those terms may result in loss of housing or financial aid and payment of fees.

NOBTS/Leavell College has the duty to apply the financial policies of the institution in an equitable manner. Students have the responsibility to pay all bills, tuition, and fees when they are due. Failure to do so may result in administrative withdrawal from currently enrolled courses or inability to register for future courses.

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

published in the summer of every year taking effect at the beginning of the academic year on August 1. Any updates to the catalog or the student handbook made during an academic year will be announced to all students so as to make students aware of any new responsibilities on their part.

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

NOBTS/Leavell College faculty and staff have the duty to demonstrate appropriate levels of confidentiality with students and each other, but are not prohibited from contacting the administration when institutional policies are breached. Students also have the responsibility to alert the administration if they see or hear of another student violating institutional policies.

NOBTS/Leavell College has the duty to provide reasonable safety assurances and protocols for students while they are on campus and in the classroom. NOBTS/Leavell College has a Disaster Relief Emergency Response Plan in place that can be made available for overview with appropriate permission given by the Office of Spiritual Formation and Student Life.

## **COMMUNITY LIFE AND PERSONAL INTEGRITY**

### **Spiritual Formation**

Spiritual formation occurs within the local church and through the communion of the saints. Students and their families are expected to regularly attend a local church and are encouraged to attend NOBTS Chapel.

### **Local Church Membership and Attendance**

No Christian should be separated from the community life of the local church. While every situation is different, a good rule of thumb would be attending both the corporate worship and some form of small group (Sunday school, etc.) 9 out of every 10 weeks. Students maintaining membership at their “home church” should still be active in a local congregation. Local congregations will welcome you, and some churches offer some form of watchcare membership specifically for this purpose. Students receiving the Southern Baptist student tuition discount are required to be members of a Southern Baptist church and be in regular attendance. If a student joins a local church that is not Southern Baptist during their time in New Orleans, that student must notify the Office of Spiritual Formation and Student Life so their student records may be updated.

### **Chapel Attendance**

Chapel attendance is an important part of the spiritual growth and development of individuals in community. All students are strongly encouraged to attend chapel services on Tuesday and Thursday at 11:00 AM in Leavell Chapel. Families and children are welcome at all chapel

services. To underscore the importance of Chapel, no meetings on campus are scheduled in conflict with Chapel. The LSC Atrium and the Leeke Magee Christian Counseling Center is closed during Chapel

## **Student Organizations**

NOBTS/Leavell College is home to several Student Organizations which exist to create communities of encouragement and fellowship among segments of our student population who gather around a common purpose.

Additional information can be found [here](#).

## **Campus Recreation**

### REC Policy

The NOBTS recreational areas are designed to provide wholesome activities for our seminary family and guests. Those who use the areas will be expected to dress and conduct themselves in accordance with the highest Christian values (see Dress Code for specific guidelines). All entrants to any NOBTS recreational areas (gym, pool, ball field, Sunshine Park, playgrounds, Cypress Park, and the area in and around the gym) enter at their own risk and agree to follow the rules in each area. The seminary does not assume liability for accidents or loss.

### Identification Cards

A seminary ID is required for anyone to use the gym or pool area. Temporary passes for campus visitors are available at the Recreation Center. A charge will be assessed in the amount of \$3.00 per person per day of anticipated use.

### Children and Supervision

1. Children under age five may be taken into the opposite gender locker room yet must always remain within arm's length of the supervising adult; stalls afford convenience and privacy.
2. Children 11 and under must be directly supervised by an adult (18 years +) member in every area of The REC, including the pool, and are prohibited from entering the weight room.
3. Children age 12 and over are welcome to use the lobby area, main gym, and pool without adult supervision, only with a signed parental release waiver (specific pool policies apply).
4. Children 14 and under are not allowed in the weight room, no exceptions.
5. Children age 15-16 have unrestricted use of the The REC, except the weight room, and are not considered supervising adults.
6. Children 15-17 have access to the weight room only with specific approval of The REC director, a completed and approved Weight Room Minor Permission Form, and orientation.

7. Children 17 and over may use the weight room unsupervised (specific weight room policies apply).
8. Parents or supervising adults using the weight room may not allow unsupervised children 11 years or younger to play in The REC while they work out. The REC offers kid-friendly events and programs on a regular basis that could allow parents to work out while their child participates.

#### Liability Release for Minors (PLEASE READ CAREFULLY)

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

#### REC Center General Regulations

1. Christian conduct is expected at all times. Threatening or demeaning behavior toward others will not be tolerated and will result in loss of recreational privileges. This includes, but is not limited to, fighting, cursing, harassing, and making negative comments about others.



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

### Pool Regulations

1. Activities in the pool area will be under the supervision of either the pool manager or the lifeguard(s) on duty. People in the pool area are responsible for adhering to the instructions of the lifeguard(s) on duty.
2. A seminary ID card will be required of all those entering the pool. The only exceptions are children under the age of 10 who are being supervised by a responsible adult (18 years or older), or private reservations. Guests must purchase a REC Guest Pass from The REC Staff prior to entering the pool.

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

### Outdoor Recreation Areas

1. General Information:
  - a. Quiet hours are from 10:00 p.m. to 8:00 a.m.
  - b. Children 12 years and below must be supervised by an appropriate supervisor at all times.
  - c. Playground equipment is for children ages 2-12 only.
  - d. No pets of any kind allowed.
  - e. Dispose of your own trash.
  - f. No lighting systems may be used after dark except those in Sunshine Park Pavilion.
  - g. Be considerate of others who are resting or studying.
2. Picnic Areas: Anyone who is part of the NOBTS family may use the various picnic areas on campus.
3. Sunshine Park: A Family Recreation Area is located in the park behind Willingham, Lipsey, Dement, and Crutcher apartments. This area includes a playground for children, open field, basketball court, volleyball court, and walking track. Standard outdoor recreation regulations apply.

### **General Policies**

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

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

## **Ethical and Personal Conduct**

### General Policies

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

- j. Hazing of any kind including behavior (verbal, physical, emotional) which is demeaning, harassing, intimidating, controlling, manipulative, or abusive of another person. Hazing is illegal and will not be tolerated.
  - k. Theft or vandalism;
  - l. Misuse of computing resources including, but not limited to, seminary computer networks, academic computing systems, and the internet.
4. Students involved in criminal infractions are accountable to legal/judicial authorities and will also be subject to discipline by NOBTS, which in most cases will include eviction from campus housing. Prompt and decisive disciplinary action is required in cases which involve criminal behavior. Therefore, the President or the Dean of Students may (and likely will) issue an immediate suspension to the student (or students) charged with a criminal offense pending a full investigation of the matter. The intention of NOBTS in such situations is to encourage the student(s) to honor the civil authorities in an appropriate manner by taking time away from NOBTS-related activities and focus on resolving whatever legal issues are at hand. In such cases, students will only be allowed to resume classes upon a successful interview with NOBTS administration.
5. The ethical and personal conduct policies apply to students and members of their households who live or visit on the campus or other seminary property.

#### Alcohol, Drugs, Tobacco and Campus Smoking Policy

1. The possession or use of beverage alcohol on or off campus, in class session or on break, is prohibited. Students under the influence of or in possession of such beverages at any time will be subject to disciplinary action.
2. The use or possession of any illegal drugs or misuse of prescription medication is prohibited. Students under the influence of or in possession of illegal drugs at any time will be subject to disciplinary action.
3. The use or possession of marijuana or THC products or any other mind-altering substances is expressly prohibited except as prescribed by a medical doctor in accordance with state law. In light of the imprecise constitution of many products and the variance in laws related to them, the seminary discourages use of all types of hemp or CBD products.
4. NOBTS/Leavell College is a smoke-free campus, including all buildings and properties. Smoking in any form (cigarettes, cigars, pipes, vape pens, etc.) is prohibited on the campus. Those disregarding this policy will be subject to disciplinary action, which may include assessment of property remediation fees and loss of housing privileges.

#### Campus Residents

The basic premises of all policies and regulations for housing are individual responsibility and mutual respect for fellow students. The essential assumption is that students in campus housing are Christian adults in residence at a Christian institution. Policies and regulations are formed primarily to assist in providing an atmosphere in which the welfare of the student is both affirmed and preserved. In this sense, regulations and guidelines are, of necessity, restrictive in that they help to protect property and maintain a positive setting for all students in an environment in which facilities, equipment, and space are shared.

Housing policies and regulations are devised to be consistent with NOBTS commitment not only to its students but also to the Southern Baptist Convention and the people who support it. Their primary aim is to help maintain a comfortable setting conducive to learning while providing as much privacy as possible in a shared environment. All seminary housing students are guided by specific policies and regulations. Students and residents should consider abiding by both the Spirit and letter of the policies of NOBTS. Not every situation can be addressed by policy, so seeking to best understand the matters of concern the policies are addressing is expected. Questions regarding policies can always be directed to Spiritual Formation and Student Life.

Since most students are not required to live in campus housing, potential occupants should carefully read the policies and regulations. Those who feel that these may be confining or inconsistent with their particular lifestyle are encouraged to seek housing elsewhere.

Housing Policies and Regulations are subject to change. All students in campus housing are subject to the Housing Policies and Regulations as updated and posted on the website. Failure of the Seminary staff to insist upon the strict performance of the terms, conditions, and agreements of the Housing Agreement, Housing Policies and Regulations, or Guide to Outside Items does not constitute, nor should it be construed, as a waiver or relinquishment of the Seminary's right to enforce any such terms, conditions, or agreements.

To honor the buildings and grounds provided by the institution and the Southern Baptist Convention of churches, there are certain items that should not be displayed in a public fashion on or in institutional buildings. These items would include the display of any material or object that promotes or draws attention to matters or concerns that stand in opposition to Southern Baptist moral convictions. These matters of moral concern are issues such as, but not limited to, illicit drug use, alcohol consumption, tobacco use, pornography, sexual promiscuity, homosexuality, and transgenderism. Other areas not explicitly mentioned in this policy will be subject to institutional administration at any time. Display of such items will be addressed by the institution for removal. Violation of this policy will potentially lead to institutional discipline up to eviction from campus. Decisions regarding violation of the policy will be made by institutional administration.

