

2011-2012

ACHIEVE

Adult Education Program

Handbook



Make a Difference...Impact the World

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A Word from the President

Welcome to Southeastern Bible College! You are about to become a part of a challenging and fulfilling educational adventure. Many adults have preceded you in using an adult model of education. They have found it a rewarding experience and an excellent steppingstone to achieving personal, professional, and spiritual goals.

ACHIEVE is a model of learning designed to provide an opportunity for adult students to mature and develop in their knowledge of the Word of God while completing their degree course work. Biblical truth is studied, applied, and communicated in a way that is relevant to the daily needs of Christians in the workplace, the home, and ministry.

Class sizes are maintained to allow each student to have plenty of interaction with fellow students as well as personalized attention from the faculty. Courses are taught by experienced resident and adjunct faculty who are committed to their own, as well as the student's, academic, and spiritual growth.

It is our desire at SEBC that *ACHIEVE* helps you attain your educational goals. Education is a lifelong process, and we at Southeastern are delighted to serve you along this leg of your journey as we provide the opportunity to equip you for life and service by helping you become spiritually mature, biblically grounded, and culturally relevant. That, after all, is our mission.

Don Hawkins, D.Min.

President, *Southeastern Bible College*

About *Southeastern Bible College*

A brief history

In 1933, a small group of Christian men had a vision to develop a Bible school in Birmingham, Alabama. It was the unanimous conviction of these men that there was a vital need for more adequate training of Christian workers and teachers. It was also agreed that the Bible should be made the center of the proposed school and that the teaching of the school should be evangelical.

The school was organized and incorporated as the Birmingham School of the Bible. On May 1, 1935, it opened its doors to offer classes two nights each week. From this modest beginning, the school grew steadily and widened its scope of ministry. In 1943, the name of the school was officially changed to Southeastern Bible School.

In June of 1947, the way was opened to purchase a new seven-acre, three building campus with beautifully landscaped grounds. Additional dormitory buildings were acquired or built in the following years. The charter rights to grant degrees were obtained in June 1950 and the name of the institution was changed to Southeastern Bible College. Southeastern was granted national accreditation by the Association of Biblical Higher Education (ABHE) on October 24, 1962.

Dr. Leon Gillespie, who came to SEBC in 1947, served as Acting President from 1958 to 1960 when Dr. Alden A. Gannett was called to the presidency of SEBC. The College more than doubled its enrollment in the nine years of Dr. Gannett's administration. In 1969, Dr. Gannett was appointed President Emeritus of the College simultaneously with the election of C. Sumner Wemp as President.

Dr. Alden Gannett returned to the presidency in 1972. In 1981, Dr. James G. Kallam became President upon the appointment of Dr. Gannett as Chancellor. Dr. John D. Talley, Jr., was appointed President in 1988 and oversaw the movement of the College to a ten-acre location on Highway 280. In 2000, the College achieved its next important landmark by retiring its mortgage debt and achieving debt-free status. In March 2001, Dr. Don Hawkins was appointed President, ensuring visionary leadership and wisdom for SEBC's ministry in the 21st century. In 2004, with God's providential blessing, Dr. Hawkins directed the College's relocation to a 22-acre campus on Valleydale Road in North Shelby County.

Program

Southeastern Bible College is a four-year, coeducational, private Christian college that is denominationally unaffiliated.

Accreditation and Affiliations

Southeastern Bible College is:

- An accredited institution with the Commission on Accreditation of the Association for Biblical Higher Education (ABHE), (formerly the Accrediting Association of Bible Colleges) 5850 T.G.

Lee Blvd., Ste.130, Orlando, FL 32822, an institutional accrediting body recognized by the Council for Higher Education Accreditation (CHEA) and the U.S. Department of Education.

- A member of the Alabama Association of Collegiate Registrars & Admissions Officers (AACRAO).
- Approved in the Elementary Education Program by the Association of Christian Schools International (ACSI).
- Listed in the United States Office of Education publication, *Accredited Higher Institutions and U.S. Education Directory: Part III Higher Education*.
- A member of the American Association of College Administrators, the Association of Alabama College Administrators, and the Evangelical Training Association.
- Authorized under federal law to enroll non-immigrant alien students
- Approved by the Selective Service System as a theological school.
- Approved for funding of Title IV funds by the Department of Education and by the Veterans Administration.
- A charter member of the Evangelical Council for Financial Accountability (ECFA).
- A member of the Birmingham Regional Chamber of Commerce.

Mission Statement

The mission of Southeastern Bible College is to produce graduates who are biblically grounded, spiritually mature, and culturally relevant.

Vision

The vision of Southeastern Bible College is to equip servant leaders for Christian living and service worldwide through being an institution of academic and spiritual excellence.

Institutional Purpose

Southeastern Bible College is a four-year, coeducational, private Christian college that is denominationally unaffiliated. SEBC is dedicated to the preparation of the whole person to contribute positively and effectively to the world in which he/she lives. The College is committed to equipping students for effective careers in Christian ministry and society at large while developing their personal character based on a biblical Christian worldview. SEBC provides quality education, balancing biblical truth with arts and sciences education to equip students to be biblically grounded, spiritually mature, and culturally relevant.

Southeastern Bible College seeks students who are academically motivated and committed to Christian values and standards. The College desires to attract such students from all races and nationalities as well as from both genders. SEBC looks to provide a college community of diverse backgrounds and a broad range of geographical locations. Though the College is committed to certain doctrines of Scripture, students from a variety of mainstream evangelical perspectives are welcomed.

Southeastern Bible College's commitment to academic excellence is reflected in its recruitment and development of quality educators, with the majority of faculty holding earned terminal degrees in their areas of expertise. The faculty is composed of committed Christians, who integrate the knowledge of their respective fields with biblical perspectives.

Goals of the College

It is the goal of Southeastern that through the learning opportunities available at this institution, all students will:

1. Evince a proficiency in knowledge of Scripture;
2. Demonstrate understanding of a Christian worldview that integrates faith and learning;
3. Manifest a Christian value system which is reflected in attitudes and relationships;
4. Demonstrate appropriate breadth and depth of knowledge in the areas of arts and sciences;
5. Evince the ability to effectively serve Christ in accordance with one's area of study.

Southeastern's commitment to this goal is reflected in its recruitment and development of quality educators, with the majority of faculty holding terminal degrees in their areas of expertise. The faculty is composed of committed Christians who integrate the knowledge of their respective fields with a biblical worldview.

Through academic advising, student services, financial aid counseling, service learning opportunities, and other educational support units, SEBC seeks to enable students to be successful in their academic pursuits. The College provides a supportive and challenging environment to promote intellectual and spiritual growth, leadership potential, and a sense of servanthood and mission.

Educational Philosophy

Southeastern Bible College holds a distinctive educational philosophy that maintains that a thorough understanding of the Bible as the Word of God must be the foundation of the educational process. The disciplines of the arts and sciences are studied and presented with integrity and from the perspective that the truth of God's Word is the integrating central reality of all human knowledge. The College also believes that a thorough knowledge of the Bible is necessary and fundamental to all Christian work and ministry as well as personal spiritual growth and development.

God is the ultimate source of all truth, and God's truth is revealed through nature, God's creation, and written revelation, the Bible. Man's finiteness and fallen condition, however, render him incapable of achieving a full appreciation and comprehension of God's truth through scientific empiricism or philosophical reasoning. Apart from God's self-disclosure through an inerrant revelation, man would not be able to transcend his

space-time universe and come to an adequate comprehension of reality. Southeastern Bible College affirms that the Scriptures of the Old and New Testaments are God's inerrant revelation to humanity.

An adequate appreciation and comprehension of God's total truth is possible only when our investigations in the arts and sciences are based on interpretive models that are informed by God's special revelation, the Bible. Fallen man always distorts natural revelation. In order to be understood, it must be interpreted in light of God's written revelation.

Southeastern Bible College's educational goals are formulated on the basis of the integration of special and natural revelation. This involves achieving academic competency in general knowledge, Bible and Theology, spiritual and moral precepts that lead to social maturity, and integrating these intellectual and moral principles into daily living in the family, church, and community. This process of integration ensures a unique education that is distinctively Christian.

The curriculum and program structure of a Bible college has a special orientation because all baccalaureate programs involve a Bible/Theology major. The academic departments provide several professional programs/emphases. This structure derives from the overall educational philosophy of the College. The arts and sciences subjects are selected to meet the overall purpose of the College's program goals. In all disciplines, the faculty member is expected to develop a biblical worldview.

Each academic department has a chairperson, and each program or emphasis has a supervisor/advisor. The Vice President for Academic Affairs, with full democratic participation of the faculty and administration, supervises the curriculum.

Doctrinal Statement

We Believe...

1. That the Bible, consisting of the sixty-six books of the Old and New Testaments, in the original manuscripts, is the inerrant and complete Word of God, the final authority in all matters of faith and practice. (II Tim. 3:16-17; II Peter 1:20-21)
2. That there is one God, eternally existing in three persons: The Father, Son, and Holy Spirit. (Deut. 6:4; Matt. 28:19; Luke 3:21-22)
3. That the Lord Jesus Christ is the only begotten Son of God, conceived by the Holy Spirit, born of the Virgin Mary, and is true God and true man. (Luke 1:30-35; John 1:18; 3:16; Phil. 2:5-11)
4. That man was created in the image of God; that he sinned and, thereby, incurred not only physical death, but also spiritual death which is separation from God and that, as a consequence, all men are declared by God to be totally depraved, having inherited a sinful nature and having become sinners in thought, word, and deed. (Gen. 1:26-27; 2:16-17; 3:6-19; Rom. 3:10-23; 6: 3; 7:18; 11:32; Gal. 3:22)

5. That the Lord Jesus Christ died as a substitutionary and complete sacrifice for the sins of the whole world and that only those who trust in His redemptive work are saved on the ground of His shed blood. (Rom. 3:24-28; 5:8-10; I Tim. 2:5-6; I John 2:1-2)
6. That the Lord Jesus Christ arose from the dead in the same body, though glorified, in which He was crucified; that He ascended into Heaven and is now exalted at the right hand of the Father as Head of the Church. (John 20:1-29; Acts 1:9-11; Eph. 1:20-23; Heb. 1:3)
7. That the Lord Jesus Christ will come again personally and bodily; that first He will come in the air prior to the seven year Tribulation, hence at any moment, to receive the Church, His body, unto Himself in heaven; and that following the literal fulfillment of the Great Tribulation spoken of by the prophets, He will return visibly to the earth with His saints to inaugurate His millennial kingdom of universal peace and righteousness. (Acts 1:11; I Thess. 4:13-18; I Cor. 15:51-58; II Pet. 3:1-13; Rev. 19:11-16; 20:1-6)
8. That both the believer and the unbeliever will be resurrected bodily in their own order; the saved unto everlasting bliss; the lost unto everlasting and conscious punishment. (I Cor. 15:1-20; I Thess. 4:13-18; Rev. 20:11-15; 21:22)
9. That on the sole condition of personal faith in the Lord Jesus Christ, men are born again by the Holy Spirit; that at regeneration, all believers in this age are also indwelt by the Holy Spirit baptized by the Holy Spirit into the Body of Christ, and sealed by the Holy Spirit unto the day of redemption. (Rom. 3:24-28 8:9-11; I Cor. 12:13; Eph. 4:30)
10. That sanctification, which is separation unto God, is threefold: positionally, the believer was sanctified at his conversion by virtue of his union with Christ; progressively, he is continually being sanctified through the Word as he walks in the Spirit, thereby overcoming lusts of the flesh and producing the fruit of the Spirit; ultimately, he will be completely conformed to the image of Christ when he sees his Savior face to face. (John 17:17; Eph. 5:26; Col. 3:1-4; Heb. 10:14; I John 3:1-3)
11. That the Church is the Body of Christ composed of all who are born again during this church age, which began at Pentecost and will be terminated at the rapture of the church; that this church universal is to gather together as local churches or assemblies after the pattern of New Testament doctrine and practice, including the observance of the ordinances of water baptism and the Lord's supper; and that God performs the ministry of His church through its members to whom He has given gifts for the purpose of edifying the body of Christ. (Acts 2:1-47; Rom. 12:1-8; I Cor. 11:23-24; I Cor. 12:1-31; Eph. 1:22-23)
12. That the Great Commission was given to the Church and that the task of world evangelism is the mission of the Church today. (Matt. 28:18-20; Rom. 10:9-17; Eph. 4:7-16)

