

Student Handbook

Jackson Campus

2018 – 2019



J A C K S O N



TABLE OF CONTENTS

WELCOME.....	3
SPIRITUAL LIFE	4
ACTIVITIES	
HELP WHEN YOU NEED IT	
STUDENT CONDUCT	
CAMPUS LIFE	8
CHILDREN ON CAMPUS	
SECURITY	
CAMPUS	9
MAP	
MAP OVERVIEW	
WHITE HOUSE	
LIBRARY	
CLOTHES CLOSET	
CAMPUS HOUSING.....	18
STUDENT SERVICES, FINANCES, PRIVILEGES.....	20
ATHLETIC FACILITIES.....	22
STUDENT ORGANIZATIONS	25
INTERNATIONAL STUDENTS.....	25
WOMEN IN MINISTRY	25
ACADEMIC LIFE.....	26
PAYMENT PLAN.....	28
ENGLISH BIBLE EXAM.....	29
WCF SHORTER CATECHISM.....	29
GRADUATION REQUIREMENTS.....	30
FIELD EDUCATION	30
COMMUNITY LIFE	
COMMUNITY TIDBITS.....	31
MASTER OF ARTS COUNSELING ADDENDEM.....	34
WAIVER AND RELEASE FORM	39
SECURITY	40
EMERGENCY CONTACT	41
RTS PHONE NUMBERS	42
FACULTY, STAFF BY BUILDING	43

WELCOME FROM THE DEAN OF STUDENTS!

Dear Students and Families,

Welcome to RTS Jackson! I look forward to being part of your life during the academic year.

This handbook contains the policies, procedures, and information that shape campus life. Read it carefully.

If you have questions please contact Jim Scott or me. If you or your family faces an emergency, call me on my cell phone any time during the day or night.

Enjoy the Lord and the life he has given us together at RTS!

Your fellow servant in Christ,

Charles M. Wingard
Dean of Students
Cell Phone: 256.509.9284

Notice of Non-Discrimination

Reformed Theological Seminary has a non-discriminatory (race, sex, or handicap) admissions policy. The seminary's policy is to admit students to all the rights, privileges, programs, and activities at the seminary and to make no discrimination on the basis of race, sex, or handicap in the administration of educational policies, applications for admission, scholarship or loan programs, and extracurricular activities. Women are not permitted to preach in preaching labs. Questions concerning this policy can be directed to the Academic Dean.

SPIRITUAL LIFE AND SERVICE

"Watch your life and doctrine closely," Paul wrote to Timothy (1 Tim. 4:16a). While RTS will help you watch your doctrine, your personal walk with God merits your first priority. If your academic studies, even of Scripture and its teaching, replace your private devotions and personal Bible study, your spiritual life will quickly become dry and joyless. You can expect this to happen to you unless you take some steps to prevent it:

Spend time with God. Do not neglect to examine yourself, to pray, and to seek the Lord in his Word. Knowing God is not the same thing as knowing *about* him. As the Word of God shapes your mind, the Spirit of God is at work to shape and transform your heart. "Above all else, guard your heart, for it is the wellspring of life" (Prov. 4:23). How is the Holy Spirit currently at work to form Christ within you?

Develop honest relationships with others. RTS is more than an academic institution; it is a community of believers who encourage each other on to godliness. "But encourage one another daily, as long as it is called Today, so that none of you may be hardened by sin's deceitfulness" (Heb. 3:13). There is no sweeter fellowship with others than that of intimate, broken-hearted prayer to the Father. Who can you pray with in this way?

Look for present ministry beyond your studies. While your studies are a high priority, they are not the only way to prepare for ministry. You have come to RTS to receive an education, but "the Lord Jesus himself said: 'It is more blessed to give than to receive'" (Acts 20:35). Your involvement in ongoing ministry while in seminary helps to merge your learning and your life. Those who are truly called by God cannot help speaking about what they have experienced (cf. Acts 4:20). What have you deeply learned about God that you cannot keep to yourself?

Activities

Chapel is held in Grace Chapel on Wednesday mornings from 11:00 a.m. to noon during the spring and fall semesters. The purpose of chapel is to praise God by singing hymns and psalms, by offering prayer for the seminary community, and by sitting together as a community under the preached Word of God. Attendance is mandatory for all faculty members and for all students taking two or more classes during the Fall or Spring semesters as part of the RTSJ graduation requirement. Up to three (3) missed chapels can be made up each semester by listening to the message online and submitting a one-page summary of the chapel message to the office of the Academic Dean at chapel.jackson@rts.edu. Summaries must be submitted no later than the last day of classes for the semester. There is a sign-in sheet located in the front foyer for you to mark your attendance.

Prayer groups meet on Wednesday during fall and spring semesters from 12:00 noon to 1:00 p.m. Students meet at Patterson's Porch to pray with faculty. We hope that these prayer groups will be a powerful spiritual influence on campus. All students are expected to participate in a prayer group.