## Child Care and Parental Responsibilities

### 1. Child Supervision

- a. Ages 0-5: Children in this age group must have direct (the parent must know where the child is and provide instruction to the child) and present (the parent must be within direct eyesight or earshot of the child at all times) supervision by his/her parent or by a qualified individual who has been designated by the parent. A supervisor other than the parent must have immediate access to the parent. Children in this age group are not allowed to play outside unsupervised, and children must have a competent person with them when outside.

- b. Ages 6-12: Children in this age group must have direct (the parent must know where the child is and provide instruction to the child) supervision by his/her parent or by a qualified individual who has been designated by the parent. The parent/supervisor must be on the campus and available to the child at all times. A supervisor other than the parent must have immediate access to the parent.
  - c. Ages 13-17: Children in this age group may be supervised indirectly (the parent may be off campus without the child, as long as specific contact information and a means of contact are immediately available to the child) by a parent or a qualified individual age 18 or older. The parent/supervisor must be accessible by the child at all times. A supervisor other than the parent must have immediate access to the parent.
  - d. Children of any age who appear to be unsupervised on the seminary campus may be interviewed by campus police or a seminary representative. The officer or representative may, at his discretion, cause the child to return to his/her parent or take other action deemed to be in the best interest and/or safety of the child.
2. Safety Intervention
- a. Adult members of the campus community may, at their discretion, intervene with any child or group of children deemed to be involved in dangerous or unsupervised activity and will report such activity and intervention to the Campus Police.
3. Child Neglect or Abuse
- a. State law requires reporting of child abuse or neglect to government officials. If you suspect abuse or neglect, please contact Campus Police who will assess the situation and contact Child Protective Services.
  - b. A child is any individual under the age of 18 years.
  - c. "Abuse" means any one of the following acts which seriously endanger the physical, mental, or emotional health of the child:
    - i. The infliction, attempted infliction, or, as a result of inadequate supervision, the allowance of the inflection or attempted infliction of physical or mental injury upon the child by a parent or any other person.
    - ii. The exploitation or overwork of a child by a parent or any other person.
    - iii. The involvement of the child in any sexual act with a parent or any other person, or the aiding or toleration by the parent or the caretaker of the child's sexual involvement with any other person or of the child's involvement in pornographic displays, or any other involvement of a child in sexual activity constituting a crime under the laws of this state.
  - d. "Neglect" means the refusal or willful failure of a parent or caretaker to supply the child with necessary food, clothing, shelter, care, treatment, or counseling for any injury, illness or condition of the child, as a result of which the child's physical, mental, or emotional health is substantially threatened or impaired. Consistent with Article 606 (B), the inability of a parent or caretaker to provide for a child due to inadequate financial resources shall not, for that reason alone, be considered neglect. Whenever, in lieu of medical care, a child is being provided treatment in accordance with the tenets of a well-recognized religious method of healing which has a reasonable, proven record of success, the child shall not, for

that reason alone, be considered to be neglected or maltreated. However, nothing herein shall prohibit the court from ordering medical services for the child when there is substantial risk of harm to the child's health or welfare.

### Divorce Policy

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

### Dress Code

Personal appearance and appropriate clothing are important factors in cultivating a Christian community marked by dignity, respect, maturity, and love for both God and neighbor. In a community like ours, we honor Christ through the consideration of others with whom we live and study alongside in our personal decision-making processes. Personal deference in various matters, including choice of attire, goes a long way to maintaining unity and peace among our campus community.

The following policies, while not an exhaustive list, provide some guidance for maintaining appropriate dress in pursuit of the type of community as described above:

- Clothing should not be excessively short or revealing.
  - Both men and women should wear shirts at all times, and they should refrain from wearing any shirts that expose their midriffs, torsos, and chests. Prohibited shirts include crop tops, shirts with large cut-outs, and shirts that are low-cut in the front.
  - Shorts must be of an appropriate length for both men and women. Similarly, skirts and dresses should be modest in length.
  - Underwear and bra straps should be covered at all times.
- Clothing should not have slogans or images that are inconsistent with institutional values.

The above policies should be adhered to at all times and locations on campus.

### Plagiarism

1. Definition of Plagiarism: Students are given the task of writing papers in order to help them learn how to think critically about the ideas of others and to present the result of their analysis in a readable form. Plagiarism defeats these purposes by cheating the student out of an opportunity to grow. Plagiarism is, therefore, a failure to distinguish between the work of the student and the work of others (including artificial intelligence), either intentionally or unintentionally. It may take several forms:
  - a. Taking one or more sentences verbatim from a source and inserting it into a paper without the proper citation is plagiarism. The student should note that a failure to document credit for a direct quotation is also a violation of copyright law. (See Student Handbook section on Electronic Reserves.)
  - b. Representing the words or ideas of another person or of an artificial intelligence program as your own words or ideas is plagiarism, even if you summarize. However, loosely paraphrasing a sentence without proper citation also is plagiarism.
  - c. Borrowing without proper citation such things as an outline, an idea, or an approach to dealing with a problem that is unique to an author is plagiarism. This type of plagiarism often results from poor note taking on the part of the student.
  - d. Plagiarism also can result from improper methods of citation. The student is responsible for learning the appropriate rules for citing sources and for following those rules throughout the paper. Ignorance of rules of citation is not an excuse.
  - e. In addition, plagiarism is a violation of the use of the seminary's computing resources. (See Student Handbook section on Computer Use Policy Violations.)
2. Consequences for Violations of Plagiarism:
  - a. When a professor discovers a student has committed plagiarism, the professor should report this violation to the Dean of Students. In making this report, the original copy of the paper in question is supplied to the Dean of Students for the purpose of documentation. A letter of warning will be issued from the Dean of Students Office to the student notifying him/her of the violation. This letter will serve as the official notice of the violation, and a copy will be placed into the student's permanent file along with the copy of the student's paper(s). Copies of the letter will be forwarded to the appropriate Academic Dean, the Registrar, the Professor, and the Provost. This letter will state clearly that if the student plagiarizes a second time, the offense will be reported to the President. At the discretion of the President, a second offense of plagiarism may result in the student's dismissal from the seminary.

## Disciplinary Procedures and Grievances

### *Disciplinary Matters*

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



the student's presence constitutes a disruption of the seminary's ministry, or if the President believes the student's presence represents a danger to life and property.

2. Primary Discipline Procedure:
  - a. Initial Inquiry: Without limiting the power of the President as stated above, improper conduct by a student in academic matters may result in the student being called to appear before the appropriate Academic Dean or Provost. Non-academic matters will be referred to the Dean of Students.
  - b. Formal Complaint: The administrative officer involved shall notify the student following the meeting if a formal complaint is to be lodged against the student. A copy of the formal complaint shall be forwarded to the President and to the Dean of Students, if the matter did not originate in his office.
3. Hearing: If a formal complaint is made, the student may request a hearing before the Dean of Students at which time the student will be given an opportunity to respond to the complaint. If the complaint is related to academics, the Associate Dean of Graduate Studies shall be present. This opportunity shall include the right to offer witnesses and other evidence in his defense.
4. Findings and Disciplinary Decisions: The Dean of Students shall notify the student in writing of his findings and of his decision, if any, regarding discipline. Disciplinary actions include, but are not limited to:
  - a. Reprimand and disciplinary probation;
  - b. Reprimand, disciplinary probation and loss of credit in course or courses where dishonest work was done;
  - c. Administrative withdrawal from current course work;
  - d. Temporary suspension with time and terms of readmission indicated;
  - e. Indefinite suspension with time and terms of readmission not indicated;
  - f. Forfeiture of housing privilege;
  - g. Restriction from seminary properties;
  - h. Permanent dismissal.
5. Appeal Procedure:
  - a. Appeal Request: The student may appeal the decision of the Dean of Students to the Student Affairs Committee by notifying in writing the Dean of Students of his decision to appeal within 48 hours of receipt by the student of the Dean of Students' decision.
  - b. Student Affairs Committee Hearing: The Student Affairs Committee shall give the student a denovo hearing, during which the student shall again be afforded the right to present witnesses and other evidence. The Provost or the Dean of Students or their designee may present witnesses and evidence in support of the disciplinary decision. The charged student may have another student assist him in presenting his defense to the committee. The procedure shall be determined by the Student Affairs Committee. The committee shall determine the competence of witnesses and the weight to be granted to the evidence and testimony. Only the Provost, the Dean of Students and/or their designee, the student charged, the student he selects to assist him, the committee, and the individual witness being heard shall be present at the hearing. Any member of the Student Affairs Committee who has personal knowledge of the matters under

- consideration or believes it to be appropriate for him not to serve may excuse himself from the hearing.
- c. **Committee Decision:** The decision of the Student Affairs Committee will be communicated to the student, the President, and to the administrative officers involved. It shall be the final decision unless it is appealed by the student to the President of NOBTS/Leavell College, or unless the President indicates his desire to review the decision.
  - d. **Final Appeal Procedure:** The student's appeal must be in writing and delivered to the President's office within 24 hours of receipt by the student of the committee's decision. The President's intention to review the committee's decision shall be communicated to the Dean of Students, the chair of the committee, and the charged student within 24 hours of the President's receipt of the committee's decision. The President may choose not to review the student's appeal of the Student Affairs Committee decision. He may review and reverse, amend, or affirm the decision of the Student Affairs Committee. If remanded, the student may appeal the ultimate decision of the committee to the President. In such instance, the decision of the President regarding the matter shall be final.

### *Grievances*

NOBTS provides a mechanism for students to raise concerns and grievances.

Questions may be addressed to Conner Hinton (chinton@nobts.edu, 504-816-8072), the Assistant Dean of Students for Student Affairs.

Online and extension center students are allowed to submit appeals and grievances for the same reasons and by the same channels as students on-campus.

Any student that wishes to appeal a grade or present an academic-related concern should speak directly with the relevant faculty member within a semester of completing the course in order to seek clarification or help with the matter. If an issue cannot be resolved directly with the faculty member, the student may raise an informal complaint to the Associate Dean of their academic program. The Associate Dean may discuss the case with the faculty member to seek resolution. If the matter remains unresolved, the student may appeal to the Dean of Leavell College or the Dean of Graduate Studies. If the matter remains unresolved, the Dean of Leavell College or the Dean of Graduate Studies may carry the issue to the Provost.