Student Principal Doctrines Statement

As a nondenominational academic institution, Southeastern Bible College accepts students from a variety of Christian denominational traditions. Since some areas of doctrine are open to various interpretations, it is possible that students may not completely adhere to the *Doctrinal Statement of the College*. However, certain truths have been historically identified as *principal doctrines of the Christian faith*. Individuals seeking admission to and graduation from Southeastern Bible College must agree without reservation with the following statements:

1. The Bible is divinely inspired and inerrant and is, therefore, the sole authority for all matters of faith, ministry, moral, and ethical life.
2. Jesus Christ is fully God and fully man. He was crucified and raised from the dead in payment for sins and is alone the Savior of those who believe.
3. Mankind is spiritually dead and out of fellowship with the Creator God and, apart from regeneration through faith in Christ's substitutionary death, will spend eternity in torment.
4. Eternal Life is the gift of God to those who accept Jesus as their personal Savior through faith.

In addition, Southeastern Bible College believes in the unity of the Body of Christ (Eph. 4-1-6) and that love, rather than any undue emphasis on spiritual gifts and other minor doctrinal or denominational distinctive, is the consummate goal of all Christians (Matt. 22:34-37; John 13:34; I Cor. 13:1-13). Students who hold nonessential doctrinal positions that differ from the College are welcome as long as they do not try to proselytize among other students and as long as no divisive or disruptive behavior occurs. Should a student continue to violate these stipulations, the College may require withdrawal.

Character Expectation

Students are expected to conduct themselves in a Christ-like manner at all times; in and out of the classroom. Situations needing attention will be turned over to Student Life.

Statement of Nondiscrimination

Title IX/Section 504 Statement

Southeastern Bible College does not discriminate on the basis of race, sex, color, national origin, age, disability, or veteran status in provision of educational opportunities. Pursuant to the requirements of Title IX of The Education Amendments of 1972, Pub.L.92-318; and Section 504 of the Rehabilitation Act of 1973, Pub.L.93-112. Grievances concerning Title IX and Section 504 should be directed to Paul Roberts, Chair, Equity Issues at 970-9221.

Privacy Rights

Southeastern Bible College complies with all pertinent federal and state laws governing the privacy of education records.

Admission Information

Admission Requirements

Admission is a simple process that can lead to a quick decision by the admissions committee. The requirements are:

- Age 25 or older
- Application form and payment of the \$30 application fee
- Autobiography
- Two satisfactory personal references: personal recommendation and church recommendation
- An official high school transcript or GED [EXEMPT if 24 hours of college credit transferred in]
- ACT or SAT [EXEMPT if out of high school for more than four years]
- Official transcripts from **all** institutions of higher learning/colleges previously attended

Graduation Requirements

To graduate with a Bachelor of Arts in Leadership Ministries, a student must:

- Complete 128 semester hours as prescribed on Program CheckList:
 - 52 hours in the *ACHIEVE* Program
 - 36 hours in general education
 - 40 hours in general electives
- Satisfy two semesters of Service Learning and Chapel Requirements. (See Spiritual Formation - page 14)
- Satisfy all financial obligations to the College.

To graduate with an Associate of Arts in Leadership Ministries, a student must:

- Complete 71 semester hours as prescribed on Program CheckList:
 - 47 hours in the *ACHIEVE* Program
 - 24 hours in general education
- Satisfy two semesters of Service Learning and Chapel Requirements. (See Spiritual Formation - page 14)
- Satisfy all financial obligations to the College.

Application Process

To learn more about the *ACHIEVE* Program, a student may attend one of the Information Sessions or make an individual appointment with the coordinator of the program.

To be admitted to the *ACHIEVE* Program the student **must** complete all of the following steps:

1. Complete and return the **Application for Admission including autobiography** and include the \$30 application fee.

2. Send a **Request for Official Transcript** to the high school from which you graduated. Transcript must be mailed to the Admissions Office.
3. Send a **Request for Official Transcript** to **each** college or university previously attended. Check with the registrar from each institution for the appropriate transcript fee. Transcripts must be mailed directly to the Admissions Office from the college or university.
4. **References:** Request personal references to be sent to the **Admission's** Office. Complete and sign the student portion of the two recommendation forms (personal recommendation and church recommendation). Completed forms should be mailed directly from the reference to the **Admission's** Office.
5. Receive notice that your application has been approved or rejected.
6. Make financial arrangements with the Financial Aid Office for payment.
7. Come to registration. You will be given the texts and materials for the first course then.

Appointments

To arrange a campus visit or for more information contact us:

Phone: (205) 970-9239

Fax: (205) 970-9207

E-mail: scleckler@sebc.edu

Web: www.sebc.edu

In addition to regular office hours (8:00am till 5:00pm) an Admissions Consultant or the *ACHIEVE* Coordinator can arrange appointments before or after work or during your lunch hour.

Additional Information

Faculty

Faculty members who teach in the Southeastern Bible College *ACHIEVE* Program hold at least a Master's Degree, and many hold a Doctoral Degree. The instructor is in charge of his/her class at all times. Assignments and regulations made by the instructor must be diligently followed. Course assignments, examinations, and normal class participation should be completed as required by the instructor.

Attendance / Assignments

Absence Policy

Important: Due to the accelerated class schedule (only 4 or 5 classes per course) attendance of every class is critical. We understand that sometimes a class must be missed due to illness, family situations, or work schedules. Students missing one class or the equivalent of four hours of class will receive a degradation of one letter grade off their earned grade. Students missing more than one week of class

or more than the equivalent of four hours of class will receive a failing grade for the course unless they withdraw from the course prior to the last class period.

Assignments

All assignments are due per syllabus schedule unless altered by instructor. Assignments are due the night they are due. Assignments will receive a degradation of one letter grade for every week late.

Course Exemption

Occasionally a student's transcript will show credit for a course that is the same as a course in the Program. If the course is identical, the student will be excused from taking the course with the group.

Cancellation of Classes

SEBC will follow the public announcements on radio and TV for the Jefferson State Community College Shelby Campus, and will close whenever that system is closed.

In the event classes are canceled for one of the regular meetings of the *ACHIEVE* Program, due to a natural weather situation or a physical problem at the College (loss of power, flooding, bomb threat, etc.), the following option will be exercised by the *ACHIEVE* coordinator following discussion and consultation with the vice president for academic affairs.

1. The procedure for notifying faculty and students is as follows:
 - a. The decision to cancel a class session will be made as early as possible during the day. If weather is the concern, it will be noted that road conditions are usually at their worst in the evenings.
 - b. Faculty and students will be notified by telephone or e-mail. Students should keep the *ACHIEVE* office updated with daytime contact information.
 - c. In the case of a weather-related situation, the College will notify television stations about class cancellation.

Students will be advised by their instructor as to the making up of the assignments for the cancelled class.

If you, the student, have not heard from your instructor, contact him or her.

Adding/Dropping Classes

To be allowed to drop or add a course requires the student to make a special request through the *ACHIEVE* office.

Adds and drops are changes in a student's schedule that do not involve complete withdrawal from the College.

- Students may add courses only during the first week of a semester.
- Courses may be dropped with a full refund only during the first week (before the second class) of a semester without academic penalty.
- There are financial penalties involved with dropping courses after the first week of a semester; **there is no refund for the dropped course after the first week of the semester.** It benefits the student to discuss this with the proper college personnel. Besides still having to pay for these classes, they may have to return Title IV money. The classes will have to be paid for again when retaken.
- If a course is dropped, the student will be required to sign the Drop/Add form stating that they will be attending the next scheduled *ACHIEVE* course.
- There is a \$20 fee for dropping or adding a course.

NOTE: Official withdrawal from a class must be done prior to the last class session of the course.

Withdrawal from the College

A student desiring to withdraw from the College at any time must first obtain an official withdrawal form from the Registrar's Office. If a student leaves the College without completing this process, the permanent record will show a grade of "F" (Failure) in all remaining courses for that term. Non-attendance for a class is not official notice of withdrawal.

No student who withdraws from the College for any reason is entitled to a transcript of credits until his/her financial obligations have been satisfied with the Business Office, Student Life Office, Library, and Financial Aid Office.

The Administration of the College may request a student to withdraw from the College at any time for unsatisfactory conduct or for failure to abide by College regulations.

Textbooks and Class Notes

Supplies (required textbook(s) and class notes) will be handed out at the last class of the previous course for the next course. **NOTE: it is imperative that you attend the last class to receive these required materials. You will have reading and assignments due the first class. If you are unable to attend the last class of a course to receive your materials for the next class, it is your responsibility to contact the program director to make arrangements to secure these materials.**

Certificate of Completion

When a student has taken all courses offered through the *ACHIEVE* program they will be issued a Certificate of Completion. This signifies only that the student has completed the courses offered through the *ACHIEVE* program. It does not represent a diploma or degree.

***ACHIEVE* Scholarships**

Each year two *ACHIEVE* students are awarded scholarships. *ACHIEVE* students in their 2nd *ACHIEVE* semester, with an accumulated GPA of at least 3.0 are voted for by the *ACHIEVE* instructors based on their exhibiting a high standard of Christian Character. The two students receiving the most votes are each awarded \$1000.00 (\$500.00 per semester for their next two semesters).

***ACHIEVE* To Traditional**

ACV prefixed courses only apply toward open elective hours in traditional SEBC degree programs.

Library

The staff of the SEBC library wishes to meet your study needs to the best of our ability. Below we have listed some information regarding the use of materials from our library. We hope you find this information helpful. If you have other areas of concern that are not addressed here, please contact us. The best time to call is Monday – Friday between the hours of 8:00 A.M. and 3:00 P.M. Our email is library@sebc.edu.

Library Hours (during traditional semesters)

For summer hours, see the posting on the website and library doors. Most of the time we will be open until 6:00 PM on Monday and Tuesday nights.

Monday, Tuesday & Thursday:	7:45 a.m. - 9:00 p.m.
Wednesday & Friday:	7:45 a.m. - 5:00 p.m.
Saturday:	12:00 p.m. - 4:00 p.m.
Sunday:	closed

The library will close for chapel on Monday and Wednesday. It may also close for other chapels. Holiday, summer, and other exceptions to regular hours will be posted.