The Lord's Day is set aside for worship and rest. Students are expected to participate actively in a local congregation as a member or associate member. In addition to being their community of faith, the local church is where seminarians gain practical experience in ministry. The congregation where you are active should be a valuable part of your seminary experience. Invest your life in others: **get involved in a local church!**

Having said all this, remember that study is your immediate stewardship. Thorough preparation for class may be a spiritual exercise to the glory of God. This is the present vocation that your enrollment at RTS indicates.

A **thank-a-thon** is held twice in an academic year. All students are required to submit notes of appreciation to our donors and contributors. This is handled through our Director of Student Services. Note cards and postage are provided.

Help When You Need It

During your first semester, each new student is required to meet with the Dean of Students. The purpose of the meeting is to determine if there are issues that he can assist you with as you transition into campus life at RTS Jackson. Within a few weeks of your arrival, the assistant to the dean will contact you to arrange a time to meet.

Every student needs assistance from time to time. Sometimes it will be as simple as getting some information. Sometimes it will involve help with a financial, personal, or family issue that needs an objective viewpoint. Sometimes it will involve academic matters. Whatever your need, there is someone available to help. Let us know if you are having difficulty.

Academic Matters

If your problem involves only one class, consult that professor. If the issue is broader, you should consult the Registrar, Kim Lee (601.923.1681) or Academic Dean, Dr. Miles Van Pelt, who will help you with the problem or direct you to an appropriate person within the faculty or administration.

Financial, Personal, or Family Matters

The Dean of Students, Dr. Charlie Wingard (601.923.1627), can handle many problems in these categories. More extensive counseling is available for a nominal fee through the Center for Counseling (601.923.1645). Assistance concerning finances around paying your student account can be discussed with Wanda Rushing (601.923.1652). Students are responsible to make timely payments for tuition and rent and keep their accounts in good standing. When a student becomes delinquent in his account for more than 30 days, he must schedule a meeting with the Dean of Students.

Housing and Maintenance

Housing is handled by the Office of Student Services (601.923.1699). The Facilities Maintenance Department handles repairs (601.923.1691). When a repair is needed, please fill out an online request at: <http://rtsjackson.org/maintenance>. For maintenance emergencies and after-hours maintenance emergencies, contact the security guard who will contact maintenance.

Student Conduct

Student Conduct

Students are expected to conduct themselves at all times as mature believers. Exemplary Christian conduct should control our words and our actions, both public and private. In today's technological environment our words can include texting, emails, social networking and blogging, in addition to our speech. Godly behavior, expected of all Christians, is especially required of those who are preparing themselves to become ministers of the Word or servants in the church. Classroom manners should also reflect this maturity. Students should be respectful of professors, attend all class periods, and hand in assignments on time. Classroom etiquette also includes leaving cell phones turned off, refraining from surfing the Internet and laptop computer games and communicating to your neighbor during lectures.

Student conduct is under the supervision of the Dean of Students. The seminary reserves the right to dismiss any student whose conduct is found to be unsatisfactory on the basis of spiritual or moral principles found in the Scriptures. If desired, the student can appeal the dismissal according to the stated policy.

Plagiarism

Research papers require borrowing other people's ideas and words. However, the source of such borrowing must be acknowledged properly so that your ideas are clearly distinguished from ideas that you borrowed. If the source is not acknowledged properly, your work is plagiarism. For an excellent summary on what constitutes plagiarism, see Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations* (rev. by Wayne C. Booth, etc.; 7th ed.; Chicago: University of Chicago Press, 2007), pp. 77-80 (section 7.9).

Plagiarism includes word-for-word copying, lifting terms, restatement of someone's argument or line of thought, etc. – all without acknowledgment of source. Plagiarism also includes giving a source partial credit when more is taken from that source than indicated.

Plagiarism, whether intentional or unintentional, is very serious. All plagiarism cases are referred to the Academic Dean for resolution. Consequences may include some of the following:

- * repeat the assignment and receive a maximum of a D on the assignment
- * receive an F on the assignment
- * receive an F in the course
- * expulsion from the seminary

Student Appeals

An appeals process exists to resolve any behavioral or academic problem that cannot otherwise be settled in a Biblical manner and assures fairness to all parties concerned. This process is rarely needed and should only be used after all other means have been exhausted. For example, in academic matters that pertain to a class or a grade, the student should first work directly with the professor and/or Registrar. Concerning behavioral or community issues, the student should first consult with the Dean of Students.

If the matter cannot be resolved by the above means, the following appeals process exists:

1. The student should submit a written appeal to the Academic Dean regarding the issue. Depending on the issue, the Academic Dean may request input from the Faculty. The Academic Dean will render a written decision.
2. If the student is not satisfied with the decision of the Academic Dean, then the student may submit a subsequent written appeal to the campus President requesting a hearing. The campus President may or may not grant the request. If granted, the campus President will appoint an ad hoc committee that may consist of trustees, faculty, staff,

and/or institutional officers to hear the case. This committee is authorized to meet with any or all concerned parties to resolve the issue and will render a written decision concerning the case.