When a student has a complaint about something that is not specifically academic in nature, he or she is encouraged to speak directly with the responsible staff member. For example, if a student has a concern about their dorm room or apartment, these issues should be discussed with the Director of Housing. Throughout campus, our staff desires the well-being of our students, and a conversation with the right administrator typically leads to a resolution.

However, if a student finds a staff member to be unhelpful or rude, the student may raise an informal complaint to the Office of Spiritual Formation and Student Life. The Student Life staff will receive the concern/complaint and attempt to facilitate a resolution in collaboration with the appropriate staff members. Students may also email Conner Hinton at any time with their informal complaint.

**If a resolution to the complaint has not been reached according to the above procedures, students may file a formal written complaint with the Office of Spiritual Formation and Student Life.** The complaint form may be obtained from the Student Life Office by following [this link](#). The Assistant Dean of Students may act to resolve the issue and inform the student(s) of the decision, or he may carry the issue to the Vice President for Spiritual Formation and Student Life/Dean of Students. The VP/Dean of Students also may carry the issue to the President's Cabinet for advice and/or resolution. The decision will then be communicated to the student(s) in a manner appropriate to the complaint. Any decision from the Cabinet is final.

NOBTS does not receive federal funding and therefore is not required to respond to Title IX issues. However, the seminary takes any sexual harassment or sexual assault charges seriously. We process all complaints of sexual harassment and assault according to best practices laid out under Title IX.

We have designated the Office of Spiritual formation and Student Life as one of the places where students, staff, or other members of our community can come to process difficult situations. The Vice President for Spiritual Formation and Student Life/Dean of Students as well as the Assistant Deans of Students are ready to receive any complaint of this kind. If the sexual harassment complaint involves one of our employees, we will coordinate with the HR office to pursue an appropriate response. If it becomes apparent that a crime may have been committed, we will always encourage students to file a report with NOPD, and we will report the concern to our Campus Police.

## **Finances and Financial Responsibility**

### Contracting Debts

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

### Personal Debt

All personal debts on and off campus should be satisfied completely, on or before the dates due. Failure to attend to one's financial obligations is not in keeping with the Christian principles of NOBTS/Leavell College and is grounds for disciplinary action.

### Student Accounts

1. Each student is assigned a student account by the Business Office. Financial transactions between the student and the seminary are reflected on the account. Examples of such transactions are rents, tuition or fees, preschool charges, clinic charges, and other miscellaneous fees. Each student is responsible for timely payments on their account so that the account remains current.
2. Rent, preschool charges, and other regular charges except tuition are due in full on the first of each month. All tuition charges, registration fees, and the above mentioned monthly charges are due by the Final Day for Tuition Payment each semester. A late fee will be assessed to any student that does not arrange for payment in full, have a

scholarship/grant letter on file with the Financial Aid Office, or set up an Official Payment's Payment Plan (OPPM) agreement by the Final Day for Tuition Payment. Each year, the Final Day for Tuition Payment can be found in the current year's academic catalog calendar.

3. Payments on the student account may be tendered at the Business Office in the Luter Student Center. Payments may be made by cash, check, echeck, money order, debit card, and credit card. The Business Office accepts payment online through Self-Serve, by interactive voice recognition at 866-606-8235, or at the Business Office window. The following cards: MasterCard, Visa, American Express, and Discover are accepted. Payments may be mailed to this address: NOBTS, Attn: Business Office, 3939 Gentilly Blvd, New Orleans, LA 70126. A drop box is available outside the Business Office for any-time payments.
4. Credit balances on student accounts may be drawn if the funds are not designated (i.e. grants, scholarships, gifts). However, student accounts should not be treated as a bank account.
5. Past Due Account Balances:
  - a. A student account balance shall be declared past due after the initial due date.
  - b. A student with a past due account balance will have a hold placed on their account, preventing them from registering, beginning class, receiving grades, and receiving transcripts. In extreme cases, a student may lose his or her housing privileges.
  - c. Past due balances are subject to collection efforts by the seminary and may be referred to the Dean of Students for disciplinary action in accordance with the Ethical Conduct and Disciplinary Matters sections of this Handbook.
  - d. Should collection efforts be required, the student shall be responsible for repayment of the full amount of the debt plus any reasonable collection agency fee.
6. Each student is responsible for all information in the most current academic catalog.
7. Email is currently the main form of communication with students. Therefore, each student is responsible for maintaining a valid email address, current mailing address, and phone number with the Business Office. Failed attempts to reach students using outdated information will not halt the collections process. Currently, student account statements are emailed at the first of each month.

### Registration Financial Procedure

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

### Financial Aid

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

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

- a. Application Procedure:
    - i. Applications are available on the NOBTS/Leavell College web page.
    - ii. Application periods are April 1-30 for the following Fall and September 1-30 for the following Spring.
  - b. Qualifications:
    - i. Students must maintain full-time academic hours through the period covered by the grant award. Full-time for Master's degree students is 9 hours; full-time for Associate's and Bachelor's degree students is 12 hours; and full-time for Doctoral degree students is active enrollment.
    - ii. The application form must be filled out completely and returned to the Financial Aid Office on or before the appropriate deadline.
    - iii. Each applicant's account in the Business Office must be current. Any student owing money to the seminary will not be considered for a grant award.
3. Payment Plan: Official Payments
    - a. Only tuition and fees can be budgeted with Official Payments, unless a previous arrangement has been made with the Business Office or Financial Aid Office.
    - b. Complete the Official Payments agreement form online through your Student Portal account.
  4. Emergency Aid
    - a. The seminary maintains an active program of assistance for students who are experiencing short-term financial emergencies. Students seeking such assistance may contact the Financial Aid Office.
  5. Financial Counseling
    - a. Unique pressures are associated with seminary life in the area of personal finance and family relationships. The Director of Financial Aid is available to assist current students and those approved for admission in the analysis of financial matters or to provide encouragement in other areas of student family life.

## **Health Insurance**

1. The seminary encourages all students to carry some type of health insurance coverage for themselves and their family members. The seminary does not furnish health insurance for students or their families, and is not responsible for providing health care or financial support for health care expenses.
2. Students should be reminded that seeking healthcare services without health insurance often means navigating the public indigent care system, and that needed services are not always available without health insurance.

3. NOBTS/Leavell College students may be eligible to enroll in GuideStone medical, dental, term life and accident coverage without providing proof of good health within the first 31 days of their first seminary matriculation or in certain other situations if all eligibility requirements are met. Consult GuideStone at 888-984-8433 for details.

## **Identification Cards**

1. ID cards are available at the Office of Spiritual Formation and Student Life. There is no fee for the first ID. Replacement ID cards are \$5.00.
2. A seminary ID card is required for the following:
  - a. All students enrolled at the New Orleans campus.
  - b. All persons aged 10 and older in residence on the New Orleans campus.
  - c. Extension center students are required to obtain an ID card during their first visit to the New Orleans campus. ID cards are necessary for on-campus services.
  - d. ID cards must be carried at all times and must be surrendered to Campus Police or seminary representative upon request.
  - e. ID cards must be validated for all students, staff, and family members at the beginning of each academic year. There is no charge for validation.

## **INSTITUTIONAL SERVICES**

### **Student's Role in Institutional Decision Making**

Ultimate authority and responsibility for decisions on programs, policies, and procedures related to the operation of the seminary in accordance with its mission and bylaws rest with the President. The President has chosen to administer his authority through an Administrative Cabinet representing all areas of the seminary system. The Cabinet is composed of the Provost, Vice President for Business Administration, Vice President for Institutional Advancement, Vice President for Institutional Assessment, Vice President for Spiritual Formation and Student Life/Dean of Students, Associate Vice President of Information Technology, Associate Vice President for Institutional Strategy, Dean of Graduate Studies, and Dean of Leavell College.

The President and each of his administrators maintain an open-door policy in regard to students. However, primary student involvement in decision-making processes is through the Dean of Students.

Students may participate in institutional decision-making by voicing opinions, expressing concerns, or presenting ideas to the President through the Dean of Students. Student input is incorporated into planning with the Assistant Dean of Students, the general Student Services staff, and the Dean of Students who represents student issues to the President and the Administrative Cabinet. Student representatives sit on various standing institutional committees to provide input from a student perspective.

## **Facilities and Services**

### Asbestos Policy

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

### Bulletin Boards

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

### Café New Orleans

Located in the Luter Student Center, Café New Orleans offers a range of coffee services and snacks when open. The coffee shop also provides a variety of NOBTS merchandise including mugs and shirts. Open Monday through Friday. Contact: 504-816-8078

### Car Wash

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

## **Communications**

THIS WEEK is an email produced for the seminary family by the Office of Communications. It is sent on a weekly basis during the regular academic sessions. Individuals desiring to place announcements in THIS WEEK should email [pr@nobts.edu](mailto:pr@nobts.edu) or visit the Office of Communications by Noon of the preceding Tuesday. NOTE: STUDENTS ARE RESPONSIBLE FOR INFORMATION IN THIS WEEK EMAILS.

Current residential students/families, faculty, and staff should join the NOBTS Campus Life Facebook page in order to stay up to date on all events happening on campus.

## **Employment Opportunities**

### Church-Related Employment:

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

A student may activate a resume account by contacting the CMR office or by completing the on-line form on the CMR website. Appointments with the staff to discuss ministry opportunities, resume preparation, search committee interviews, or other ministry-related topics are available upon request. Students are encouraged to activate a resume with the CMR Office, whether the student is seeking a part-time ministry position while in school, graduating and desiring to make a move, or anytime in their ministry as an alumni of NOBTS. Graduating students wanting to activate a resume account are encouraged to do so as early as possible to ensure their resume is distributed well in advance of graduation. The CMR office serves as an information center by providing resume guidelines, state and association contact information, and search committee helps. The CMR office schedules interviews for ministry positions that may take place throughout the year. Interviews are printed in the Gatekeeper and posted on CMR's bulletin board in the Luter Student Center. The CMR office is located in the Frost Building, room 200, and can be reached at 504-816-8168 or [cmrconsultant@nobts.edu](mailto:cmrconsultant@nobts.edu).