If you come by the library and it is closed, please place any items that need to be returned in the book drop in the wall on the outside of the back of the building. This is in the wall to your left just before you enter the glass doors that lead into the hallway (entrance E). During traditional fall and spring semesters this book drop is checked daily except Sunday.

General Library Policies

1. No food or drink in the library.
2. Patrons are expected to be as quiet as possible to maintain an atmosphere conducive to study.
3. Cell phones should be turned off or placed on vibrate. Cell phone conversations should take place outside the building.
4. The library telephone is a business line and is not available for patron use.
5. Only library staff are permitted in the library office.
6. Please **do not** shelve books. The library staff will shelve books and count them for statistical purposes.
7. Any patron exhibiting improper behavior, including viewing inappropriate Internet sites, will be asked to leave the library.
8. Children under the age of 14 must be accompanied by an adult at all times while on campus.
9. The library director reserves the right to refuse use of the library to any patron who does not follow library policies.

Circulation Policies

1. Reference materials, periodicals and reserve books may not be checked out.
2. All circulating materials *except* equipment, videos, and DVDs may be checked out for a three-week period and renewed for one more three-week period. Materials may be renewed by phone at 970-9233.
3. Videos and DVDs may be checked out for one week and may not be renewed.
4. Patrons may have a maximum of 10 items checked out at one time. Only 3 of the items may be movies.
5. Patrons should return items to the library front desk or, when the library is closed, to the book drop.
6. Do not take any materials from the library without checking them out! If a patron takes materials from the library without checking them out, appropriate disciplinary action will be taken and fines incurred to the patron.

Checking your Library information

To check for fines and due dates on items you have checked out from Southeastern Bible College, follow the instructions below:

1. If your library number is not printed on your library card (any cards printed before 2007), come by the library to find out your patron number. This number is only used by the library.
2. Go to the library website and enter any search term to bring up the main search screen. (For off campus you will enter a term in the search box. If on campus you will click “Click here if on campus”.)
3. Click on the “my items” link. This is located on the left hand side of the screen. It is the third link under the blue “General” bar.
4. Enter your library number in the first box (Patron Barcode), and your first name exactly as it appears on your ID in the second box (Patron PIN). Any fines you have will be listed at the top of the page. Books will be listed below with the due date given in the information displayed.
5. If you wish to change your PIN please come to or call the library between the hours of 8:00 AM and 3:00 PM and request a change.

Notice about Journals and Reserve Materials

Journals in the Gannett-Estes Library do not circulate. They are not to be taken from the library. Patrons may read journals in the library or make copies of articles to take from the library.

Remember that a missing journal may be the one you need for an assignment! Any patron found taking journals from the library will be charged \$25.00 per issue and will not be allowed to check out any materials until the fine is paid.

Materials on reserve are not to be taken from the library. Be careful not to leave the library with reserve materials. Any patron who takes reserve materials from the library will be charged \$25.00 per reserve and will not be allowed to check out any materials until the fine is paid.

Overdue Materials and Fines

Notices of overdue materials and fines are placed in each student’s mailbox periodically. Patrons are responsible for returning materials on time without being notified. Patrons having fines above \$5 or overdue items may not check out any other materials until this matter is resolved.

Overdue videos and DVDs - \$1.00 per item per day.

All other materials - \$0.25 per item per day.

All materials must be turned in, and all library fines paid before a student receives transcripts or a diploma.

If an item has been overdue for three months or more it will be considered lost and replacement fees will apply (see lost materials). If an item is out-of-print the library director will determine the amount charged to the student. At the point when an overdue item becomes a lost item, a notice will be placed in the student's box or an email will be sent to the student if they do not have a box.

Lost Materials

If you lose a library item, notify the library at once. The overdue fine will then be stopped. After a month, if the item cannot be found, you will be charged the replacement cost plus a \$10.00 processing fee.

Cooperative Agreement with Samford University

SEBC and Samford University allow currently registered students from each institution to use each other's libraries. Students are responsible for observing each library's policies and procedures. SEBC students must present their current SEBC ID cards at the Samford University Library in order to use the library resources. The Samford University Library web site is <http://library.samford.edu/>.

Interlibrary loans

If you need items not available at SEBC or Samford, check with your public library. The web site for Shelby county libraries is www.shelbycounty-al.org. The web site for Jefferson county libraries is www.jclc.org. Items that cannot be located in local libraries may be requested through interlibrary loan. See the library staff for details.

Catalog

The materials in the SEBC Library are computer cataloged and can be accessed at the library computer workstations. The library catalog can also be accessed on the web at www.sebc.edu/library.php.

Computers

The library houses computers primarily for research. When patrons are waiting for computers, research needs will take priority over word processing and non-research activities. Patrons may be asked to relinquish terminals.

Headphones are available at the circulation desk if needed.

All documents must be saved to a removable storage device. Documents left on the computer will be deleted from the hard drive daily.

Black and white computer printouts are free as long as they are for SEBC academic requirements. Color printing and printing for other purposes (printing out research articles, copies for fellow classmates, etc.) costs \$.10 per page. Please pay at the circulation desk.

Computer Databases

You have access to most databases from off campus. They include ATLASerials, the Christian Periodical Index Online (CPIe), and Philosophers Index. The links to these databases can be found by going to the SEBC library page (<http://www.sebc.edu/library.php>). Scroll down to the bottom of the screen to find “Click here if you are OFF Campus:”. Then click on **Databases** below the off campus link.

You must have the current user name and password to access these databases. If you need the password information, please call or come by the library.

Computer Programs (* require CD from shelf)

1. Microsoft Office products
2. Gramcord Greek New Testament with Bible Companion
3. Hammorah Hebrew Grammar Tutorial
- * 4. Greek Master
- * 5. Parsons Hebrew Tutor
- * 6. Church Clip Art
- * 7. Past issues of Journal of Biblical Counseling (1977-2001)

New Technology Notice

New computer and electronic resources may be added during the school year. Please check with the library staff for any updates in computer databases, programs, or other resources.

Electronic resources

Electronic books (e-books) and electronic journals (e-journals) are available through the library catalog. Ask a library staff member for assistance in accessing them.

Catalog Classification

All materials in the library are cataloged by the Library of Congress classification system, which separates materials into 20 classes. Classes are identified by a letter of the alphabet, subclasses by combinations of letters, and subtopics by numerical notation. For more details on this system, see the librarians or the information rack in the library.

Copier

Photocopiers are available in the library for anyone's use. All photocopies are \$0.10 each. Duplex

copies count as two copies. Copiers are run on the honor system, please pay after making copies. Due to staffing restraints the library cannot take IOUs, however we can place copy charges on the library computer as library fines. The photocopier located in the back of the library can scan copies which can be emailed for free. Please see library workers for details.

Some articles are protected under copyright and should not be copied. There is a note posted by the copier to remind patrons of the copyright laws.

Enlarger

A color screen monitor for enlarged print and photo viewing is available for low vision patrons. The enlarger offers distortion free magnification of books and other print material and can be used for note writing also.

Please see the SEBC tutorial, SOFIA, for an introduction to the library and to research skills. SOFIA can be accessed through the Library category of Moodle at www.sebconline.net.

Financial Information

Fees, Materials, and Tuition (Subject to change)

Fees

Application Fee \$30.00 [The student pays this non-refundable application fee at the time of application]

Audit Fee \$175.00 per course

Student Services Fee \$45.00 per course

Tuition

Tuition per credit hour \$290.00

Cost per Semester

Tuition \$3,770 [13 hours]

Student Services Fee \$225.00 [five courses]

TOTAL \$3,995.00

Payments Due Upon Registration

Payment for each semester must be completed before enrollment can take place.

Student Financial Assistance

The Financial Aid Office will assist any student wishing to apply for financial aid. You may reach the financial aid office at (205) 970-9215/9216 or finaid@sebc.edu

To determine financial aid eligibility in a timely manner, the student should contact the Financial Aid Office at least four weeks prior to the beginning of the semester.

If a financial aid awards letter/letter of eligibility has **not** been received, the applicant will be required to pay 50% of his or her charges (approximately \$1997.50) at registration. The balance will be set up for monthly payments through Tuition Management Systems (TMS). Log on to www.afford.com for TMS information.

Loans, Grants and Assistance

Federal Stafford Loan Program: Amount of award is determined by completing the Free Application for Federal Student Aid (FAFSA). To access the application you will need to go to www.fafsa.ed.gov

Financial Aid General Overview (figures reflect ANNUAL amounts)

SEBC school code: 013857

No College/Up to 29 hours (freshman)	: \$9,500 (Federal Loans) + Pell Grant (MAX \$5,550- Dependent on income, dependents, assets, etc.)
30-59 Credit Hours (sophomore)	: \$10,500.00 + Pell
60-89 (Junior)/90 up (senior) Credit Hours	: \$12,500.00 + Pell
Previous Bachelor's Degree	: \$ Loan based on credits transferred in (No Pell)

Veteran's Benefits: Awarded to eligible veterans. Submit to the VA a completed VA Form 22-1990 and to the Registrar's Office a copy of your DD-214 and the certificate of eligibility that you will receive from the VA after they have approved Form 22-1990. Benefits from Veterans Administration and Vocational Rehabilitation may be available to qualified students. The student should contact the local VA agency for information regarding this assistance. **NOTE:** According to VA regulations the *ACHIEVE* courses are considered Distance Learning.

Employee Reimbursement Program: Contact your company's personnel office to investigate this source of financial assistance. If the student's employer will reimburse tuition costs upon successful completion of the course or semester, the student must still make payment at registration. Students may choose to use reimbursement from completed courses to pay for a subsequent semester.

Academic Program

We at Southeastern Bible College understand that many adults desire to gain a better understanding of the Bible and develop better ministry skills. However, many find it impossible to attend traditional day

classes while maintaining all the activities of their active lifestyle. *ACHIEVE* is the answer to that dilemma.

***ACHIEVE* is an adult friendly, college level program of study concentrating on Bible and Leadership, designed for the individual who is 25 years old or older.** Most work, have family responsibilities and are actively involved in a local church. Its goal is to help equip lay persons and those in both bi-vocational and full-time ministry positions with practical tools applicable to the lives of adult Christians. Whereas the classes are conducted in an academic setting with highly qualified instructors, the format is discussion; with each student sharing experiences and valuable ideas they have gained through life and ministry experiences. In-depth class participation is a significant component of the program, and Southeastern Bible College's dedicated faculty have the scriptural training and the practical experience necessary to help facilitate this type of class dynamic.

Courses are offered on campus and at off-site locations where students have access to the campus and facilities of Southeastern Bible College. Students have close access to the library through physical presence as well as by the Internet. As much as possible, academic advising, counseling, academic services, and financial aid will be brought to the student. However, when going to the cohort location is not possible, services at the Southeastern Bible College campus will be arranged.