3. The decision of the President or the ad hoc committee is considered final, subject only to review by the Executive Committee of the Board to affirm the appeals process was properly observed.

Sexual Harassment

The seminary expects all members of its community to apply sanctified common sense and Biblical principles to their relationships. It will not tolerate offensive or inappropriate sexual behavior and requires all faculty, staff and students to refrain from any action or conduct which could be viewed as sexual harassment. Any such harassment is contrary to and prohibited by seminary policy and will be considered grounds for disciplinary action. It should be noted that for academic purposes, some appropriate teaching and discussion of sexual information may occur, particularly in a counseling program; however, these discussions are necessary for the formation of a competent counselor or pastor and therefore does not constitute sexual harassment.

Unwelcome sexual advances, requests for sexual favors, and other offensive verbal or physical conduct of a sexual nature is expressly prohibited. Examples of prohibited conduct include but are not limited to lewd or sexually suggestive comments; off-color language or jokes of a sexual nature; verbal, graphic or physical conduct inappropriately relating to an individual's gender; or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos, computer images or cartoons.

The seminary must have the cooperation of all faculty, staff and students in order to implement its sexual harassment policy. It is the individual's responsibility to report immediately any incident which they believe to constitute sexual harassment. Even if they believe the act is isolated or infrequent, they should report it to the campus Dean of Students or President. The seminary will promptly investigate the situation and take whatever corrective action is necessary and appropriate. The seminary prohibits any retaliatory action against persons reporting conduct which is believed by the reporting individual to be in violation of this policy.

Privacy of Student Records

RTS maintains the security and confidentiality of student educational records.

All student records are kept in locked rooms and in locked file cabinets. In addition, all transcribed information for current degree-seeking students is digitally "backed-up" at an off-site location.

Since RTS does not accept Title IV student loan monies, RTS is not bound by the Family Educational Rights and Privacy Act (FERPA). However, RTS' confidentiality policies are generally consistent with FERPA. RTS policies are as follows:

A student may inspect and review his/her academic file and transcript after a written request has been made to the Registrar's office. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. The Registrar will be present during this inspection and review.

If a student believes his/her academic file and/or transcript are inaccurate or misleading, the student may request to amend the file and/or transcript. The student should write the Registrar, clearly identifying the portion of the record that the student wishes to change and specifying what is inaccurate or misleading. If RTS decides not to amend, the student may use the appeal process outlined elsewhere in this Handbook.

RTS will not disclose, without the student's consent, personally identifiable information found in the student's academic file or transcript, excepting legitimate educational interests and directory information.

Directory information includes, but is not limited to, name, address, telephone number, email, date and place of birth, spouse's name, home state, previous schools attended, denomination and presbytery affiliation, grade level, dates of attendance, photo and photo of spouse, degree program, enrollment type (full-time, part-time), and degrees with date of graduation.

Accreditation Complaint

Reformed Theological Seminary maintains a goal to comply fully with the standards of accreditation of the Association of Theological Schools (ATS) in the United States and Canada and the Commission of Colleges of Southern Association of Colleges and Schools (SACS). Students who believe that RTS has violated ATS and/or SACS standards in any way should submit their complaint in writing to their respective campus Academic Dean. The Dean will consult with the Chief Academic Officer, who serves as the coordinator of matters related to institutional accreditation. The complaint will be reviewed and a written response provided to the student in a timely fashion related to the receipt of the complaint.

At this point, if the student is not satisfied with the written response from RTS, the student may file a complaint directly with ATS and/or SACS.

CAMPUS LIFE

Being good stewards of what the Lord provides means prudent use of our time, talents, assets, and opportunities. The seminary calls on each student to exercise responsible stewardship of the resources afforded here.

Children on Campus

Because of the many seminary activities usually in progress, as well as the lack of supervisory personnel available, students, faculty, and staff are discouraged from bringing their child(ren) on the campus except for activities that involve children such as parties and picnics. It is recognized that there are certain times when an individual has to have their child(children) with them on campus; and, when this is the case, the individual should make certain that their child(children) stay with them and are not allowed to wander unattended around the campus or in any seminary buildings.

Security

There are several things to note about campus security:

To begin with, you should wear your official identification badge when you are on campus. The badge will give you access to the closed gate at the front of the main campus. It will identify you as belonging on campus and serves as your access to check out books or study at the library. Future use of the badges will include access to buildings or offices without the use of keys.