### Off-Campus Employment:

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

### On-Campus Employment:

Applications for on-campus jobs are available in the Human Resources Office. These applications are valid for 90 days. The employment application and a list of current on-campus job openings are available [here](#).

## **Information Technology Center (ITC): Computer Use Policy**

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



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

2. Definitions:
  - a. Computing resources consist of computer-related equipment and software. This also includes local area networks, both public and administrative, located on the NOBTS campuses.
  - b. Authorized users are currently-enrolled students, as well as currently-employed faculty and staff of the Seminary. This can be extended to others whose access advances the mission of the Seminary and whose usage does not interfere with other users' access to resources. In addition, a user must be authorized to use specific computing or network resources by the department responsible for the operation of the resource.
3. Appropriate Access and Use of Computers:
  - a. Appropriate use of the computing resources should reflect:
    - i. The Christian ethic presented in Christ's Sermon on the Mount (Matthew 5-7);
    - ii. High standards of academic honesty and integrity;
    - iii. Respect for legal and ethical standards;
    - iv. Respect for intellectual property rights of others;
    - v. Restraint in the consumption of shared resources;
    - vi. Courtesy and respect for others.
  - b. Appropriate tasks include:
    - i. Instruction;
    - ii. Independent study;
    - iii. Authorized research;
    - iv. Communications;
    - v. Official work of the offices, units, and recognized organizations of the seminary.
  - c. User's access to computing resources is by authorized use only. Passwords are measures insuring the security and protection of our data. Where seminary password protection is in place, that password must not be made available to any other person.
  - d. Computing resources, owned/operated by the seminary, like most mechanical devices, are subject to failure, down time, and delay. Periodic high usage may also delay resource availability, as well as printer jams, empty paper, and toner outage. Users are expected to compensate by planning their work accordingly, in order to meet any and all project deadlines.
4. User Privacy, Rights, and Responsibilities:
  - a. Any user activity and/or data are to be considered private property and confidential. The seminary, however, cannot guarantee complete confidentiality. Therefore, privacy and confidentiality will be honored, but the

seminary reserves the right to monitor communications and/or usage when there is just cause.

- b. Users and departments are responsible for the backup of their own data. The seminary will not assume responsibility for loss of data due to system failure, user error, or any other cause.
  - c. Users are expected to be knowledgeable of and comply with copyright laws.
  - d. Seminary-owned hardware and software is to be maintained by seminary-authorized personnel only. Computing devices should not be unplugged, moved or altered except as directed by seminary-authorized personnel.
  - e. Space heaters, other high current appliances, and devices which create an electro-magnetic pulse (drill) should not be plugged into the same surge protector as computing equipment.
  - f. Personal belongings brought into the computer lab or work space remain the responsibility of the user to secure such belongings.
  - g. Drinks, food, and other liquids must be maintained away from computer equipment. Failure to do so may present a health hazard, damage circuitry (keyboards), or cause electric shock or electrocution to the user (CRT monitors carry in excess of 10,000 volts).
  - h. Care should be taken as to not cover, impede, or block cooling vents, grills, and fans in computing equipment. Such locations include:
    - i. back and front of a computer tower case,
    - ii. side of laser printers,
    - iii. top of CRT monitors,
    - iv. bottom of notebook/laptop devices on a non-hard surface, and
    - v. any place where air flow is felt.
5. Copyright Policy:
- a. NOBTS has the responsibility to uphold all copyright laws governing access and use of information. The purchase or lease of computer software provides a license to use the software, together with a copy of the software and associated documentation. No software may be installed, copied, or used on seminary computers except as permitted by the owner of the software. Software subject to licensing must be properly licensed and all license provisions (installation, use copying, number of simultaneous users, term of license, etc.) must be strictly obeyed.
6. Electronic Reserves:
- a. In accordance with fair use (Section 107 of the U.S. Copyright Act), electronic reserve systems may include copyrighted materials at the request of a course instructor. The John T. Christian Library will serve as the repository for electronic reserves.
  - b. The electronic reserve system should be limited to the New Orleans Baptist Theological Seminary community which is comprised of students, faculty, and staff.
  - c. Following are examples of materials which will be placed in the electronic reserve system without copyright permission:
    - i. Exams,

- ii. Lecture notes,
  - iii. Student papers,
  - iv. One article from a journal issue, and
  - v. One chapter from a book
- d. The following copyright warning should be attached to each document in the Electronic Reserve System:
- i. **WARNING CONCERNING COPYRIGHT RESTRICTIONS.** The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship, or research. If electronic transmission of reserve material is used for purposes in excess of what constitutes "fair use," that user may be liable for copyright infringement.
- e. If the original contains a copyright notice, the electronic copy must also include a notice as follows (with the appropriate information filled in): "Copyright 20XX\_, XYZ Publisher" Generally, permission from the publisher is needed when:
- i. an article from a journal is needed by a professor for more than one quarter,
  - ii. multiple articles from one journal issue are needed for electronic reserve,
  - iii. one chapter of a book is needed by a professor for more than one quarter,
  - iv. when multiple chapters of a book are needed for electronic reserve, and
  - v. an out-of-print book is needed for electronic reserve. Instructors are responsible for obtaining necessary permission from copyright holders.
7. Computer Use Policy Violations
- a. Misuse of the seminary's computing resources includes but is not limited to:
    - i. Violations of federal or state laws,
    - ii. Violations of seminary regulations,
    - iii. Use of the systems for commercial purposes, unauthorized by the seminary,
    - iv. Displaying or sending sexually graphic images or text,
    - v. Abusive language,
    - vi. Harassing, demeaning, intimidating, or threatening behavior,
    - vii. Plagiarism,
    - viii. Excessive use for non-official or frivolous purposes,
    - ix. Creating and/or propagating computer viruses,
    - x. Damaging files, equipment, software, or datum,
    - xi. Circumventing or "hacking" through security mechanisms,
    - xii. Deliberately wasting or overloading computer resources,
    - xiii. Slanderous, libelous, or offensive communication,
    - xiv. Bringing discredit to the seminary or Christ.
  - b. Seminary computing resources may not be used to collect, store, or distribute information in violation of federal, state, or local laws.

- c. An attempt by a user to access unauthorized parts of the managed campus network, attempt to circumvent data protection schemes, and to discover security loopholes is prohibited.
- d. Violations of the seminary's computer use policy will be dealt with in the same manner as violations of other seminary policies and may result in disciplinary review. Violations of the seminary's computer use policy may result in the loss of computer and network access. Illegal actions are subject to prosecution by local, state, or federal authorities.

## **Library**

The library of the seminary is a specialized theological library consisting primarily of materials pertaining to biblical studies, theology, religious education, psychology and counseling, church music, and related fields. Current hours can be found [here](#).

A library user guide containing the policies and procedures of the NOBTS libraries is available at the Circulation Desk of the John T. Christian Library. It includes information on library fines and circulation policies. **THE STUDENT IS RESPONSIBLE FOR READING THE LIBRARY USER GUIDE.**

The Music Library is located on the second floor of the main library.

A Seminary ID card is required in order to check out books.

Hours of operation are posted at the library entrance and the library's website. The library is closed for Chapel on Tuesday and Thursday (and other special chapel services).

An extensive eBook collection is available through several online databases.

## **Counseling Services**

Members of the seminary family, their spouses, or their children who experience the need for individual, marital, or family counseling may contact the Leeke Magee Christian Counseling Center. Counseling is confidential and free of charge to students, faculty, staff, and their immediate family members.

More information about our counseling center may be found [here](#).

The seminary administration will endeavor to assist students who experience mental and emotional health crises whenever possible and appropriate. Actions of the administration may include, but are not limited to:

1. Referral for evaluation and treatment with an approved counselor or medical provider.
2. Temporary withdrawal or suspension from seminary to facilitate counseling and recovery.

## **Post Office**

Gentilly Postal Plus is a Post Office Contract Station open to NOBTS students, staff, and faculty, as well as the surrounding community. Gentilly Postal Plus provides most of the services that a larger post office offers. The services provided include: selling stamps, sending mail express, priority, first class, media, and/or international mail, and additional security such as certified, return receipt, insurance, and delivery confirmation. Post office boxes are available to students for rent. All dormitory residents are required to have a post office box and should set this up upon arrival. Post office boxes are not to be shared by multiple students. A student may not receive mail at a box where they are not listed as the owner.

### **Early Learning Center (ELC)**

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

### **Providence Guest House (PGH)**

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

### **Providence Learning Center (PLC)**

Providence Learning Center coordinates Holy Land Pilgrimages and study tours ([travelprograms@nobts.edu](mailto:travelprograms@nobts.edu)). PLC also offers non-academic, non-credit certificate programs and independent German and Latin language studies to meet the requirements for entry to NOBTS Research Doctoral Programs. For more information visit [nobts.edu/plc](http://nobts.edu/plc) or email [plc@nobts.edu](mailto:plc@nobts.edu).

### **River City Café and Private Dining Rooms**

The River City Café and private dining rooms are available for scheduling of special events. Such scheduling must be done well in advance of the event and must be done through the

Conference Coordinator. No date will be considered confirmed unless it is handled through this office. The event must then be added to the Campus Calendar.

### **Campus Common Goods (Share Shop and Food Pantry)**

The Campus Common Goods exists to provide an economical means by which the seminary community may exchange or secure quality clothing or small household items for personal use. Contributions of new and gently-used clothes, furniture, books, household goods, gifts, and toys are welcome. The Campus Common Goods is open based upon the availability of volunteers, and a schedule of regular hours will be posted each semester. Please join the NOBTS Campus Life page on Facebook for more information.

### **Laundry Services**

Debit/Credit-operated washing machines and clothes dryers are located at the center of Courtyard Apartments and behind Carey Hall. The seminary will not be responsible for damage to clothes. Please report malfunctioning machines to the RAs of the particular building or to the Housing Office (ext. 8595) during regular business hours Monday-Friday, 8 a.m. to 5 p.m.