Program Highlights

- Attend class only once a week to minimize interference with work schedules, family responsibilities, and church/ministry commitments
- Improve biblical knowledge and ministry skills
- Improve written and oral skills to maximize ministry responsibilities
- Meet in a discussion format and benefit from the various life/ministry experiences and ideas of classmates
- Attend small classes together with the same students and gain greater individual instruction and group cohesiveness
- Gain satisfaction from fulfilling an educational goal
- Earn 52 hours of college credit towards a Bachelor of Arts or Associate of Arts degree
- Graduate from Southeastern Bible College with a B.A. or A.A. degree in Leadership Ministries

Student Learning Objectives

Students who complete the degree in Leadership Ministries will:

- Demonstrate comparable general education knowledge with the traditional student population

- Exhibit leadership traits and skills in various areas of service
- Achieve a level of knowledge and educational competence that satisfies standards for pursuing graduate studies
- Manifest a comprehensive knowledge of the Bible and the ability to apply the scriptural teachings to personal experiences and in general ministry
- Comprehend methods and tools that will assist in continuous spiritual growth and professional competence
- Maintain a Christian worldview along with an ethical commitment based on biblical values
- Give evidence of the ability to organize and perform effectively in general ministry with a local church or para-church organization

Academic Policies & Procedures

Conditional Acceptance

First-time college students:

- High School GPA of at least 1.5 (but less than 2.0), **and**
- ACT of at least 14 (but less than 19) **and**
- SAT of at least 690 (but less than 910), **or**
- GED of at least 45 (but less than 50), **and**
- Acceptable references and autobiography

Restrictions: Student must adhere to guidelines applicable to students under the current Academic Counsel policy

Transfer students:

- Cumulative College GPA (from all institutions attended) of at least 1.5 (but less than 2.0) **and**
- Acceptable references and autobiography

Restrictions: Same as those for first time students under Conditional Acceptance.

Students entering upon Conditional Acceptance basis can eliminate the restrictions which accompany it by

- Achieving a 1.75 GPA in their first semester

If a 1.75 GPA is not reached, the student will be required to:

- Register for and pass the require Study Skills class (ORI1310) in their second semester.

Should the student not achieve a 1.75 GPA, the restrictions accompanying Conditional Acceptance status will remain. In addition, the student will be subject to Academic Discipline Policy.

English/Math Placement Exams

For first time college students and students with previous college work who do not transfer English and/or math credits to SEBC (see transfer policy), English and/or Math placement exams are required. If dictated by exam results, English Review (ENG0300) will be required before taking ENG1330 and/or College Math (MTH1231) will be required before taking MTH2131.

Academic Discipline Policy

1. Academic Warning

A student whose cumulative GPA falls below the required minimum at the end of the semester will be placed on Academic Warning for the following semester and be required to enroll in ORI1310 Study Skills. (Enrollment is not required if the student has already passed ORI1310 Study Skills.)

2. Academic Probation

If the student does not raise his/her cumulative GPA to the required minimum during the semester of Academic Warning, the student is placed on Academic Probation for the following semester. Students on Academic Probation must retake all failed courses in the Core Curriculum or courses required in his/her particular program at the first available offering.

3. Continuation of Academic Probation

If for the probationary semester the student's grade point average is above the academic status scale (1.75 for freshmen or 2.0 for all other students), but the cumulative average is still below the academic status scale, the student will be continued on academic probation.

4. Academic Suspension

If the student does not raise his/her semester GPA to the required minimum during the semester of Academic Probation, the student is placed on Academic Suspension for one semester and must reapply before resuming study at the College.

Program Structure

Under the guidance of highly trained professional faculty, *ACHIEVE* accomplishes the educational goals of Southeastern Bible College while meeting for about 50% of the time normally prescribed in the traditional method. This is accomplished by allowing the motivated adult to accomplish self learning through reading, assignments, and projects prior to class time. This gives the student the opportunity to use more of the class time for the sharing of learning experiences. Sharing of experiences is an important part of learning in the *ACHIEVE* Model. The classes are intended to form a cohort (i.e. a group of students who go through the sequenced courses as a unit). This builds camaraderie and a sense of teamwork that allows students to encourage and help one another to finish the program.

Accelerated Course Program

The *ACHIEVE* class format features an accelerated course program of one, four-hour session per week for four weeks (960 minutes - 2 hour credit course) or one, four-hour session per week for five weeks (1200 minutes - 3 hour credit course). The classes are normally held on Monday or Tuesday nights from 6pm till 10pm. There is a different night for some off-site cohorts. **Important:** Due to the accelerated class schedule (only 4 or 5 classes per course) attendance of every class is critical. We understand that sometimes a class must be missed due to illness or work schedule. **One class can be made up per the instructor's direction, but missing two classes will result in a failing grade for the course.**

The student who uses the *ACHIEVE* Adult Education model can complete 32 hours of Bible courses plus Evangelism (2 hours), followed by 18 hours of Leadership related courses for a total of 52 hours [See class format]. This allows the adult student to accomplish one of several goals:

- **Bachelor of Arts Degree:** the *ACHIEVE* model allows the student to complete 52 hours of study toward a 128 hour Bachelor of Arts degree (40.6% of the degree requirements) in an accelerated class format in as little as 24 months of study. It offers an opportunity for adults who transfer in 45 to 90 semester hours of credit (see Bachelor of Arts Degree in Leadership Ministries requirements) to complete a Bachelor of Arts degree in Leadership Ministries. *If transferring in less than 77 credit hours, the remaining courses/hours of credit needed for graduation can be earned through traditional classes or transferred in from another accredited institution.*
- **A Second Bachelor of Arts Degree:** the *ACHIEVE* model allows a student who has already completed a Bachelor's degree to complete a second degree. Southeastern Bible College has adopted the standard of the Southern Association of Colleges and Schools that allows a student to

transfer in a total of up to 90 hours from another institution. A student who has already completed an accredited Bachelor's degree from another institution may take the 32 hours of Bible courses, the 2 hour Evangelism course and the required Leadership courses and receive a Bachelor Degree in Leadership Ministries from Southeastern Bible College in as little as 24 months of study, **provided the previous course work meets Southeastern Bible College degree requirements (see Program CheckList).**

- **Associate of Arts Degree:** the *ACHIEVE* model allows a student to complete the Bible core and leadership course requirements for an Associate of Arts degree from Southeastern Bible College. *The remainder of hours of credit can be earned through traditional classes or earned and transferred in from another accredited institution.* [NOTE: Once a student has satisfied the requirements for the Associate's degree, they can move seamlessly into the Bachelor's degree program.]

Bachelor of Arts in Leadership Ministries (128 Hours)

The Bachelor of Arts in Leadership Ministries is a 128-hour *ACHIEVE* program, which combines a well-rounded Biblical Studies curriculum with broad-based leadership courses. This program is designed to equip students with a strong Scriptural foundation and key leadership skills that could be used in a variety of ministry contexts. Students who enroll in this program must be at least 25 years old and be able to transfer in a minimum of 45 credits from another institution. The required hours are:

- Biblical Studies Core (32 Hours)
- Evangelism (2 Hours)
- Arts & Sciences Core Curriculum (36 Hours)
- Leadership/Ministry Courses (18 Hours)
- Open Electives (40 Hours)

Associate of Arts in Leadership Ministries (71 Hours)

The Associate of Arts in Leadership Ministries is a 71 hour *ACHIEVE* Program, which combines a well rounded Biblical Studies curriculum with broad-based leadership courses. Students who enroll in this program must be at least 25 years old. The required hours are:

- Biblical Studies Core (32 Hours)
- Evangelism (2 Hours)
- Arts & Sciences Core Curriculum (24 Hours)
- Leadership/Ministry Courses (13 Hours)

NOTE: An advisor will be available to help all students in charting their course.

Transfer Hours

Students who enroll in the B.A. in Leadership Ministries must be at least 25 years of age and be able to transfer in a minimum of 45 credit hours (but no more than 90 credit hours) from another institution.

Students who enroll in the A.A. in Leadership Ministries must be at least 25 years of age and may transfer in up to 41 credit hours from another institution.

Transfer of Credits

Transfer of Credits from Accredited Institutions

Students transferring from an institution accredited by any U.S. accreditor approved by the Council for Higher Education Accreditation (CHEA) may transfer college credit to Southeastern. The Registrar will evaluate the transcripts from other institutions to determine transferability of credit. Only those courses in which the students scored a “C” or better are eligible for transfer. If transferred courses are applicable to the student’s degree program at SEBC, then they will be accepted as credits to count toward graduation requirements.

Transfers from other Bible Colleges

Students transferring credit from other Bible colleges are required to complete a minimum of ten hours of Bible and four hours of Theology at SEBC for graduation in any degree program. This requirement stands even if the student has enough transfer credit to meet the normal Bible and Theology requirements.

Transfers from Non-accredited Institutions

Students desiring to transfer credit from non-accredited institutions are addressed by the Registrar on an individual basis. Such students must supply a catalog describing the course(s) from the institution in question. In certain cases, the course objectives, instructor credentials, and academic abilities that the student has demonstrated may be sufficient to deem such credits transferable to SEBC. When in question, the Academic and/or Curriculum Committees will make the final decision on such matters.

Transfer Credit for Military Training

Credits awarded for military training are based on official transcripts from military branches or the ACE Guide to the Evaluation of Educational Experiences in the Armed Services.

International Transfers

International Institutions

- International students desiring to transfer credit from institutions outside the U.S. must submit their official transcripts to be evaluated course by course by an independent agency that specializes in the evaluations of international transcripts, such as World Education Services (New York, New York) or
- Education Credential Evaluators, Inc. (Milwaukee, Wisconsin). Once evaluated by one of these independent agencies, credit will be transferred in accordance with the policies previously outlined.

U.S. Institutions

- International students desiring to transfer credit from a U.S. accredited institution to SEBC must have all transcripts sent to SEBC as part of the application process. Once the student has been accepted to
- SEBC, it is the student's responsibility to communicate with the institution that currently holds his/her visa status and inform that institution that their visa status needs to be transferred within the USCIS system (SEVIS). The student will not be able to enroll until their SEVIS student status has been transferred to SEBC.

Credit for CLEP/AP

Credits awarded for CLEP/AP may be applied to SEBC degree programs. Acceptable test scores are based on recommendations from the American Council on Education. The CLEP/AP credits are not used in computing the student's GPA. CLEP/AP credit will not be awarded if the student has taken or takes the same course at SEBC or transfers the course to SEBC from another college.