Second: Campus security is a matter of concern and involvement by everyone. While RTS employs a professional security company (Pendleton Security Services), extra care should always be used to avoid potentially dangerous situations. All students, faculty, and staff should note and report suspicious people who may be on our campus whether during the daylight hours

or at night. We encourage a “neighborhood watch” mentality to look out for one another, our children, and our property. Polite inquiries as to an unfamiliar person’s needs might be in order, but we strongly discourage direct challenges or confrontations. During regular business hours call the campus switchboard (Dial “1600” on the campus phone intercom or 601.923.1600 for the campus receptionist) and report potential concerns, or contact the Director of Facilities/Security at 601.906.1608 (Cell). In the evenings or at night, call the patrol guard at 601.291.1600 or **911 for the police**, depending on your best judgment of the situation. Security is on campus from 5:00 pm until 8:00 am the following morning, during the regular work week. They are on campus 24 hours during weekends and holidays. The day contact number is 601.291.1600. Additional mobile contact number is 601.212.6725.

Third: Keep doors and windows closed and locked when you are away from your apartment. Use the dead bolt at all times. Do not leave bikes or toys unsecured outside. Do not leave anything of value openly visible through car windows, even if you are planning on being away for just a short while. Most break-ins occur when tools, briefcases, CD players, etc. have been left open to view in an unoccupied car. Break-ins can happen during daylight hours (often early in the morning) as much as at night.

Fourth: Be sure that your vehicle has an official white and maroon RTS decal on your windshield as identification for the security. This can be obtained from the Admissions Office or at the receptionist’s desk in the Administration Building. Proper placement is the lower corner, passenger side front glass.

Do not give out access codes to the front gates to people outside of the campus community for any reason. Also remember that the front “drop-arm” gates operate very quickly and allow only one vehicle to pass through them at a time.

Fifth: All faculty, students, and staff must notify security if they will be in the buildings after normal working hours.

The complete Safety Manual for the Jackson campus of RTS is available on the RTS Jackson website for anyone interested in more information regarding safety and security.

Campus Buildings

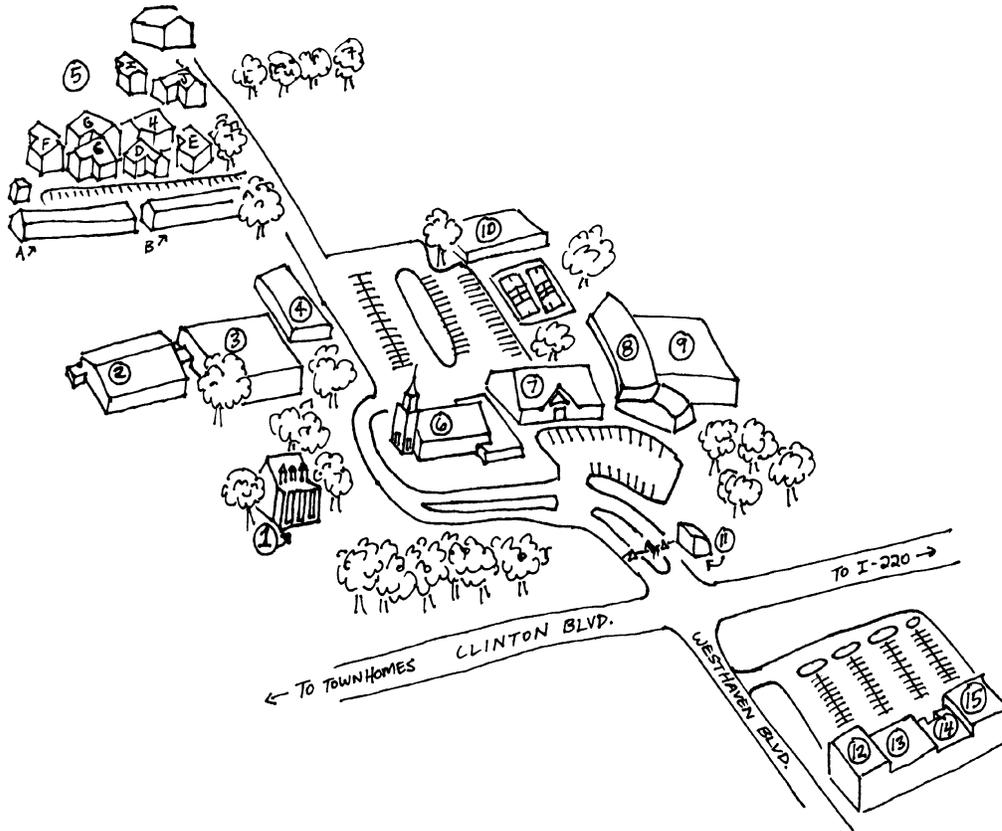
We have been blessed with excellent facilities at RTS for residence, study, and recreation. We all bear common responsibility to maintain, clean, and use them considerately. Each student is expected to share that responsibility in at least the following ways:

1. When you see a need for maintenance, take a moment to complete an online request at <http://rtsjackson.org/maintenance> . **Please do not phone in requests to maintenance or housing offices.** For emergencies contact the receptionist at 601.923.1600. She can contact the Facilities Department directly for urgent requests. **For after-hours maintenance emergencies, contact the security guard and ask him to report it to the Facilities Department** (see the phone list for the numbers to call).
2. Wherever you see litter or trash, please pick it up and dispose of properly.
3. Turn off lights, air conditioners, etc. that are not being used. Thermostats, however, are to be adjusted only by the Facilities Department.
4. Dogs, cats, and other pets that could cause damage or offend others are not allowed in seminary buildings or student housing.
5. Food and drinks are permitted only in the lounge of the Library. Drinks only are permitted in the classrooms. Food and drink are not permitted in the Chapel.