### **Wedding Policy**

The Seminary only allows weddings on campus for full-time faculty and career staff in extreme circumstances where a local church is not available. In such circumstances, Seminary administration approval is required.

## **CAMPUS POLICE**

### **Contact Information**

For assistance or information contact Campus Police Dispatcher 944-7711.

### **Motor Vehicle Policy**

#### **Vehicle Registration**

1. Students, faculty, and staff members must register all motor vehicles with the Campus Police. This includes, but is not limited to, autos, trucks, recreational vehicles and motorcycles. Trailers (camping, boating, moving, etc.) must also be registered and display a NOBTS decal.
2. All Students must update their decal every odd Academic year. If the decal is unreadable, the decal must be replaced. Updates are to be done between the beginning of August and the end of September. If the decal is out of date past September, a \$5 fine will be issued. Decal fines may be issued up to one per day.

3. Vehicle decal must be affixed to the upper portion of the driver's side windshield. Motorcycles, if there is a windshield, place the decal on the driver's lower left side. If no windshield we will give you instructions when you pick up your decal.
4. Vehicle registration constitutes displaying a current NOBTS decal. Decals are obtainable from the Campus Police Office.
5. Every motor vehicle being operated by a student or any member of his/her family must be registered and have a decal displayed according to instructions given at time of purchase. If one's decal is lost or illegible, a new decal can be requested in the Campus Police Office. Decals are not transferable.
6. Every vehicle must conform to state and city laws with regard to registration and safety requirements.
7. LOUISIANA LAW REQUIRES ALL CHILDREN UNDER THE AGE OF 6 YEARS OLD WEIGHING 60 LBS OR LESS TO BE SECURED PROPERLY IN A CHILD RESTRAINT SAFETY SEAT.
8. Anyone who drives in the state of Louisiana must carry liability insurance.
9. A grace period of 5 business days from the time any vehicle is brought on campus is given for individuals to register that vehicle with the Campus Police. New vehicles with dealer plates must acquire a temporary parking pass from the Guard House until the permanent tag arrives. At that time, a decal must be obtained. If the vehicle arrives during non-business hours, a temporary parking pass must be acquired from the dispatcher at the main entrance Guard House until a proper decal can be obtained.
10. Students who reside in seminary housing but are not registered for classes must obtain a decal from the Campus Police Office by presenting their letter of approval to live in seminary housing from the Assistant Dean of Students.
11. The NOBTS decal is not transferable and must be removed under the following circumstances: change in ownership of the vehicle; termination of association with NOBTS; change in status which would change one's eligibility for car privileges or type of registration decal; or revocation.

### General Parking Regulations

1. All parked vehicles must be properly positioned within the boundaries of the place designated (no backing into diagonal/slanted spaces or one-way areas). Vehicles must enter and exit parking areas only according to indicated traffic flow patterns.
2. No parking is permitted in driveways, turn-around areas, sidewalks, loading zones, or where the street curb is painted yellow. No driving or parking on the grass is allowed under any circumstances, except for emergency and/or service vehicles.
3. Parking in the Library turn-around is for authorized vehicles only. Authorized vehicles should park facing south (towards Gentilly).
4. Designated street parking is permitted only on one side of the street. Parallel parking on Leavell Lane/Providence Place between Gentilly Boulevard and Mirabeau Street is not permitted on either side of the street. Parallel parking on Seminary Place is allowed only on the East side of the street in front of Farnsworth.
5. There is no parallel parking on Selma Road (authorized vehicles only).
6. Handicapped parking places are reserved 24 hours per day and are not intended for people with minor temporary handicaps.

7. Inoperable vehicles are considered abandoned two weeks after being identified and are subject to being towed at the owner's expense.

#### Resident Parking Regulations

1. All vehicles must bear an NOBTS decal which can be purchased for five dollars (\$5) from Campus Police Office in the Leavell Center.
2. Each apartment tenant family is provided only one parking space either in front or at the rear of its apartment building. Second vehicles must be parked elsewhere in legally designated parking areas. Third vehicles or more must be parked in the overflow area west of the dormitories.
3. Dormitories have designated parking areas.
4. Parking on Seminary Place in front of Faculty homes is limited to Faculty and their guests.

#### Visitor Parking Regulations

1. Visitors must obtain and display in the front window of their vehicle a temporary parking permit secured at the main entrance Guard House.
2. Relatives and friends who visit the campus must park in spaces which have not been reserved for campus residents.
3. Extra parking can be found on Dement St. (south side), Lipsey St. (designated spaces), and in Carey Hall Overflow Lot.
4. In order to avoid ticket or tow, please inform all members of your household and give your guests proper instructions of where to park.
5. Buses used by visiting groups must be parked in the Luter Student Center parking lot as directed by Campus Police.

#### Parking Lot Storage Regulations

1. All items must bear an NOBTS decal which can be purchased for five dollars (\$5) from Campus Police Office in the Leavell Center. An application for storage shall be completed with Campus Police prior to the purchase of a decal.
2. Items in storage will be subject to a storage fee of ten dollars (\$10) per month with exemptions given to faculty and potential exceptions given to church or ministry owned vehicles and trailers.
3. Storage of items is limited to those qualified to live in on-campus housing. In the event a resident's status changes, he or she must remove the items within thirty (30) days.
4. All trailers, recreational vehicles, vans, buses, and outdoor equipment (rated for outdoor storage) should be parked in designated spaces along Shell Rd in the designated areas. NOTE: Equipment such as chairs, tables, building materials, vehicle parts, etc. will not be permitted.
5. Kayaks must be stored in a rack.
6. Other items not fitting the description above must be approved in writing by Campus Police.
7. Items untagged within one (1) week and/or items with three (3) months of unpaid storage will constitute abandonment of that item. Abandoned items will be disposed or retitled pursuant to the Louisiana Towing and Storage Act §32:1726.



### Vehicle Movement Regulations

1. The speed limit on the Seminary Campus is 15 MPH unless otherwise posted. All parking lots are 10 MPH. The speed limit at the Guard House is 5 MPH.
2. If you observe an emergency vehicle behind you, pull to the right side of the street or into a parking lot and stop. Do not block traffic. The officer may or may not be pursuing you.
3. All moving vehicles on campus are held to the same prohibitions as are enforced off campus.

### Accidents

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

### Responsibility for Damage

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

### Traffic Citations and Fines

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

### **Bicycle, Skateboard, Scooter, etc. Guidelines:**

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

### **Firearms and Weapons**

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

### **Flooding**

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

### **Front Gate and Visitors**

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

## CAMPUS HOUSING

### **Introduction and Rationale**

The basic premises of all policies and regulations for housing are individual responsibility and mutual respect for fellow students. The essential assumption is that students in campus housing are Christian adults in residence at a Christian institution. Policies and regulations are formed primarily to assist in providing an atmosphere in which the welfare of the student is both affirmed and preserved. In this sense, regulations and guidelines are, of necessity, restrictive in that they help to protect property and maintain a positive setting for all students in an environment in which facilities, equipment, and space are shared.

Housing policies and regulations are devised to be consistent with NOBTS commitment not only to its students but also to the Southern Baptist Convention and the people who support it. Their primary aim is to help maintain a comfortable setting conducive to learning while providing as much privacy as possible in a shared environment. All seminary housing students are guided by specific policies and regulations. Students and residents should consider abiding by both the Spirit and letter of the policies of NOBTS. Not every situation can be addressed by policy, so seeking to best understand the matters of concern the policies are addressing is expected. Questions regarding policies can always be directed to Spiritual Formation and Student Life.

Since most students are not required to live in campus housing, potential occupants should carefully read the policies and regulations. Those who feel that these may be confining or inconsistent with their particular lifestyle are encouraged to seek housing elsewhere.

Housing Policies and Regulations are subject to change. All students in campus housing are subject to the Housing Policies and Regulations as updated and posted on the website. Failure of the Seminary staff to insist upon the strict performance of the terms, conditions, and agreements of the Housing Agreement, Housing Policies and Regulations, or Guide to Outside Items does not constitute, nor should it be construed, as a waiver or relinquishment of the Seminary's right to enforce any such terms, conditions, or agreements.

To honor the buildings and grounds provided by the institution and the Southern Baptist Convention of churches, there are certain items that should not be displayed in a public fashion on or in institutional buildings. These items would include the display of any material or object that promotes or draws attention to matters or concerns that stand in opposition to Southern Baptist moral convictions. These matters of moral concern are issues such as, but not limited to, illicit drug use, alcohol consumption, tobacco use, pornography, sexual promiscuity, homosexuality, and transgenderism. Other areas not explicitly mentioned in this policy will be subject to institutional administration at any time. Display of such items will be addressed by the institution for removal. Violation of this policy will potentially lead to institutional discipline up to eviction from campus. Decisions regarding violation of the policy will be made by institutional administration.

### **Contact Information**

For more information contact the Housing Office.  
Email: [housing@nobts.edu](mailto:housing@nobts.edu) Phone: 504.816.8595

For maintenance requests contact Facilities.  
Email: [fixit@nobts.edu](mailto:fixit@nobts.edu) Phone 504-816-8213

For emergencies contact Campus Police.  
Phone: 504.944.7711

## General Regulations

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

## Eligibility

1. Housing units are reserved for full-time students, career staff, maintenance force, and full-time faculty in the primary Fall and Spring Semesters.
  - a. All students must be enrolled in a full-time load of qualifying hours for their degree program in order to be eligible for campus housing.
  - b. Qualifying hours for masters students is 9 hours, qualifying hours for undergraduate students is 12 hours, and any enrollment for a doctoral student satisfies qualifying hours requirements.
  - c. **For all program levels, only courses scheduled at the New Orleans campus will count towards qualifying hours.**
    - i. This includes mentoring, conference, trips, and weekend hybrids.
    - ii. This does **not** include online, flex, or live courses.
    - iii. If you have a question about whether or not a course is considered a New Orleans campus course, please reach out to the Registrar's Office.
  - d. Institutional staff should **not** enroll in flex, live, or online courses should the course also be offered on-campus without consultation with the supervisor and the Registrar's Office.
2. If a resident is not career staff or faculty, and it is not the resident's graduating semester, failure to register for the minimum credit hours for a semester will result in automatic termination of the resident's housing eligibility.