COURSEWORK SEQUENCE

ACHIEVE Adult Education Courses

52 Hours

Biblical Studies Core Curriculum (32 Hours)

Evangelism, (2 Hours)

Ministry Leadership Electives (18 Hours)

SEMESTER 1

Course	Hours	Length
ACV1730 - Introduction to Scripture	3 hours	5 weeks
ACV2733 - The Gospels	3 hours	5 weeks
ACV1721 - Introduction to Theology	2 hours	4 weeks
ACV1724 - Survey of Evangelism	2 hours	4 weeks
ACV1731 - Interpreting Scripture I	3 hours	5 weeks
	13 Hours	23 Weeks

SEMESTER 2

Course	Hours	Length
ACV2736 - Trinitarianism (Prerequisite-ACV1721)	3 hours	5 weeks
ACV2737 - Soteriology (Prerequisite-ACV1721)	3 hours	5 weeks
ACV2732 - Interpreting Scripture II (Prerequisite-ACV1731)	3 hours	5 weeks
ACV3720 - Bibliology (Prerequisite-ACV1721)	2 hours	4 weeks
ACV3722 - Eschatology (Prerequisite-ACV1721)	2 hours	4 weeks
	13 Hours	23 Weeks

SEMESTER 3

Course	Hours	Length
ACV3723 - Ecclesiology (Prerequisite-ACV1721)	2 hours	4 weeks
ACV3734 - Survey of the Pentateuch (Prerequisite-ACV1730)	3 hours	5 weeks
ACV3735 - Survey of Romans (Prerequisite-ACV1730/1731/2732)	3 hours	5 weeks
ACV4734 - Christian Leadership and Ethics	3 hours	5 weeks
ACV4725 - Communication in Leadership*	2 hours	4 weeks
	13 Hours	23 Weeks

SEMESTER 4

Course	Hours	Length
ACV3733 - Principles of Conflict Resolution	3 hours	5 weeks
ACV3730 - Introduction to Teaching the Bible (Prereq-ACV1731/ACV2736)	3 hours	5 weeks
ACV4731 - Small Group Leadership*	3 hours	5 weeks
ACV4720 - Discipleship and Ministry	2 hours	4 weeks
ACV4723 - Principles of Leadership	2 hours	4 weeks
	13 Hours	23 Weeks

*Optional for AA Degree (Can be replaced with traditional Arts & Sciences classes to meet 12 Hour full time load)

**LEADERSHIP MINISTRIES PROGRAM
BACHELOR OF ARTS DEGREE**

ACHIEVE - Program CheckList

Student _____ Cohort: _____

(X=Completed) (TR=Transferred) (S-12=Spring '12) (F-12=Fall '12) (S-13=Spring '13) (F-13 = Fall '13)
Needed (Required/Balance of Open Electives)

BIBLICAL STUDIES COURSES **34**

Core Curriculum:

___ ACV1730 Intro. to Scripture	3
___ ACV2733 The Gospels	3
___ ACV1721 Intro. to Theology	2
___ ACV1731 Interpreting Scriptures I	3
___ ACV2736 Trinitarianism	3
___ ACV2737 Soteriology	3
___ ACV2732 Interpreting Scriptures II	3
___ ACV3720 Bibliology	2
___ ACV3722 Eschatology	2
___ ACV3723 Ecclesiology	2
___ ACV3734 Survey of the Pentateuch	3
___ ACV3735 Survey of Romans	<u>3</u>
	32

Program Required Course:

___ ACV1724 Survey of Evangelism	<u>2</u>
	2

ARTS & SCIENCES COURSES **36**

Core Curriculum:

___ ENG1330 English Comp 1	3
___ ENG1331 English Comp 2	3
___ HIST2130 Western Civ 1 <i>or</i>	
___ HIST2230 Western Civ 2	3
___ PHIL3131 Intro to Philosophy <i>or</i>	
___ PHIL3230 History of Philosophy	3
___ MTH2131 College Algebra	3
___ SPCH1331 Oral Communication	3
___ PSY2132 General Psychology	3
___ CIS1330 Introduction to Computers	3
___ Science Elective	3
___ Literature Elective	3
___ History Elective	3
___ Health & Phy. Ed. Elective	1
___ Human./Fine Arts Elective	<u>2</u>
	36

LEADERSHIP COURSES **18**

___ ACV4734 Christian Leadership & Ethics	3
___ ACV4725 Communication in Leadership	2
___ ACV3733 Principles of Conflict Resolution	3
___ ACV4731 Small Group Leadership	3
___ ACV4720 Discipleship & Ministry	2
___ ACV3730 Intro to Teaching the Bible	3
___ ACV4723 Principles of Leadership	<u>2</u>
	18

OPEN ELECTIVE COURSES **40**

___	___	___
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___

NON-ACADEMIC REQUIREMENTS

___ SL0309 Service Learning	0
___ SL0309 Service Learning	0
___ Chapel (Completed Chapel Tracking Form)	0

MISCELLANEOUS

___ ORI1310 Study Skills	1
___ ENG0300 English Review	0
___ MTH1231 College Math	0

TOTAL HOURS TO BE COMPLETED FROM:	
Biblical Studies Courses	34
Arts & Sciences Courses	36
Leadership Courses	18
Open Electives	40
TOTAL PROGRAM HOURS	128

LEADERSHIP MINISTRIES PROGRAM

ASSOCIATE OF ARTS DEGREE

ACHIEVE - Program CheckList

Student _____ Cohort: _____

(X=Completed) (TR=Transferred) (S-12=Spring '12) (F-12=Fall '12) (S-13=Spring '13) (F-13 = Fall '13)
 Needed (Required/Balance of Open Electives)

BIBLICAL STUDIES COURSES 34

Core Curriculum:

___ ACV1730 Intro. to Scripture	3
___ ACV2733 The Gospels	3
___ ACV1721 Intro. to Theology	2
___ ACV1731 Interpreting Scriptures I	3
___ ACV2736 Trinitarianism	3
___ ACV2737 Soteriology	3
___ ACV2732 Interpreting Scriptures II	3
___ ACV3720 Bibliology	2
___ ACV3722 Eschatology	2
___ ACV3723 Ecclesiology	2
___ ACV3734 Survey of the Pentateuch	3
___ ACV3735 Survey of Romans	<u>3</u>
32	

Program Required Course:

___ ACV1724 Survey of Evangelism	<u>2</u>
	2

ARTS & SCIENCES COURSES 24

Core Curriculum:

___ ENG1330 English Comp 1	3
___ ENG1331 English Comp 2	3
___ MTH2131 College Algebra	3
___ SPCH1331 Oral Communication	3
___ PSY2132 General Psychology	3
___ CIS1330 Introduction to Computers	3
___ _____ Human/Fine Arts Elective	3
___ _____ History Elective	<u>3</u>
24	

LEADERSHIP COURSES.....13

___ ACV4734 Christian Leadership & Ethics	3
___ ACV4725 Communication in Leadership*	2
___ ACV3733 Principles of Conflict Resolution	3
___ ACV4731 Small Group Leadership*	3
___ ACV4720 Discipleship & Ministry	2
___ ACV3730 Intro to Teaching the Bible	3
___ ACV4723 Principles of Leadership	<u>2</u>
18	

**Optional for AA Degree-can be replaced with Arts & Sciences course to meet Financial Aid load requirements*

OPEN ELECTIVE COURSES 00

___ _____	___
___ _____	___
___ _____	___
___ _____	___
___ _____	___

NON-ACADEMIC REQUIREMENTS

___ SL0309 Service Learning	0
___ SL0309 Service Learning	0
___ Chapel (Completed Chapel Tracking Form)	0

MISCELLANEOUS

___ ORI1310 Study Skills	1
___ ENG0300 English Review	0
___ MTH1231 College Math	0

TOTAL HOURS TO BE COMPLETED FROM:

Biblical Studies Courses	34
Arts & Sciences Courses	24
Leadership Courses	13
Open Electives	00
TOTAL PROGRAM HOURS	71

Course Descriptions

Though accurate at the time of publication, the faculty may revise these course descriptions at any time in order to update or otherwise improve them.

Enhancement

ORI1310 Study Skills

This is a foundational course designed as a review of basic study methods, learning styles, and research skills. (This course is required for those on academic warning. Other students not required to take this course must get permission from his/her advisor before enrolling in the course.) *1 hour*

ENG0300 English Review

This course is required for students whose scores on a placement test indicate a need for further study of English grammar and basic writing. These students must take this course as a prerequisite for ENG1330 and ENG1331. (The course meets 3 hours each week. It does not count for credit hours or for English requirement for graduation.) *No Credit*

MTH1231 College Math

Designed for those working toward teacher certification in Elementary Education or as an elective in any other program. It presumes little prior knowledge of mathematics and is presented in a semi-programmed work text format that allows students to proceed at their own pace. *3 hours*

Biblical Studies

ACV1730 - Introduction to Scripture

Provides a broad chronological framework from which to understand the events, characters and doctrines of Scripture. *3 hours*

ACV2733 - The Gospels

Examines the four Gospels with a view to survey the ministry, death and resurrection of Jesus Christ. *3 hours*

ACV1721 - Introduction to Theology

Introduces the student to the essential evangelical doctrines that form a coherent theological understanding and a Christian world-view. *2 hours*

ACV1724 - Survey of Evangelism

Presents a definition of the Gospel's mandate and message as well as selected principles and methods of personal and institutional delivery. *2 hours*

ACV1731 - Interpreting Scripture I

Examines the general principles of studying Scripture as accomplished through the steps of observation, interpretation, and application. *3 hours*

ACV2736 - Trinitarianism

Introduces the student to the doctrines of the Trinity and the attending attributes of the Father, Son and Holy Spirit. *3 hours* (Prerequisite: ACV1721)

ACV2737 - Soteriology

Introduces the student to the biblical presentation of humanity, sin and salvation. *3 hours* (Prerequisite: ACV1721)

ACV2732 - Interpreting Scripture II

Provides an introduction to biblical genres, literary devices, and their accompanying interpretive affect upon the understanding of biblical texts. *3 hour*. (Prerequisite: ACV1731)

ACV3720 - Bibliology

Introduces the student to the doctrines of inspiration and canonization. The historical transmission of the Bible through translations will also be surveyed. *2 hours* (Prerequisite: ACV1721)

ACV3722 - Eschatology

Surveys the biblical doctrines of human destiny and the specific future events that will realize God's plans to conquer evil. *2 hours*. (Prerequisite: ACV1721)

ACV3723 - Ecclesiology

Surveys selected topics concerning the doctrines of the universal and local church, especially its identity and responsibilities. *2 hours* (Prerequisite: ACV1721)

ACV3734 - Survey of the Pentateuch

Provides an overview of the first five books of the Old Testament. Special attention is given to the Abrahamic and Sinai covenants. *3 hours* (Prerequisite: ACV1730)

ACV3735 - Survey of Romans

Introduces the student to Paul's letter to the Romans. Attention is directed to the text's view of the human condition and God's remedy through Christ. *3 hours* (Prerequisites: ACV1730, ACV1731, ACV2732)

Leadership Ministry

ACV4734 - Christian Leadership and Ethics

Reviews theoretical and practical problems of moral conduct and proposes solutions with an emphasis upon the nature of ethics, values, rights, obligations, and opportunities. *3 hours*

ACV4725 - Communication in Leadership

Introduces the concepts of effective oral and written communication, including functioning in teams and other organizational settings as well as inter-personal exchanges. *2 hours*

ACV3733 - Principles of Conflict Resolution

Presents Christ-oriented methods to resolve conflict in churches, organizations, and relationships in the spirit of God's grace and truth. *3 hours*

ACV3730 - Introduction to Teaching the Bible

Overviews principles of teaching and learning as they relate to the effective communication of Scripture. *3 hours* (Prerequisites ACV1731, ACV2733)

ACV4731 - Small Group Leadership

Provides insight into group formation and processes. Presents practical methods for fostering small group environments within a church education context. *3 hours*

ACV4720 - Discipleship and Ministry

Explores theories of discipleship and practical steps in developing a philosophy of biblical discipleship. *2 hours*

ACV4723 - Principles of Leadership

Reviews basic leadership characteristics and skills needed for effective leadership including influence, integrity, vision, problem solving, and staff development. *2 hours*

ACHIEVE CONTACT INFORMATION

For All General Inquiries (area issues not covered below) contact:

- Mr. Steve Cleckler, Director of *ACHIEVE* Adult Education, Room 158A
Phone: (205) 970-9239
Email: SCleckler@sebc.edu

Registrar Issues

- Mr. Joel Wolfe, Registrar, Room 237
(205) 970-9208
Email: JWolfe@sebc.edu

Financial Aid

- Mr. Jay Powell, Director of Financial Aid, Room 236
(205) 970-9215
Email: FinAid@sebc.edu

Tuition, Payments, other financial questions (other than Financial Aid)

- Mrs. Carme Phillips, Business Office, Room 231
(205) 970-9205
Email: CPhillips@sebc.edu

Student Life

- Ms. Kristie Harrick, Dean of Students, Room 227
(205) 970-9244
Email: KHarrick@sebc.edu

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Ross, Mrs. Cheryl	cross@fullnesscf.org	(205) 243-3072

Simpson, Mr. Micah

msimpson@sebc.edu

(205) 970-9243

Wolfe, Mr. Joel

jwolfe@sebc.edu

(205) 970-9208

ADMINISTRATORS

Don Hawkins, B.A., Th.M., D.Min.