6. Alcoholic beverages are not permitted in the school's academic, social and administrative buildings.
7. Automobiles should be parked only in paved, designated areas. Please do not drive vehicles on the grass. Facilities Department vehicles **only** are permitted on the grass. All student vehicles must have an RTS decal on the windshield for identification.
8. Firearms are not permitted in classrooms, public buildings or grounds of the seminary property at any time. Stored firearms in your homes must be registered with the Housing Office.
9. Tobacco products are not permitted on campus grounds.
10. Any attempt to disable fire protection devices (smoke detectors, alarm systems, etc.) is a serious **offense** that will incur disciplinary action. For the safety of our campus, do not tamper with any such equipment in our campus buildings, apartments, or townhouses.
11. When you need to enter a building after hours, you must let security know where you will be. When leaving, lock doors and inform security.
12. To enter the student center, game room, and gym after hours, you must have the code to the keypad on the door (available in the Office of Admissions and Student Life).
13. The speed limit on all campus property is 15 mph. Please observe ONE WAY arrows located in the main parking lot.

The **map** on the following page and the information contained here are designed to orient you to campus facilities and to inform you about when and under what conditions they are available to you. You must have the approval of the Director of Student Services. Use of Gym and workout rooms is handled by the Student Services office.

MAP OF CAMPUS BUILDINGS



1. White House
2. Biblical Studies
3. Old Library
4. Institutional Building
5. Campus Housing
6. Chapel/ Chapel Annex
7. Bookstore / Administration / Information
8. Dean Center
9. Gym
10. Student Center
11. Guard House
12. Counseling Center
13. Library
14. Clothes Closet
15. Warehouse

Maintenance Shop is not numbered but is located at back of campus past housing.

MAP OVERVIEW

The Biblical Studies Building (2) houses the New Testament and Old Testament classrooms, Communication Department, TA offices and the AV office. It is open during regular hours. Students are not permitted to use office phones unless given permission. Students may use the copier for a charge of 5¢ per page. Help us keep the Biblical Studies Foyer, which is considered a student lounge, neat and clean. Coffee is available.

Vacant Building (Old Library), (3)

The Bookstore / Administration / Information Building (7) is the first building on campus and it houses the President's Office, Director of Operations, Receptionists, and Bookstore. Main campus number is 601.923.1600.

The RTS Bookstore (7) The Bookstore Manager and all personnel are glad to help you select books. The RTS Bookstore's motto is that we will meet, beat, or compete with Amazon. During the first month of classes there is no sales tax on textbooks. The sale of a book by the Bookstore does not constitute endorsement of its contents by the seminary. Hours of operation are 9:00 am until 4:00 pm, Monday through Friday. Closed on holidays. The bookstore closes early on the last day of the month for end of the month processing. Email address for the bookstore is jacksonbookstore@rts.edu (601.923.1616)

The Institutional Building (4) is located near the heart of campus and houses the CFO-COO, Human Resources (Payroll and Benefits), Student Accounts, Account Payables, Controller, Chancellor's Office, Gift Processing, and Computer Services.

Campus Housing (5) See p. 18 for more information.

The Dean Center (8) houses the offices of Admissions, Student Services, Field Education, Placement, Faculty offices, Student Study Lab, the Faculty/Student Lounge, indoor recreation facilities, classrooms DC One and Two, the Registrar, and the Dean of Students. The Dean Center, except for the athletic facilities, is open during regular hours. Rules for the use of the athletic facilities are found on page 22 of this student handbook.

The Student Center (10) houses the mailroom, Patterson's Porch (which is open for lunch while school is in session), recreation facilities, Women in Ministry, the TV room, and the nursery. There are foosball and Ping-Pong tables and a student lounge containing a TV. Students are expected to treat these facilities as they would the facilities of any home in which they are guests. Litter and bottles are to be disposed of properly and spills are to be cleaned up. Please leave the premises the way that you would like to find them.

Students may use Patterson's Porch or Student Center for special events. There may be a cleaning charge, depending on the event. These events must be discussed and approved by the Director of Student Services and the Dean of Students in advance. A Facilities Request Form must be completed for the following reasons: 1) for approval, 2) to ensure that only one event is planned at a time, and 3) to notify all departments of the event. Please call the Student Services Director at

(601-923-1699) for details. Facilities request must be completed to utilize space for events. These forms are available in our Director of Student Services Office located in the Dean Center.