- a. See “Vacating Policies” for further instructions.
  - b. Residents may visit the Office of Spiritual Formation and Student Life and submit a Housing Exemption Request form for extenuating circumstances.
3. If at any time you need to request an exemption to this policy, you should reach out to one of the following offices:
  - a. Exemption requests concerning the on-campus requirements of qualifying hours should be made in writing to the Registrar’s Office.
  - b. Exemption requests concerning full-time status should be made in writing to the Student Life Office.
  - c. Students in their last semester before graduating are not expected to maintain full-time hours but should enroll in on-campus courses when available.
  - d. Repetitive exemption requests will not usually be granted.

## Housing Tenure

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

## Housing Assignment

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

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

## **Rents and Fees**

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

## **Utilities**

1. Water is included in the rent for all dormitory and apartment units.
  - a. Residents are expected to use water conservatively, as if each paid a personal water/sewerage bill each month.
  - b. Vehicles may not be washed by students except in the car wash facility provided at the back of campus.
2. Gas and Electricity:

- a. Residents in apartments (except the Courtyard apartments) are responsible for their electric and/or gas bill. Each unit has individual meters for electricity (and gas in some cases) and must contact ENTERGY (1-800-ENTERGY) for connecting/disconnecting services.
3. Residents may not use exterior electric outlets or water sources without prior permission from the Facilities Department.

### **Personal Property Liability**

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

### **Guest Policies**

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

### **Mailboxes**

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

## Pets

New Orleans Baptist Theological Seminary is a “pet-friendly” campus that allows residents to remain or become pet owners under the guidelines detailed in this document and in compliance with New Orleans city ordinances pertaining to animals. This policy is designed to ensure the health and safety of campus community members, guard against damage to campus facilities, and ensure the health and well-being of approved pets. Owning a pet is a privilege extended by the seminary, which can be revoked on an individual basis if there are violations.

### Approved Pets

1. Apartments: approved pets are fish kept in an aquarium (25 gallons maximum), small-caged animals, and rabbits. No ferrets, wild or exotic animals are allowed.
2. All pets, except aquarium, must be registered with the Housing Office.
3. Dormitories and Courtyard: approved pets are fish kept in an aquarium (5 gallons maximum) and small caged animals. No dogs, cats, rabbits, ferrets, wild, or exotic animals are allowed.
4. A maximum of one (1) animal is allowed per dwelling (except fish, where only 1 aquarium is allowed). Any exception must be approved by the Housing Director and AVP for Facilities or by the Vice President of Business Administration.
5. Easily excitable or aggressive pets; pets that are excessively loud; and pets that require extensive care are not considered suitable.
6. Pets of any kind are not allowed in Sunshine Park or any playground area.

### Pet Complaints

Complaints about aggressive animals should be made to the RA of each housing area. Complaints can also be directed to the Director of Housing.

In cases of complaints about aggressive or otherwise problematic pets, the procedure below will be followed for resolution. *In the case that a pet on campus were to bite a campus resident, the pet may be subject to immediate removal determined on a case-by-case basis.*

**1st violation-** Verbal warning from the RA with a follow-up email sent to the resident included to the Director of Housing and Director of Student Services about the situation

**2nd violation-** Written citation from the RA that is copied to the housing office, and an in-person meeting with Director of Student Services and a signed notice of violation

**3rd violation-** Pet eviction notice from police that will be signed by the resident and returned to housing office, with one week (7 day) notice to remove the pet from campus

**One Week (7 days) following the pet eviction notice, a follow-up visit by Campus Police to ensure the animal was removed, unless prior arrangements with the Dean of Students was made**

### Pet Registration

All animals must be approved by the Housing Office **before** purchase and/or being brought on campus. Once approved, pet registration must be completed with the Housing Office within one business day of the pet being brought on campus. A current photograph of the animal must be provided on the day registration is completed. In the case of young animals, photographs should be provided semi-annually until the animal reaches adulthood. Dogs and



cats must maintain a current license from the City of New Orleans (N.O.18:V:2:18:227.).

### **Pet Deposit & Pet Fee**

Pet owners assume all responsibility for damage to NOBTS buildings and grounds caused by their pet(s). A non-refundable \$300 pet deposit is required at the time the pet is registered on campus. This deposit will be used to cover any damages accrued during residency. Additionally, apartment residents with a cat or a dog will be charged a monthly \$50 pet fee.

### **Pet Care**

Pet owners assume all responsibility for the well-being of their animals and for their animals' actions on campus. Pet owners agree to the following:

1. Pet owners are expected to provide adequate care to meet the animal's needs with regard to food, hygiene, health care, and obedience training.
2. Occupant agrees that the pet(s) will be kept inside the residence at all times except when on a leash and accompanied by and under the control of the occupant. Occupant may not leave an unaccompanied pet on a balcony or patio. Cats are not permitted outdoors.
3. Pets must be under the control of the pet owner on a leash at all times when outside the pet owner's residence.
4. Pets are not allowed in any campus building, non-pet friendly housing areas, or any of the playground areas.
5. Pet owners are responsible for cleaning up any pet-related accidents in their residences and for immediately picking up animal waste when walking on campus.
6. Pets shall not be left unattended for more than a reasonable amount of time (1-3 days).
7. Flea infestation must be attended to immediately with the Facilities Department Pest Control personnel.
8. Pets must not be allowed to disrupt others (e.g., barking, yowling, howling, etc.). Pets which constitute a nuisance or danger to other residents, as determined by the Housing Director, must be removed within seven (7) days after notification of the pet owners from the Housing Director.
9. Pets must not be involved in an incident where a person experiences either the threat of or an actual injury as a result of the animal's behavior. All liability for the actions of the animal (bites, scratches, etc.) is the responsibility of the owner. Personal renter's insurance by the owner is strongly encouraged.
10. The owner will notify the Housing Office if the pet has escaped its confines and is unable to be located within twelve (12) hours.
11. Pets of any kind are not allowed in Sunshine Park (in the park or the track area) or any playground area.
12. Cats
  - a. Record copies of all required immunizations and annual rabies shots must be provided and updated annually (N.O.18: IV: Sec.8-168 & 170.).
  - b. It is recommended that cats be spayed or neutered at the appropriate age.
  - c. Must have a litter box, and collar with identification.
  - d. Cats are not permitted outdoors.
13. Dogs
  - a. Shall not exceed a maximum weight of 65 lbs. Larger dogs must be evaluated on a case-by-case basis. Breeds traditionally used for fighting, guard, or security

purposes are not allowed. These include, but are not limited to the following: Pit Bulls, wolf hybrids, Rottweilers, German Shepherds, Akitas, Staffordshire Terriers, Chows, Alaskan Malamutes, Doberman Pinschers, Siberian Huskies, or Presa Canarios.

- b. Dogs brought on campus before 10/1/19 are exempt from size and breed restrictions.
- c. Record copies of all required immunizations and annual rabies shots must be provided and updated annually (N.O.18: IV: Sec.8-168 & 170.).
- d. Record copies of proof of spay/neuter or of an intact dog permit must be provided. Temporary intact dog permits must be updated as needed (N.O.18: V: Sec. 306 & 307.).
- e. Must be collared and tagged with identification on a leash when outside, but never tethered. Dogs are not permitted to be chained or tethered as an outdoor pet.

## **Resident Assistants**

1. Each residential apartment complex and dormitory has a designated Resident Assistant.
2. The Resident Assistant is responsible for overall complex/building maintenance, for distributing seminary flyers and memos, and for ensuring residents are complying with seminary housing policies.
3. Resident Assistants have authority to issue warnings and citations to residents that are directly listed in the seminary housing policies. Resident Assistants have authority to issue other warnings and citations pre-approved by the Assistant Dean of Students or the Director of Housing.
4. Contact the Resident Assistant for your building with any immediate small concerns prior to contacting the Housing Office.
5. For further information regarding Resident Assistants, including application information, contact the Office of Spiritual Formation and Student Life.

## **Alterations to Property**

1. Unauthorized alterations of any kind shall result in the resident being charged for repair costs and forfeiture of the rental deposit.
2. Painting:
  - a. Residents are not allowed to repaint apartments, due to additional costs for reconditioning units after a resident vacates. Understand that if additional work is required there will be a standard labor rate plus materials fee charged to the resident. Contact the Housing Office for further information.
3. Ceiling Fans:
  - a. Residents can request additional ceiling fans for their unit, with the exception of residents in Dement, Lipsey, Crutcher, Courtyard, and Willingham apartments.

- b. Requests for a ceiling fan should be made to the Facilities Department by calling 504-816-8213, or by emailing [fixit@nobts.edu](mailto:fixit@nobts.edu), or by submitting a work order to [www.myschoolbuilding.com](http://www.myschoolbuilding.com).
  - c. There is a \$125.00 fee for purchase and installation of a ceiling fan for which the resident is responsible.
  - d. Installed ceiling fans remain the property of the seminary when a resident transfers or vacates.
  - e. Residents are not allowed to install their own ceiling fans.
4. Smoke Detectors:
- a. DETECTORS. Removing a smoke detector in a residential unit threatens the lives of the residents in the unit as well as the lives of the other residents in the building.
  - b. Residents are responsible for replacing the batteries in smoke detectors. A standard 9-volt battery is required.
  - c. To stop the beeping after replacing the battery, press and hold the button on the smoke detector face for 8 seconds. This resets the alarm network to show that the smoke detector is functioning and will stop the beeping. Contact the Facilities Department for further information.
  - d. Any resident found to be in violation of this policy will be subject to disciplinary action, including eviction.
5. Bidets and Plumbing:
- a. Residents may request the installation of a bidet in their unit. There is a \$50.00 installation fee, for which the resident is responsible. This fee also applies to any modification of the standard plumbing in residential units.
  - b. Understand that any damage caused by a non-standard faulty plumbing device will result in additional charges and forfeiture of the housing deposit.
  - c. DO NOT FLUSH ANY PAPER-BASED PRODUCTS OR CLOTH PRODUCTS DOWN THE TOILETS OTHER THAN TOILET PAPER. This includes, but is not limited to: "flushable" wipes, rags, paper towels, feminine hygiene products or product wrappers, etc.
  - d. Any resident who repeatedly causes preventable damage to residential plumbing is subject to disciplinary action, including eviction, as the damage usually affects other residential units.
  - e. Do not pour grease or oil down the sink drains. Please dispose of grease and oil in the garbage.