President

Vicki L. Wolfe, B.A., M. Ed., Ed.D.

Vice President for Education/Provost

Paul Willard, B.A., M.B.A.

Vice President for Operations

Cliff, McArdle

Vice President for Development

ACHIEVE FACULTY

Matt Aernie, B.A., M. Div., Th. M., Ph.D.

Instructor of Biblical Studies

Gordon Bals, B.S., M.A., Ed.D.

Adjunct Instructor of Leadership Ministries

Steve Cleckler, B.G.S, M.R.E.

Adjunct Instructor of Leadership Ministries

Treasure Clolinger, B.A., M.Ed.

Adjunct Instructor of Counseling/Church Education

Lynn Gannett-Malick, B.A., M.A., Ed.D.

Adjunct Instructor of Elementary Education/Children's Ministry

Don Hartley, B.R.E., Th.M., Ph.D.

Instructor of Biblical Studies

Hugh Huguley, B.A., M.A., D.Miss.

Professor Emeritus of Missions

Adjunct Instructor of Biblical Studies

Keith Ray, B.A., M.Div.,

Adjunct Instructor of Biblical Studies

William W. Maynor, B.A., M.Div., M.Ed., Ph.D.

Adjunct Professor of Church Education and Elementary Education

David Piell, B.A., M.RE., M.TS

Adjunct Instructor of Leadership Ministries

Paul Roberts, M.A., M.L.I.S.

Adjunct Instructor of Study Skills

Cheryl N. Ross, B.S., M.S.

Adjunct Instructor of Communications

Micah Simpson, M. Div.

Adjunct Instructor of Biblical Studies

Ernie Willis, B.A., M. Div.

Adjunct Instructor of Biblical Studies

Joel Wolfe, B.A., M.A.

Adjunct Instructor of Biblical Studies

STAFF

Steven Cleckler, B.G.S, M.R.E.

ACHIEVE Adult Education Director

Deanne Easterwood, B.A.

Assistant to the Library Director

Judy Everett

Student Life Assistant

Lynn Gannett-Malick, B.A., M.A., Ed.D.

Director of Enrollment Management

Kristie Harrick, B.A., M. Div.

Dean of Students

Chase McLain, B.A.

Admissions Consultant

Michelle Hower, B.A.

Coordinator of Institutional Effectiveness

Cliff, McArdle

Asst. to the President for Development

Carme Phillips, B.A.

Assistant to the VP for Operations

Jay Powell

Director of Financial Aid

David Powless

Director of Facilities

Anita Scroggins

Assistant to the President

Deidra Whitfield

Admissions Consultant

Carolyn Wilhite, B.A.

Assistant to the VP for Education/Provost

Joel Wolfe, B.A., M.A.

Registrar

General Student Life Handbook

WELCOME TO SOUTHEASTERN BIBLE COLLEGE

Southeastern Bible College desires to equip men and women for Christian living and service worldwide. The Student Handbook communicates the lifestyle standards which support this purpose and community life here at Southeastern. In the development of these standards, the college seeks to assist in the personal growth and development of students by creating an environment that emphasizes wholesome attitudes, healthy habits, responsible citizenship, and the development of constructive interests and skills.

We believe that Scripture provides clear guidelines for human behavior, but since the Bible is not specific on all matters, Christian communities have followed diverse practices in a number of areas such as dress, entertainment, and separation. Each Christian community will have its own norms and standards which reflect its interpretation of Scripture, its response to the cultural environment, and its tradition. The Student Handbook will show you how to function in various aspects of college life here at Southeastern. Please become familiar with the entire book.

Your enrollment at Southeastern Bible College constitutes an agreement that you will accept your responsibilities as a member of the college community and that you will abide by its standards with a spirit of cooperation. While any set of community standards may contain some elements with which some of its members disagree, it is expected that those who join the Southeastern Bible College community have evaluated its standards and made a conscious decision to live by them. These standards allow students to affirm their commitment to the community and to grow in integrity by maintaining congruence between their lifestyle and these standards. The College expects from its students a higher standard of conduct than the minimum required to avoid discipline.

The standards of Southeastern Bible College reflect the desire of the institution to produce graduates who are “Making a Difference; Impacting the World.”

COMMUNITY RESPONSIBILITY

“If there is so much blessing and joy even in a single encounter of brother with brother, how inexhaustible are the riches that open up for those who by God’s will are privileged to live in the daily fellowship with other Christians.” -- Dietrich Bonhoeffer, Life Together

As stated in the vision, SEBC seeks to be an institution of academic and spiritual excellence. We recognize both the importance of what takes place in the classroom and what takes place in the context of the community of believers. We recognize the benefit and blessing from living, studying and training in a Bible College community. As a member of the SEBC community, we have expectations and standards of conduct for which our students are responsible. SEBC expectations and standards are based on the following:

1. Scripture. SEBC expects students to abide by biblical absolutes which do not vary with time, culture, or human interpretation. As Christians we also have a responsibility to choose a lifestyle that will be appropriate in our culture and consistent with Biblical Principles.
2. Legal Authority. SEBC expects students to abide by all local, state and federal laws.
3. Community Standards. Within the SEBC community we have reasonable expectations and standards which contribute to the common good of the community and seek to foster growth in the individual student's life.

Alcohol/Drugs

In regards to alcohol and drugs, SEBC students are expected to exhibit the highest standards of Christian principles and behavior at all times, including off-campus activities. SEBC reserves the right to discipline a student for violation of this policy or for any excessive behavior involving the use of alcohol or drugs that may be harmful to the student or the College community.

Alcohol. SEBC prohibits the possession, use, or distribution of alcohol on school premises or in connection with any school activity. Providing alcohol to a person who is underage is considered a violation of this policy.

Illegal Drugs. SEBC prohibits the possession, use, or distribution of illegal drugs.

Prescription Drugs. SEBC prohibits the misuse, abuse or illegal distribution of prescription drugs.

Dancing

SEBC does not sponsor or host dances.

Dress

All clothing worn on campus should be NEAT and MODEST.

Clothes that are torn, wrinkled, sloppy, dirty or overly revealing are distracting to other students and are considered inappropriate on campus. If the Faculty/Staff believe that clothing is inappropriate, the student will be asked to change into more appropriate clothing before returning to class.

Shorts and sleepwear are not permitted in class or in SEBC conferences/chapels.

Shoes/Sandals must be worn in the main building.

Men are to remove their *caps/hats* during SEBC conferences/chapels.

Professional Dress (Shirt/Tie, Dress/Pant Suit) that is neat, modest and not overly revealing should be worn for conferences, Candlelight Service, Commencement, and other special events as notified.

Drug Free Campus Policy

SEBC has adopted and implemented a Drug-Free Campus: Substance Abuse Policy in accordance with the Drug-Free Schools and Communities Act Amendments of 1989. The policy is distributed annually through campus mailboxes.

Entertainment

Entertainment Examples: Movies, TV, Theatre, Internet, DVD, Videos, Video Games, Printed materials, Photography, Art, Music. The college asks, regardless of your convictions, that you agree to the following items in order to enroll or continue enrollment in SEBC.

Entertainment in which I participate will be constructive to life and/or faith rather than destructive. “Constructive” means that the content helps me to think meaningfully about life and/or faith. It also means that the entertainment may challenge me to more honorable, noble thoughts and actions, rather than encouraging dishonorable thoughts and actions.

Any type of pornographic or questionable entertainment (clubs, concerts, parties, etc.) should obviously be off limits to a person who claims to follow Christ.

- God expects each of us to live according to scriptural commands and principles at all times. (It could be best that you choose to not view a certain movie; it could be best that you leave a certain movie, or turn it off regardless of the money you paid.)
- SEBC encourages and expects what God expects for the sake of the development of each student’s personal growth in Christlikeness.
- SEBC also expects its students to conduct themselves in a manner that is in line with the college’s objective, which is to train people for life and service to God. Therefore students should strive to be godly examples to those around them in thoughts, actions and attitudes.
- In order to pre-determine the content acceptability of a movie, students are encouraged to log on to www.screenit.com or www.focusonthefamily.org.

If a student is involved in questionable entertainment as described above, the college will lovingly confront and determine appropriate action in accordance with the discipline procedures published in the handbook.

Harassment/Sexual Assault

SEBC does not tolerate and expressly prohibits any type of sexual harassment or sexual assault.

Sexual Harassment Defined. SEBC defines Sexual Harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is undesired.

Sexual Assault Defined. SEBC defines Sexual Assault as “any sexual act directed against another person, forcibly and/or against that person’s will where the victim is incapable of giving consent.” [US Dept. of Justice, FBI: Uniform Crime Reporting Handbook]

SEBC Procedures

Every allegation of sexual harassment and/or sexual assault will be taken seriously. Victims should report incidents to the Dean of Students immediately. The victim of a sexual assault occurring on campus should report the incident to the Dean of Students; if off-campus to the local police. In both cases, the victim of sexual assault is encouraged to seek immediate medical treatment of any injuries and for other tests which can provide medical evidence.

Reports of sexual harassment/sexual assault between students will be handled by the Student Life Committee. Individuals involved will meet separately with the committee and will be informed of the decision of the Student Life Committee regarding further meetings, violations and any sanction(s) imposed. Both parties must respect the privacy of all involved.

Reports of sexual harassment/sexual assault between student and a faculty/staff member will be handled by the Grievance Committee. Individuals involved will meet separately with the committee and will be informed of the decision of the Grievance Committee regarding further meetings, violations and any sanction(s) imposed. Both parties must respect the privacy of all involved.

Relationships: Dating and Engagement

Men and women are expected to treat one another as brother and sister, with honor and respect, thinking more of others than themselves. For our unmarried students in committed relationships, public displays of affection should be limited to hand-holding, a discrete “arm-around” the shoulders, and a brief kiss. During class and chapel times, we ask that couples refrain from all displays of affection. For the protection of your heart, couples should be prudent and intentional in establishing boundaries regarding physical expressions of romantic affection both on and off-campus.

Engaged couples are asked to abide by the same on-campus guidelines as those for unengaged couples.

Tobacco

In regards to tobacco, SEBC students are expected to exhibit the highest standards of Christian principles and behavior at all times, including off-campus activities. SEBC reserves the right to discipline a student for violation of this policy or for any excessive behavior involving the use of tobacco that may be harmful to the student or the College community.