Generally, all campus buildings are open from 8:00 a.m. to 5:00 p.m. during regular business hours. Exceptions are noted for each building in its description. Anyone who works on campus after hours should notify security when they arrive on campus and when they leave. No campus buildings are open on the Lord's Day, except for special services by permission.

Children of students, faculty, and staff may use these facilities under the same rules that apply to their use of other facilities: they must be accompanied by and supervised by at least one parent. The facilities are provided primarily for students.

The Mailroom is located in the Student Center. The mailroom window is open from 8:30 a.m. to 3:30 p.m. Monday - Friday. Domestic letters and packages as well as international letters can be mailed. International packages may be mailed at the post office in Clinton. For students, we have UPS and FedEx delivery only. UPS deliveries come to the mailroom and a package slip is placed in your student mailbox if the package is too large to fit in your student mailbox. FedEx deliveries come to the receptionist's desk in the Administration building and students are notified to pick up their packages. To ship via FedEx or UPS you may contact the local branches in Clinton.

Every student (whether living on or off campus) **must** sign up for a mailbox at the mailroom window upon enrollment for credit. Mailboxes are used for special notices, personal messages, papers returned by professors, announcements, grades, and of course, incoming mail. All mail is put in student boxes as soon as it is received. **Check your mailbox at least once a week.**

Besides the *Informer*, the main location for campus-wide announcements, personal sale items, posters, etc. is on the bulletin board in the hallway across from the mailroom. Please check it frequently. If you would like to post something, you must have it approved by the mailroom supervisor.

Gymnasium (9) See p. 23 for rules and regulations. Student Services handles the Gym schedule.

Grace Chapel (6) is normally open for student prayer and meditation except when in use for special functions. Students are eligible to use the Chapel for their weddings, subject to regulations. A deposit of \$250 of a \$500.00 fee is required; all of it is refundable if the event is not held. Patterson's Porch and the White House area may be used for wedding receptions. Regulations and details should be discussed with the Director of Student Services. The **Annex** is connected to the Chapel. It houses the Office of Financial Aid/Scholarships, the Chancellor's Library and the office for Child Evangelism Fellowship.

The White House (1) is the large, southern colonial house on campus. The adjacent paved area is Calvin Commons. This building is currently being used as a guesthouse. Rooms may be reserved through the Director of Student Services located in the Dean Center, (601.923.1699).

White House Guidelines:

1. Priority is given to official guests of the Seminary as requested by the President, Academic Dean, or Director of Admissions.
2. Room Two will be reserved at all times for official guests of RTS. The President, Academic Dean, Director of Admissions, Dean of Students and Director of Student Services will also have priority to reserve rooms 1, 3, or 4 as necessary to fulfill official obligations of RTS.

3. The RTS Family may reserve rooms 1, 3, and 4 for immediate family or close friends. ("RTS Family" is defined as current faculty, staff, students, and alumni.)
4. Reservations by those outside the RTS Family must be approved prior to commitment. Information such as their connection to RTS and/or sponsor should be obtained at the time the request is made.
5. Rates are \$40.00 per room per night and are to be paid in advance to the Business Office. Payment is not required of official guests.
6. Codes are now being issued by the Office of Student Services upon check-in at the White House. There will no longer be any keys used for entrance to the front door nor to any of the four guest rooms. If, for some reason, during a stay at the White House, the code is forgotten or misplaced, please contact the Student Services Office (601-923-1699) or the Security Guard (601-291-1600) to regain entrance to the house or to the individual room.
7. Check **in** time is **3:00 p.m.** Check **out** time is **10:00 a.m.** Please observe these times so that the rooms may be prepared for the next guest's arrival. The hall bathroom is shared by guestrooms 1, 3, and 4.
8. Rooms are not cleaned on weekends. However, there are **clean sheets and towels** in the dresser in your room. Please hang used towels on the towel rack attached to the door in your room.
9. Please **do not smoke** in the White House. **No pets, alcohol, stoves, burners, floor space heaters, or open flames** are allowed inside the White House. **No exceptions.**
10. Please inform the office of Student Services or the Facilities Office Assistant of repairs or services that need attention. Please help us to take care of the White House by not placing wet containers on the furniture and also by not moving any furniture from its original location when you check in.
11. Parking for White House guests only is provided adjacent to the White House. Please take normal precautions to ensure safety for you and your belongings.
12. In case of emergency, these numbers may be helpful:

601.923.1600	Receptionists
601.923.1670	Admissions
601.923.1699	Student Services
601.291.1600	Campus Security
601.923.1623	Library
911	Local Emergency
601.923.1638	Facilities
601.923.1691	Maintenance Office Manager

If there are any other concerns you may have, please contact the Director of Student Services. There is no land line phone service in the White House.