## **Appliances**

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

## **Lighting**

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

## **Internet/Cable Services**

1. Cable service is available through Cox Communications. One cable TV outlet has been installed in the living room area of each apartment.
  - a. Exterior antennas are not permitted (this includes satellite dishes of any kind).
2. Additional internet outlets may be added in any room at the resident's expense.
3. Cable service is provided in the lobby of each dormitory. Each Dormitory also has access to public wifi. Dormitory residents may have cable/internet installed in their room at the resident's expense.
4. Contact the Housing Office for the contact information of the seminary's current Cox Communications Representative.
5. Apartment and dormitory residents are not allowed to have cable/internet services with any company other than Cox Communications.

## **Sound Equipment/Excess Noise**

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

## **Common Areas**

1. Each resident is required to keep front and back entry ways/halls free from personal belongings and trash at all times. This includes hanging pots for plants, holiday decorations, shoe racks, etc.
  - a. Failure to comply with this regulation will result in the receipt of a violation notice from the building Resident Assistant and may result in confiscation of the item(s) in question if they are not moved by the date specified on the violation notice.
2. Each resident is responsible for assisting with the cleaning of common areas in their building (halls, stairways, landings, porches, etc.).
3. Skateboards, skates, scooters, and other riding toys are not permitted on the porches, halls, stairways, landings, etc. at any time.

4. Picnic pads are available on a first-come first-serve basis. These areas are available to all campus residents. The cleanliness of these areas is the responsibility of the users.
5. Items blocking stairwells, foyers, breezeways, sidewalks, and other egress points at any time during the day will be subject to removal, per local fire codes.

### **Parking Lots**

1. Residents are required to park in designated parking lots only.
2. For most apartment buildings, there is one designated parking spot per unit next to each building. Additional vehicles must be parked in the overflow unmarked parking or where allowed on the streets.
3. See parking regulations under the Motor Vehicle Policy above for more information.

### **Bicycle Storage**

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

### **Outdoor Storage/Recreation**

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

### **Grounds**

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

### **Automobile Repairs**

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

## **Garbage Pick-Up**

1. Trash can be placed inside any of the trash receptacles at any time. Trash receptacles are picked up twice a week.
2. ALL boxes need to be broken down before being placed in trash receptacles. They take up too much room if left unbroken, causing overflow of the trash and extra charges to the Seminary.
3. All trash must be placed in a tied trash bag. Do not place loose trash inside the receptacles. Also do not place small doggie bags inside the receptacles.
4. Do not discard any large items into the trash receptacles. This includes furniture and large boxes. If you have a large item that needs to be thrown away you may bring it to the back of campus to the open top trash bin, or place a work order to [fixit@nobts.edu](mailto:fixit@nobts.edu) to have the item picked up from the curb.
5. Do not place trash outside your apartment door. A violation of this policy can result in a \$25.00 fine.
6. If the trash receptacle is full, do not place your trash outside the bin. Also do not over fill the receptacles. This results in the Seminary paying overfill fees. Please take your garbage to the next closest trash receptacle.
7. Everyone is responsible to help keep the lids on the receptacles closed at all times.

## **Pest Control**

1. The Facilities Department is responsible for pest control in all campus buildings. The Seminary Pest Control Technician is required to regularly treat all building, for common household pests.
2. Residents can help control the pest population by keeping their units clean. Garbage, food, or dirty dishes should be appropriately discarded, stored, or cleaned.
3. Pest control problems should be reported to the Facilities Department at [fixit@nobts.edu](mailto:fixit@nobts.edu). Please do not treat pests on your own.

## **Hazardous Materials**

1. Outdoor storage of flammable, poisonous, or any other material the seminary shall deem as hazardous is strictly forbidden. Highly flammable liquids such as gasoline, kerosene,

etc. are not permitted in or around seminary housing. These materials must be stored in an off-campus location.

2. Household items such as spray paint, charcoal lighter fluid, and/or other dangerous household materials may be stored inside residential units in a well-ventilated space out of reach of children.

### **Construction Areas**

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

### **Fire Sprinkle Drains and Valves**

1. Several apartments contain sprinkler drain valves. Residents in these apartments should not tamper with the drain valves at any time.
2. Only an official seminary representative and/or emergency personnel are authorized to adjust sprinkler drains and valves.
3. If a resident has a concern regarding the sprinkler drain valves, they should contact the Facilities Department for further information.

### **Maintenance Requests**

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

### **Right of Entry**

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

### **Private Business**

1. Low Profile Business Policy:

- a. Door-to-door solicitation is not allowed on campus at all. Some low-profile business operations, not requiring city permits or state licensing, may be engaged in from the residential units. These activities cannot require that the unit be used for storage or as a warehouse.
  - b. Business activities which require bringing non-seminary affiliated persons onto the campus for the transacting of business, the finalizing of any agreement, or the completion of any sale must be approved in advance by the Dean of Students, the Executive Director of Facilities and Safety, or the Chief of Campus Police.
2. Garage/Yard/Porch Sales:
- a. Garage, yard, or porch sales are not permitted on campus. Residents with items for sale may post notices on the bulletin board in the Luter Student Center with approval from the Dean of Students Office or join the NOBTS Marketplace and/or NOBTS Swap Shop pages on Facebook.
3. Babysitting:
- a. No member of any residential family shall engage in long-term babysitting for another residential family in the babysitter's unit (i.e., for more than one or two days in any week, or for more than two weeks in a row).
  - b. Babysitting children whose family residence is not on campus is not allowed, due to liability concerns. Any campus resident responsible for babysitting any non-campus resident child(ren) must do so at the domicile of the child(ren) or at a neutral off-campus location.
  - c. Whenever possible, even short-term babysitting should occur in the residence of the child(ren) being attended.

## **Reasonable Care**

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



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

## Vacating Policies

### 1. VACATING NOTICE REQUIRED:

Vacating notices are required for all residents to fill out within the required days stated below. If you are vacating due to a family emergency or ministry position the notice days can be waived.

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

### 2. UNIT REASSIGNMENT:

- a. Once a vacating notice form is submitted, the unit is considered available for reassignment.
  - i. If a resident requests to change their check-out date or cancel their check-out altogether, they must contact the Housing Director for approval. Charges or other conditions may apply and are determined on a case-by-case basis.

### 3. CHECK OUT:

- a. On the day of check-out, residents are required to turn in their key(s) after ensuring that all personal belongings have been removed, the unit is clean, and the door is closed and locked.

- b. During normal business hours, residents are required to turn in their key(s) in the Housing Office and complete a Check-Out form.
  - c. Outside of normal business hours, including weekends, residents are required to turn in their key(s) and complete a Check-Out form at the Guard House or to the key box located outside the housing office. .
  - d. Keys should never be left in the unit or turned into any other office.
  - e. For international moves, notify the Housing Office in advance via email if keys for the unit must be turned in by a third party. An online check-out form may be submitted in these instances.
4. DEPOSIT REFUND:
- a. After Check-Out, if a unit is left clean and in good condition (only showing signs of normal wear and tear), the refundable portion of the former resident's housing deposit is refunded to their student account. The housing office has up to 30 days to post the refund.
5. FORWARDING ADDRESS:
- a. As part of the vacating process, residents are required to leave a forwarding address with the Housing Office.

### **Special Regulations for Specific Housing Assignments**

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

1. LIPSEY/CRUTCHER/DEMENT:
- a. Breaker boxes must be accessible at all times. Nothing should be on top or in front of these boxes.
  - b. Residents may only use the storage area assigned to their unit. Any item placed in this area must be clearly labeled with the owner's name and kept in a neat and organized manner.
  - c. Residents are not allowed to store items in the foyer.
  - d. Units contain two heating/cooling units which are serviced each month. The Facilities Department is not responsible for the maintenance of any additional units installed by the resident.
  - e. Contact the Housing Office for further information regarding these units.
2. MANORS/OAKS:
- a. Balconies: All second and third floor apartments have balconies.
    - i. Items may not be draped over the balcony railing.
    - ii. Do not use the balcony for storage. While some items may be left on the balcony, balconies should be kept in a neat and orderly manner.
    - iii. The hanging of plants and/or window boxes may be done under the following conditions: 1) the building is not altered in any way, and 2) the item is not hung on the outside of the balcony railing.
    - iv. NOTE: Use watering saucers under potted plants to prevent water from leaking onto the balcony/sidewalk below.
  - b. Breezeways:

- i. Breaker boxes and intake vents must remain clear at all times.
  - ii. See “Seminary Housing Information” for further information.
- 3. GRACE/MISSISSIPPI/FLORIDA:
  - a. Breezeways:
    - i. Breaker boxes and intake vents must remain clear at all times.
    - ii. See “Seminary Housing Information” for further information.
- 4. WILLINGHAM:
  - a. Grills must be stored under the pavilion in Sunshine Park. They must be clearly labeled with your name and address.
  - b. Ground floor residents with a cat or a dog may not take their animal to any of the higher floors. Further restrictions for cats and dogs are outlined in the Pet Ownership Policy.
  - c. DO NOT FLUSH ANY PAPER-BASED PRODUCTS OR CLOTH PRODUCTS DOWN THE TOILETS OTHER THAN TOILET PAPER. This includes, but is not limited to: “flushable” wipes, rags, paper towels, feminine hygiene products or product wrappers, etc.
- 5. FARNSWORTH:
  - a. Walkways: at each floor, there is a walkway which runs the length of the building leading to the stairwells.
    - i. Items may not be permanently draped over the walkway railings. Large items may be hung over the railings to dry but must be removed the same day they are placed outside. Clothing may not be dried on the walkway railings.
  - b. Do not use the walkways for storage. Personal items should fit neatly into the designated storage area for your unit, as there must always be easy access to the sprinkler system. Walkways should always be kept in a neat and organized manner.
- 6. COURTYARD APARTMENTS:
  - a. Seminary-owned furnishings cannot be removed from bedrooms or apartment common areas.
  - b. Residents are encouraged to use the grills provided by the seminary in the Courtyard picnic area.
  - c. Residents are responsible for keeping the laundry facilities tidy, under the guidance of the Resident Assistant(s).
  - d. Dating Practices:
    - i. Dating practices should be conducted with propriety and in accordance with Christ-like standards (see 1 Cor. 5, Titus 2:4-8).
    - ii. See also, General Policies, “Ethical Conduct” section.
  - e. No mixed company is allowed in the apartments between 12:00 A.M. and 7:00 A.M.
  - f. Residents are not allowed to enter unassigned bedrooms in the apartments. Unassigned bedrooms must always be ready and available for new residents. Residents found to be entering and/or using an unassigned bedroom will be subject to disciplinary action.
- 7. DORMITORIES:

- a. Dormitory rooms are maintained for unmarried men and women. Specific room assignments are given in the Housing Office.
- b. The seminary reserves the right to require that all dormitory rooms be semi-private in occupancy when enrollment makes such occupancy necessary.
- c. Residents are not allowed to enter unassigned rooms at any time. This is considered trespassing.
- d. Seminary-owned furnishings cannot be removed from the dorm rooms.
- e. All residents are encouraged to lock their rooms when leaving, even for a short time.
- f. Residents should not place personal items (posters, pictures, etc.) on the walls in the hallways. Each resident may place a memo pad outside their door.
- g. Residents are expected to participate in dormitory meetings scheduled by the Housing Office or by the building Resident Assistant.
  - i. The Fall and Spring meetings are mandatory.
  - ii. Failure to attend mandatory dorm meetings will result in the resident being fined \$25.00.
- h. Cooking is not allowed in any dormitory room. All cooking is confined strictly to the dormitory kitchen areas located in Carey, Hamilton, and Lipsey Halls.
  - i. The only food storage/cooking appliances allowed in the dorm rooms are small refrigerators ( $\leq 3$  cubic feet), coffee pots, and low-wattage microwaves ( $< 1,000$  watts).
- i. Dorm room lavatories may not be used to wash dishes. Dishes should be washed in the sinks located in the dormitory kitchens/kitchenettes.
- j. If the air conditioning or heating unit is in operation, is it imperative that windows and storm windows be kept down at all times for the system to function properly.
  - i. Do not restrict the air vents in any way.
  - ii. Space heaters are not allowed.
- k. Children are not permitted in the dormitories, except when accompanied by their parent/legal guardian.
- l. Residents must be properly dressed when in hallway areas at all times. Facilities personnel are in the dorms throughout the working day, as well as after hours if there is an emergency.
- m. OPPOSITE SEX IN THE DORMITORY:
  - i. Male visitors are allowed in the TV rooms, kitchen and common room of Carey Hall. All other areas are off limits.
  - ii. Female visitors are allowed in the lobbies of Lipsey Hall and Hamilton Hall.
  - iii. Men and women are allowed to enter dorm rooms to assist each other with moving furniture and boxes during Check-In/Check-Out, with prior permission from the Housing Office.
  - iv. Visitors of the opposite sex are not allowed in the dormitories during Quiet Hours.
- n. DATING PRACTICES:
  - i. Dating practices should be conducted with propriety and in accordance with Christ-like standards (see 1Cor. 5, Titus 2:4-8).

- ii. See also, General Policies, “Ethical Conduct” section.
- o. Residents may not practice on musical instruments in the dormitories.
- p. CAREY HALL:
  - i. Carey Hall residents must park their cars across the street in front of the dormitory. Parking spaces behind Carey Hall are specifically reserved for residents of Willingham.
  - ii. Residents may temporarily park behind Carey Hall to load/unload at the back door. Vehicles should be moved within 30 minutes of completion of loading/unloading.
  - iii. The piano in the Carey Hall parlor was a donation by someone who intends it to be used primarily for scheduled seminary events. The piano may be played Mon.-Fri. between 9:00 A.M. and 7:00 P.M. and Sat.-Sun. between 11:00 A.M. and 7:00 P.M. Please be considerate of those studying or sleeping during the late hours.
- q. KITCHENS/KITCHENETTES:
  - i. Kitchens must be kept neat and clean at all times. Kitchens will be inspected regularly by the Resident Assistant(s).
  - ii. DO NOT use food or appliances that belong to other residents without their explicit knowledge and permission.
  - iii. Crock pots, popcorn poppers, air fryers, kettles and hot pots (for heating liquids) are permitted in the kitchen areas, where special electrical outlets are provided. They are not to be used in any dormitory room.
  - iv. Hot plates are specifically prohibited by seminary policy and are therefore not allowed in dormitory rooms.
  - v. All food items must be labeled with the owner’s name and room number. Any unlabeled food items will be considered available to all residents and may be discarded by the Resident Assistant(s) at will.
  - vi. Residents are responsible for cleaning the interior of refrigerators and stoves and for cleaning food containers, plates, etc.
  - vii. Do not leave food unattended while cooking. Clean up dishes and cookware as soon as you are finished cooking. This includes not leaving dishes to dry on the counters
  - viii. Do not dispose of grease or food in sink drains.
  - ix. Although Facilities personnel clean the kitchens, residents are responsible for cleaning up after themselves. This includes putting all food items away. Do not leave dishes in the sink or on the counters.
- r. BATHROOMS:
  - i. DO NOT FLUSH ANY PAPER-BASED PRODUCTS OR CLOTH PRODUCTS DOWN THE TOILETS OTHER THAN TOILET PAPER. This includes, but is not limited to: “flushable” wipes, rags, paper towels, feminine hygiene products or product wrappers, etc.
  - ii. Do not leave personal hygiene products in the showers or at the sinks. The seminary recommends the purchase of a shower caddy to transport personal hygiene products to and from the bathroom.
  - iii. Shower shoes are recommended.

- iv. Although Facilities personnel clean the bathrooms, residents are responsible for cleaning up after themselves. This includes, but is not limited to: removing hair from the sinks/showers, removing excessive residue from shower walls immediately after showering, removing toothpaste residue from mirrors and sinks, unclogging the toilet after use (if necessary), etc.
- s. CHECK-OUT:
  - i. In addition to the check-out procedures outlined in the “Vacating Polies” section, dormitory residents must ensure that all trash is cleared from the room and that all personal items have been removed from the kitchen area and bathroom.
  - ii. Residents must put room furnishings back into the standard room configuration (diagrams available through the Housing Office).
  - iii. Failure to comply with these policies may result in the forfeiture of the refundable portion of the resident’s housing deposit.

## **Fire Prevention Regulations**

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

## **SHELTER-IN-PLACE**

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, “shelter in-place” means to make a shelter of the building that you are in, and with a few adjustments, this location can be made even safer and more comfortable until it is safe to go outside.

### **Basic Shelter-in-Place Guidance**

When in the Quad, if the building you are in is not damaged, stay inside in an interior room or bathroom until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, passport, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter in the Library Reference Room or, if the Library Reference Room is the affected building, the secondary rally point is the Leavell Chapel. If police, fire department, or other first responder personnel are on the scene, follow their instructions.

When in the LSC, move to the first floor via the stairs, and gather in the downstairs bathrooms, the North hallway directly behind Café New Orleans, the interior classrooms in the NAMB office, or in the interior hallway of the Leavell College offices. If police, fire department, or other first responder personnel are on the scene, follow their instructions.

### **How You Will Know to Shelter-in-Place**

A shelter-in-place notification may come from several sources, including Administration Personnel, Campus Police, Facilities, Housing, or other local authorities. NOBTS will use the standard means of emergency communications for disseminating the notification. However, other means of communication may also be employed.

### **How to Shelter-in-Place**

No matter where you are, the basic steps of “shelter-in-place” remain generally the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in an emergency. If you are outdoors, proceed into the closest building quickly or follow emergency personnel’s instructions.
2. Locate a room to shelter inside of. It should be:
  - a. An interior room.
  - b. Above Ground Level.
  - c. Without windows or with the least number of windows possible.
  - d. If there is a large group of people, split equally into several rooms.
3. Close and lock all windows (tighter seal when locked).
4. Close exterior doors.
5. Turn off air conditioners, heaters, and fans.
6. Close vents to ventilation systems as you are able.
7. Make a list of the people with you and ask someone to call Campus Police

- and relay the list to Campus Police.
8. Turn on a Radio or Television and listen for further instructions.
  9. Make yourself comfortable.

# ATTENTION: SEMINARY FAMILY HURRICANE INFORMATION

**Hurricane season lasts from June 1 to November 30.** The following information is to advise the seminary family how best to prepare for a hurricane coming into the New Orleans area. During hurricane warnings, all seminary residents are advised to stay tuned to radio station **WBSN FM-89.1**, television station **WWL Channel 4**, radio station **WWL 870 AM** or [www.nobts.edu](http://www.nobts.edu) for up-to-



date weather information. The Mayor's office will be making announcements through the media. If the Mayor or the President of NOBTS recommends that you leave the city, then do so.

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

**- GENERAL HURRICANE PREPARATION –**

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

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

- e. If there has been a lot of flooding, do not drink tap water until it has been determined to be safe.
- f. If no evacuation is ordered, but we lose power, leave your freezer shut. In order to best preserve your food during a power outage, do not open your freezer for any reason. Check refrigerated foods for spoilage if power has been off and remove spoiled food from your refrigerator IMMEDIATELY. Residents are encouraged to keep a cooler so as to keep food fresh.
- g. **USE NO OPEN FLAMES IN YOUR APARTMENT**, including candles or grills.

## - MANDATORY HURRICANE EVACUATION -

If a mandatory evacuation is called then every one will leave, except emergency personnel. **STAYING ON CAMPUS IS NOT AN OPTION!**

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

## - EMERGENCY SHELTER INFORMATION -

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

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

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

- **First Baptist Church**, 431 North State Street Jackson, MS 39201. Contact: Dr. Jim Spikes at 601.949.1993. Take I-10W to I-55N. Follow signs for I-20 W / 49 N. Take North Terry Road exit. Continue onto US-51 N. Stay N on State St. Destination will be on the Left.

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