In the interest of common health concerns, the campus provides a tobacco-free environment. Use of any form of tobacco (including but not limited to cigarettes, cigars, smokeless tobacco, hemp, or hookah) on college premises is strictly prohibited.

Weapons

No firearms, dangerous weapons, air-powered or spring-loaded guns (Paint ball guns, BB guns, pellet guns, etc...), knives, swords, spears or fireworks of any kind are permitted on campus. Please contact David Powless at extension 225 if you are unsure as to whether or not an item is considered a weapon.

COMMUNITY ACCOUNTABILITY

SEBC students are expected to abide by College-wide standards of conduct expressed in the SEBC Student Handbook. SEBC personnel seek to love and guide students in the context of a Christian community. Therefore, infractions are responded to appropriately with the goal of restoration.

Discipline

Disciplinary measures that may be imposed:

Points & Work Penalty. Reserved for minor infractions in the residence halls.

Fines. Various fines will be issued for misuse and damage to school property, or for certain infractions.

General Warning. When a student's conduct or attitude indicate a serious question regarding spiritual maturity and personal judgment, the student may be placed on General Warning.

Probation. When a student's conduct or attitude raise a serious question as to whether or not a student should continue at SEBC, the student is placed on probation. Students placed on probation may be required to give up their school privileges and are removed from student leadership positions, may not represent SEBC in an official capacity (including leading worship in chapel) and may be removed from their Service Learning.

Suspension. The student is separated from the college for a period of time. Conditions for readmission to the college may be specified. Suspension means that the student is to leave the campus the day the decision is made and not return until the date indicated in the letter.

Expulsion. Expulsion is the permanent dismissal of a student from school.

Appeals procedure

If a student disagrees with the disciplinary sanctions imposed, he/she will be given 5 days to make appeal to the Student Life Committee. Appeal Steps:

1. The student will present a written appeal to the Dean of Students.
2. The Dean of Students will set a meeting time to meet with the student and the Student Life Committee. This meeting will be attempted within 3 working days of the time the appeal is received.
3. The Student Life Committee decision will be given to the student in writing within 3 working days of the appeals meeting.

Grievance

SEBC readily acknowledges the ability of students to contribute to the solving of problems or difficulties that they may experience while part of this community. Therefore, an open-door policy exists throughout the institution through which students may voice their concerns, suggestions and needs. Grievances of an academic nature (e.g., grades, attendance, program policies) should be addressed in writing to the Academic Curriculum Committee. All other non-academic matters may be brought to the attention of the faculty, Student Life Office, and administration by completing a Non-Academic Grievance Form (located in the Student Life Office).

Grievance Procedures

If a student feels that he/she has been discriminated against based on race, color, national origin, gender, age or disability; or if a student is dissatisfied with a non-academic college service or policy or action by the college, the following steps are in place for filing grievances:

1. The student must submit to the Student Life Office a Non-Academic Grievance Form explaining the grievance within 30 calendar days of the alleged discrimination incident or college action.
2. The student will be contacted by the Student Life Office within 14 calendar days to schedule an appointment to review the grievance.
3. The Student Life Office will seek to mediate the grievance and resolve the issue. If the grievance is with the Student Life Office, the Vice President for Operations will mediate the grievance and resolve the issue.
4. If the mediation process does not resolve the issue, the student may wish to appear before the Grievance Committee and present his/her case. The Student Life Office will set up a meeting between the Grievance Committee and the student within 14 calendar days.
5. The committee will notify the student in writing within 14 calendar days of the official determination and subsequent remedies if indicated.
6. The student may appeal the Grievance Committee's decision by submitting a written statement within 14 calendar days to the President of Southeastern Bible College. The appeal must be limited to allegations or charges made in the original complaint. Additionally, the appeal must include the following:
 - a. Identification of the conclusion made by the Grievance Committee with which the student is in disagreement.
 - b. The specific reason why the student feels the conclusion is incorrect or based on erroneous information.
 - c. Identification of any data that the student thinks will support his/her appeal of any material evidence the student believes was overlooked.
7. The President will notify the student in writing of his/her determination within 30 calendar days of receipt of the student appeal.

Complaints from students regarding SEBC's compliance with ABHE criteria, policies or procedures should be submitted in writing to ABHE at the address below. The complaint will be considered by the executive director. For information regarding ABHE criteria, responsibilities of the complainant, institutional compliance or a copy, of ABHE's "Policy on Complaints Against an Institution", please see someone in the office of assessment and research. Southeastern Bible College is accredited by the Association of Biblical Higher Education, an institutional accrediting body recognized by the Council for Higher Education Administration and the U.S. Department of Education.

Attn: Executive Director
Association of Biblical Higher Education
5575 S. Semoran Blvd, Suite 26
Orlando, Florida 32822-1781
Phone: 407-207-0808

Parent Notification

The college reserves the right to notify the parents when a student poses a threat of harm to him/herself, others or the college; if a student is in violation of college standards; and in situations where a student under the age of 21 violates alcohol or drug policy.

Restoration

It is the policy of this institution to attempt to help or restore people who are subject to any disciplinary procedure no matter how the issue or issues come to be known by the administration. Restorative help means that some sort of corrective measure will be required and will begin immediately for each category of discipline. (ex. assignment, counseling, mentoring, etc.)

Right to Privacy

Notice for Directory Information

The Family Educational Rights and Privacy Act of 1974 (FERPA), a Federal law, requires that SEBC, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, SEBC may disclose appropriately designated "directory information" without written consent, unless you have advised SEBC to the contrary in accordance with SEBC procedures.

If you do not want SEBC to disclose directory information from your education records without your prior written consent, you must notify the Registrar in writing. SEBC has designated the following information as directory information:

1. Name, address, telephone number, electronic mail address, dates of attendance, classification.
2. Previous institution(s) attended, major field of study, degrees, honors and awards received.
3. Past and present participation in officially recognized sports and activities, physical factors (height and weight of athletes), date and place of birth.

FERPA Notice

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the Registrar, written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar's office the Registrar will advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask SEBC to amend a record that they believe is inaccurate. They should write the school official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If SEBC decides not to amend the record as requested by the student, SEBC will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by SEBC in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom SEBC has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, SEBC discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by SEBC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

SPIRITUAL FORMATION

Chapel

Chapel provides opportunity for exposure to varied worship traditions, for speakers to challenge us to explore the depths of our faith, and for the building of our community through a shared experience. Chapel is also a time for information, both to gather information and to disseminate information.

ACHIEVE students have two options for completing their chapel requirements.

Option A:

Prior to graduation, attend 20 chapels held during the traditional student semester. Students choosing this option will need to sign in at the beginning of each chapel to receive credit for attendance. Students will also need to keep track of their attendance on the **ACHIEVE Chapel Tracking Form** which is due in the Student Life Office at the time of graduation application. Chapel is held in the café on the following days and times:

Monday, Wednesday

9:30-10:20 am

Chapel schedules can be picked up in the Student Life Office at the beginning of each traditional student semester.

Option B:

Prior to graduation, listen to 10 chapel messages available on CD through the Student Life Office and write a short Reaction Page to at least 2 of the messages. Students choosing this option will need to keep track of the messages listened to on the **ACHIEVE Chapel Tracking Form** which is due with the Reaction Pages in the Student Life Office at the time of graduation application.

Students choosing Option B will also need to attend 2 evangelical worship services outside of their denomination and write a short reaction page on each worship service. The two Reaction Pages should be turned in to the Student Life Office at the time of graduation application.

****CHAPEL IS A NON-ACADEMIC REQUIREMENT FOR GRADUATION.***

Conferences

SEBC will sponsor various conferences throughout the school year to provide opportunities for spiritual, missional, and intellectual growth. **ACHIEVE** students are encouraged to attend as many sessions as their schedule allows. Information about upcoming conferences can be found on the SEBC website.

Local Church

SEBC is committed to the local church. Involvement in a local church is an integral part of spiritual formation.

Service Learning

Service Learning supports the mission of Southeastern Bible College by providing a practical opportunity to apply classroom knowledge, to develop skills which will help meet career goals, and to serve other people. The goals of Service Learning are to:

- Integrate classroom instruction and practical experience
- Progressively assume responsibility and develop leadership skills
- Discover and develop spiritual gifts
- Clarify life purpose and ministry goals
- Incorporate church, para-church and secular venues
- Relates closely to the student's field of study
- Develop an attitude of humility, compassion and service to others.

The required allotment of Service Learning semesters must be fulfilled in order to graduate from Southeastern. A total of 2 semesters of Service Learning (SL0309) must be fulfilled by each **ACHIEVE** student. The student should have exposure to leadership and responsibility for a minimum of 3-5 hours/week throughout the 4 month semester. Students who will participate in Service Learning during the 4 month semester must register for SL0309. Students will report his/her Service Learning on forms provided through the Student Life Office. (SL Plan, SL Self Evaluation, SL Supervisor Evaluation)

****SERVICE LEARNING IS A NON-ACADEMIC REQUIREMENT FOR GRADUATION.***

GENERAL CAMPUS SERVICES AND GUIDELINES

ARC

The Aulds Recreation Center (ARC) is a meeting place for students during class breaks in the evening hours and on weekends. In the ARC are Ping-Pong and pool tables, other games, television, movies and snack food machines.

The ARC is designed for the students of SEBC. Children under 13 years of age should not be left unattended and should never, for any reason, operate equipment in the ARC. If for any reason someone is misusing the ARC, please inform the Student Life Office. Any misuse of equipment that produces damage will result in application of the appropriate fines as defined by the business office. Fines will be added to the student's school bill.

Bulletin Boards

Bulletin boards are designated for use by particular organizations, or campus offices. Please ask the Student Life Office before you post any item on an SEBC bulletin board.

Change of Address/Name

If there is a change in your permanent address or name, please notify the Registrar's Office immediately.

Children On-Campus

Children 13 years of age and younger must be accompanied at all times by an adult. Children 14 years of age and older must conform to all the rules for appropriate behavior at Southeastern Bible College. Babysitting/child care should not be conducted on-campus or in the residence halls. Persons not adhering to the rules of the college will be excluded from the premises.

Counseling Services

Students are encouraged to discuss any personal matters and seek guidance from a faculty or staff member. The Campus Pastor and Dean of Students are available to assist students in any need (physical, personal, emotional, practical or spiritual.) When in-depth and more long term counseling is needed, referral to competent Christian professionals is available through the Student Life Office.

Disability Services

SEBC seeks to provide the opportunity for students to achieve academic success. Students with documented disabilities are encouraged to contact the SEBC Equity Office at (205)970-9221 to discuss reasonable accommodations.

Employment Services

On campus student employment is arranged through the Business Office. Students looking for assistance locating off campus employment will find postings available through the SEBC website - www.sebc.edu/employment.php.

Students are encouraged to consider the responsibilities of any employment position in light of questions of ethics, morality, and biblical lifestyle. You are reminded that at your place of employment, your work effort, quality, efficiency, attitude, and faithfulness reflect on your reputation, and the reputation of SEBC. Remember you ultimately represent God in the community.

Facilities

Please be respectful of the SEBC facilities, furniture and equipment. Furniture and equipment are not to be removed from their designated place in the classroom, hallways, meeting area, cafeteria, residence halls and/or ARC. If you need a piece of furniture or equipment moved, please contact David Powless at extension 225 for permission and assistance.