Audio/Visual rules:

1. No A-V equipment may leave the seminary grounds, except for the purpose of maintenance or repair, without the expressed permission of the President's office.
2. Equipment is made available only to individuals who are associated with RTS.
3. Requests for A-V equipment setup must be made 48 hours in advance by contacting the Director of Student Services. Requests made less than 48 hours in advance will only be filled as permitted by the class schedule of the A-V department.
4. Projectors, computers, cables, and video cameras are not available to RTS staff, faculty, and students for personal use.
5. All chapel messages are recorded by the A-V department and posted on the website.

The Facilities Maintenance Building is located behind the single students' apartments. This area is not open to students unless they are assigned to a work crew. Tools and materials in this area are not for loan or use by students.

The Parking Area for students is limited to the main parking lot. Cars are to be parked only on designated paved areas. **Parking or driving on the grass is not permitted.**

The South Campus (12, 13, 14, 15) is located across the street from the main campus. It contains the Library, classrooms SC1, SC2, SC3, the Counseling Center, the Maintenance Warehouse, the Clothes Closet, and the offices of African Bible College.

Library (13). The RTS Library is not a public library.

Library hours during the regular school term:

8:00 a.m. to 9:00 p.m. Monday - Thursday
8:00 a.m. to 4:00 p.m. Friday
9:00 a.m. to 3:00 p.m. Saturday
Closed on Sunday

Library hours change during finals, reading week and holiday breaks. For information on hours or additional information, please call 601.923.1623.

Library Circulation Policies:

1. The due date for books and all other material will be three weeks from date of checkout. If the due date falls on a holiday, the item(s) checked out will be due the first business day after the holiday. You must have your student ID with you to check out or renew library materials. You may renew library materials online by accessing the online catalog at web address: <http://library.rts.edu> and following the instructions. We do not renew books over the phone. RTS students can renew each item twice, unless it is needed to fulfill a class reserve reading. Once you have reached your renewal limit for an item, you must return it to the library to be re-shelved and made available for other students and library users. You may renew your items at the circulation desk at the library or online by going to "my library" account <http://rtsjackson.org/library/myaccount>.

You will need your identification card and PIN number to access your account. Your default PIN number is the last four digits of your barcode number. To verify your PIN number, please call 601.923.1623.

2. It is the patron's responsibility to return checked out material on time. An overdue notice will be emailed to the patron two days after the due date of the item(s).
3. The fine for an overdue item is .10 cents per day per item to a maximum of \$10.00 for one overdue item. Sundays and the day the materials were due do not count toward the fine. Reserve books carry a \$1.00 per hour late fine.
4. You are encouraged to replace a lost or damaged item with an identical item in good condition. For books, the replacement item must be free of any underlining or highlighting and have solid binding. If the lost or damaged book is replaced with a paperback copy, an additional \$8.00 re-binding fee will apply. If the lost or damaged book is not replaced, the cost is equal to the normal retail price plus a \$10.00 processing fee. If Amazon.com is used to determine the price, "New" copy pricing will be used to

determine cost. If the book is out of print, the “like new” pricing will be used. Overdue fines are not added to the replacement cost.

Library Equipment

See Library Personnel for availability, instructions and general information.

Library General Rules

1. Respect the privacy and property of all other library users.
2. Refrain from interrupting or disturbing other library users.
3. Use all access to the Internet primarily for research purposes, and personal communication.
4. Do not use any Internet access to download, view, or transmit video or images that would be considered mature, X-rated, etc.
5. Conduct conversations, including cell phone calls, away from other library users.
6. Limit use of library phones to 5 minutes or less.
7. Limit use of a single photocopier to 5 minutes or less when someone is waiting to use it.
8. Conduct research and study in designated areas throughout the library, not in the Lunch Room.
9. Keep any study area free from litter, including used food and drink containers.
10. Use the Lunch Room for all meals. Clean or throw away all dishes you use. You may store items in the refrigerator during the day, but not overnight. Any items left in the refrigerator overnight may be thrown away.
11. Children must be monitored by a parent or guardian at all times.
12. The only pets permitted on the premises are those licensed as a Service dog or other license to assist those individuals with a disability.

The Clothes Closet

Reformed Theological Seminary trains pastors, teachers, missionaries, counselors and other Christian servants in America and around the world. During a student’s training it is often a financially trying time for the student and his family. One way local churches and individuals minister to RTS students is by donating clothing and household goods to the RTS Clothes Closet. These donations are available to current RTS students, employees and their families at no charge.

The Clothes Closet is located next door to the RTS Library. The store hours are Tuesday and Fridays 2:00 pm to 4:00 pm. Students are only permitted to shop during the regular store hours. Call 601.923.1649 to speak to the Clothes Closet manager. The store will be closed for holidays and other important events. If you would like to donate items to the Clothes Closet, please drop them off at the grey donation bin outside the store at any time or ask for assistance from a Clothes Closet worker DURING store hours. All clothing items must be in plastic bags to protect them from insects and humidity. Please do not overload the bags.