Financial Aid

Financial Aid in the form of loans, grants, or scholarships may be used as a down payment only if the student has completed and submitted the required applications, which determine student eligibility, to the Director of Financial Aid prior to registration. Any student is eligible to apply for any form of financial aid. You are encouraged to investigate this possibility with the Director of Financial Aid, ext. 215.

Fire Safety

SEBC considers fire safety extremely important and students have an obligation to adhere to the college regulations as well as city and state statutes. The following are policies for matters involving fire safety.

1. Unauthorized Burning. An individual who sets a fire (commits arson) in or near a college building will be subject to appropriate disciplinary actions, charged a fine of \$500, and will be charged for repairing any damage caused by the fire. An individual who burns material in a building or surrounding buildings (bonfire) without permission of the college may be subject to appropriate disciplinary actions.
2. Fire Alarm Evacuation. Whenever a fire alarm sounds, normal evacuation procedures must be followed. All occupants must leave the building and may not return unless told to do so by SEBC officials or fire officials. Any individual who fails to evacuate a building after a fire alarm has sounded may be subject to appropriate disciplinary action and may be charged a fine of \$100.
3. False Fire Alarm. When an individual causes a false fire alarm they will be subject to appropriate disciplinary actions. In addition to disciplinary actions, a fine of \$400 may be charged.
4. Misuse of Fire Safety Equipment. Any individual who misuses or tampers with fire safety equipment will be subject to appropriate disciplinary action and may be charged a fine of \$100 plus the cost of repair or replacement, cleaning the facility, and damage to other property.

In addition to SEBC penalties, students may be subject to prosecution in criminal court in accordance with Alabama State Fire Code.

Fire Safety Procedures

If you see flames or smell smoke in a campus building:

1. Activate the fire alarm (pull station) on your way out.
2. Evacuate immediately to designated meeting *areas.
3. Call the Fire Department (9-1-1).
4. Notify the Director of Facilities during business hours.
5. Notify Security or the RA on duty after business hours.

If a fire alarm sounds:

1. Take a towel or jacket to cover your head in case of smoke.
2. Leave room; close the door behind you.
3. Proceed to the nearest exit. If there is smoke, cover your head. Stoop or crawl along the corridor to the nearest exit.
4. Evacuate to the designated meeting *area.
5. If you are unable to leave the room, open the window and place a towel out the window to signify your need.

**Designated areas:*

Residence Halls designated areas: Grassy knoll across the parking lot and closest to the street.

Main Building designated areas: Grassy knoll behind the Library; Parking Lot East of President's Office; Grassy area past the front parking lot.

Housing Policy

SEBC is committed to the pursuit of spiritual development through on-campus living. To help foster a healthy community, SEBC has the particular policies in place regarding the following:

Age Limit. On Campus housing is for traditional students who are under the age of 30. Exceptions may be made for existing residents who started SEBC prior to turning 30 and have not had a break in their attendance.

ACHIEVE Students. On Campus housing is not available for students in the *ACHIEVE* program. On campus residents who switch from traditional courses to the *ACHIEVE* program will be asked to move off-campus.

Credit Requirements. On Campus housing is for SEBC students taking a full course load at SEBC. Students taking less than a full load at SEBC are accommodated as space is available and with the permission of the Dean of Students.

Vacations and Holidays. Residence halls are closed during Thanksgiving, Spring Break and between semesters. Students may not remain in their rooms during these breaks unless they have filled out the proper Vacation/Holiday Housing paperwork and made payments ahead of time. Students on campus during the breaks are to abide by all guidelines and policies in the Residence Handbook and Student Handbook.

The College reserves the right to make whatever reassignment or adjustment in accommodations or removal from the residence hall deemed necessary by the staff; to determine appropriate use of rooms and furnishings; to inspect room for cleanliness, upkeep, security, discipline and orderly operation of the College.

Inclement Weather Policy

SEBC will always close due to inclement weather whenever the Jefferson State Community College, Shelby-Hoover Campus announces that they are closed. SEBC will not make a separate announcement.

During times that Jefferson State Community College, Shelby-Hoover Campus may not be in session, the decision will be made by the VP for Operations, who holds the ultimate decision regarding closing.

Communication re: Closing of College

Jefferson State Community College, Shelby-Hoover Campus notifications are posted at the following web address: www.jscc.cc.al.us/closings/index.aspx

When a separate announcement is necessary, The VP for Operations will make the necessary notifications through SchoolCast.

Identification Card

Every student is required to have an ID card. The ID card is required when borrowing materials from the library. If you have lost or damaged your ID card, please contact the Library.

Lost & Found

Lost & Found is located in the Student Life Office. All items left at the end of the semester will be thrown away or donated to local ministries.

Mail Service

All fulltime traditional students are issued a student mail box through the Student Life Office during registration. The mailbox key deposit is \$5.00 per semester and will be refunded at the end of the Spring semester, when the key is returned or when the student departs school with no plan to return.

Non-Discrimination Statement

Southeastern Bible College adheres to the Equal Opportunities provisions of Federal Civil Rights laws and regulations that are applicable to this institution. SEBC does not discriminate on the basis of race, color, national origin, sex, age or disability.

If a student feels that he/she has been discriminated against based on disability, the student is to follow the procedures for voicing a grievance outlined in the Non-Academic Grievance Policy. The policy is located on page 8 of the Student Handbook.

Posters

The Student Life Office must approve posters, letters and notices prior to distribution or posting. Posters must be removed within 2 days of the event.

Safety and Security

In the case of an emergency during normal business hours please notify Security at (205) 266-8355 or until 10:00 pm at (205)970-9230.

If a clear emergency arises after hours, call the Sheriff's Office (669-4181), fire department (991-6439) or 911 and then notify the people listed below.

If an emergency arises after hours and you are unsure how to respond, you should:

1. Notify campus security personnel or
2. Notify a resident assistant or
3. Notify the Dean of Students.

General Safety Information

Even though Southeastern enjoys a generally safe environment, students should abide by the following precautions:

- Park vehicles in designated spaces and keep them locked.
- Do not leave valuables in vehicles. If you must leave items in the car, place them in the trunk or out of full view.
- During dark hours walk quickly and confidently. Walk only in lighted areas. Avoid being alone.
- Keep your purse tucked closely to your body.
- Do not prop open exterior doors.
- Keep your keys with you at all times and do not lend them to anyone.
- Report any suspicious person or activity to college personnel immediately.
- If accosted, do not resist. Yield your property immediately, then run to a well-lit public area.
- Carry a whistle or other sounding device to use only in an emergency.
- Never get into a car with a stranger no matter how demanding they are. Report any crime promptly to the police department. Immediately write down every detail possible about the person and event. Pay special attention to physical characteristics such as height, build, eye-color, race, gender, hair color, or any distinctive features including clothing.

Campus Lockdown

SEBC will notify students through our emergency notification system (SchoolCast) when circumstances warrant a lockdown. SEBC notifications and instructions will distinguish between two types of lockdown: external lockdown and intruder lockdown. An external lockdown is when SEBC receives word from local authorities of an outside threat to the campus. An intruder lockdown is when there is an intruder or threat on campus.

External Lockdown.

SEBC will issue a code “External Lockdown” with the following procedures:

- Bring people inside
- Lock exterior doors
- Clear hallways, restrooms and other rooms that cannot be secured
- Pull shades; keep students away from windows
- Control all movement, but continue classes.
- SEBC will issue an “all clear” when the emergency has passed

Intruder Lockdown

If you witness an intruder who is actively causing deadly harm or the threat of imminent deadly harm to people, immediately seek cover and call 911. SEBC will issue a code “Intruder Lockdown” with the following procedures:

- Lock classroom doors.
- Do not lock exterior doors.
- Do not sound the fire alarm to evacuate the building. If a fire alarm does go off during a lockdown, do not evacuate unless you smell smoke.
- Move away from windows and close the blinds.
- Barricade the door if possible. Use furniture and desks as cover.
- Turn off the lights.
- Put cell phones on vibrate.
- Do not make any noise.
- Do not respond to anyone at the door until the “all clear” is issued.

Jeanne Clery Act

Campus Crime Statistics are available in the Registrar’s Office upon request.

School Hours

SEBC offices are open Monday–Friday, 8:00 am–4:30 pm.

SEBC Main building is open Monday–Friday, 8:00 am–11:00 pm.

SEBC ARC is open Monday–Saturday, 8:00 am–11:00 pm.

Severe Weather Procedures

During a Severe Weather the following procedures will be in effect:

- When a weather bulletin is announced or when local sirens identify danger, the Security personnel, SEBC official, RA or other designated personnel will stay tuned to radio/TV until the bulletin is lifted.
- During a Severe Thunderstorm Warning or Tornado Warning, all students and employees at the main campus are to move to an interior hallway located on one of the two lower levels away from windows. Designated areas include the hallway near the Elementary Education classrooms, the hallway near the Student Council office, the ramp leading down to the cafeteria, and the library.
- During a Severe Thunderstorm Warning or Tornado Warning, all students in the residence halls are to move to a downstairs interior hallway without windows.
- During a tornado watch any student will be allowed to move to a shelter area, if desired.
- Periodically, there will be practices of this policy to ensure that everyone knows the proper procedure.

Solicitation

No one can make collections or campaigns for funds among students for any purpose except by permission of the Dean of Students. Those wanting to sell any kind of merchandise, solicit subscriptions, or engage in any kind of commercial activity on campus will need to contact the Dean of Students for approval.

Student Insurance

SEBC requires all full time traditional students and all dorm students be covered by health insurance. Students may elect to carry their own health insurance or purchase insurance through

SEBC's student health plan. More information about the school's student health insurance can be found at www.studentassist.com Password 0384.

Student Organizations & Leaders

Student organizations and leaders help foster the mission of SEBC among the student body. Recognized student organizations meet the qualifications set forth by the Student Council constitution. In addition to organization requirements, student leaders must demonstrate the heart and character to serve as a leader. Student leaders must have and maintain a minimum 2.0 GPA (cum.). Some student leader positions demand a higher GPA requirement (Student Senate officers – 2.5; Resident Assistants – 2.5). In addition to GPA requirements, student leaders may not continue to serve while under any formal discipline.

SEBC organizations are:

Student Senate serves as a liaison between the students and administration, and generally to promote the growth of the college. To these ends Student Senate shall represent the student body in the overall affairs of the College, oversee specific activities designated to and agreed upon by the Senate.

Student Council serves the student body by coordinating activities that promote spiritual, social, physical and mental development within the student body. Activities include community and campus outreach, banquets, interactive outings, movie nights, Lip-Synch, etc.

Student Missions Fellowship (SMF) exists to glorify God by informing and promoting missions involvement, via student-led prayer, chapels, an annual conference, and promotion in behalf of worldwide service. SMF is led by students elected yearly by the student body.

Epic Men's Ministry, "extending beyond the usual and ordinary; pursuing God with reckless abandon." Men of Southeastern believe strongly in accountability, prayer, leadership and service. We aim to provide ministry opportunities to encourage, instruct, and challenge men to become all that God has called and purposed them to be in their school, home and community. The theme of the ministry is Titus 1:9.

Women's Ministry is a student led organization that exists to help unify the ladies at Southeastern through encouragement, service and a genuine love for one another. This is accomplished through weekly meetings, service projects, retreats and fun times. The theme of the ministry is Philippians 2:2-4.