Clothes Closet Store Rules

Who is eligible to shop at the clothes closet?

- Current RTS students, faculty, and staff
- Immediate family (meaning one’s husband or wife, NOT extended family or friends)

Shopping rules:

1. Children must be accompanied by their parents.
2. Children are not permitted to take things without a parent being present.
3. Children are not permitted to play with breakable items in the store.
4. Parents are responsible for cleaning up any messes made by their children.
5. One may shop only during the posted Clothes Closet store hours. Please do not stop by during non-store hours unless you have an emergency.
6. Please do not go behind the counter at the front of the store.
7. Please **DO NOT GO INTO THE BACK STOREROOM/SORTING ROOM FOR ANY REASON**. This area is for Clothes Closet workers only. The items in the back storeroom/sorting room have not been sorted by the Clothes Closet workers. If you would like to use the bathroom or try on clothing, you must first ask a Clothes Closet worker. Children must be accompanied by a parent when entering the bathroom.
8. Please pick up after yourself and hang items back in their proper place if you decide you do not want them. Please do not take large amounts of clothing home to "try on" and then bring them back.
9. The Clothes Closet does not hold items. If you have a particular need, please contact the manager.
10. Clothes Closet items are **NOT** for resale, for example, at garage sales and consignment shops. Items are donated for RTS use only.
11. If there are plastic bags outside the front door or in the donation bin, please do not tear open the bags. We have found knives and razors mixed in with the clothing.
12. Right now there is no limit on the amount of clothing you may take. Please do not take more than you need and there will be enough for everyone.

Please remember: Failure to abide by the store rules will result in loss of shopping privileges for you and your family for the rest of the semester.

Christmas Open House

Each year, the Clothes Closet sponsors a Christmas Open House where items for Christmas gifting or celebrating are on display. This is usually held on a Saturday morning. Refreshments are served. Because some folks are "shopping" for their children, we ask that no children come to the open house.

Campus Housing Information

General Campus Housing Information

Eligibility

RTS students are eligible for seminary housing. First priority is given to current students based on the academic year. Second priority is given to new students based on the confirmation date of the non-refundable tuition deposit. Clinical years are considered academic years for counseling students. Application for occupancy in a single apartment or a married apartment must be made through the office of Student Services located in the Dean Center (601.923.1699).

Lease

Leases are signed for a one-year obligation. Renewed leases are signed each year for the time period from June 1 to May 31.

Decorating

There will be no painting, borders, wallpaper, or staining of any kind in any RTS housing unit (campus married or single suite). If it is determined that any of the above has been done, a minimum fee of \$1,000 will be assessed so that RTS can return it to its original color or condition.

Check-out inspections

Please notify the office of Student Services 30 **days** in advance of move-out. (601-923-1699). A check-out inspection of your apartment will be performed upon your departure. If any part of your housing unit is left unclean (including ALL kitchen appliances), there will be a pro-rated housing deposit refund given. Additional fees (above the amount of the housing deposit), may be assessed if damages are found when tenant has checked out. If you are to receive a housing deposit, it will be forwarded to you within thirty days of your exit. Please make sure that the Director of Student Services and the Mailroom has your forwarding address. You can leave your keys on the kitchen counter.

Guns

Handguns are not permitted unless you are licensed to carry the weapon and it is job related. The handgun should be considered concealed when entering campus. At no time should the gun be worn on campus. Shotguns and rifles may be permitted with the approval of Director of Security and Facilities, Kyle Sandidge (ksandidge@rts.edu). The student must register the firearm and pledge to store the firearm unloaded. When transporting to and from campus the shotgun or rifle should be carried in a gun case or sleeve. Registration forms for firearms on campus can be obtained in the Director of Student Services office.

Laundromat.

A Laundromat in the complex is available to all campus residents. Tenants share in the responsibility of maintaining the Laundromat in a clean, orderly condition. RTS is not responsible for any damage to clothing items caused by the machines. Use of the machines is at the tenant's discretion. Machine and other malfunctions should be reported through an online request form. The link for the online request form can be found on the RTS website. Quarters can be purchased at the receptionists' desk on Monday mornings before noon.

Single Students' Campus Housing Information

Description of Housing

On campus single suite housing is available for single students. Each suite houses four students in separate bedrooms with a common kitchen, living, dining areas and two bathrooms. The bedrooms are furnished with a single bed, dresser, or chest of drawers. The larger bedroom is furnished with a desk or table, a chair and bookshelves. The occupant of the smaller bedroom receives a separate study. All apartments are centrally heated and cooled, carpeted, and have blinds on the windows. Dishes, silverware, and cooking utensils are not provided. Pets are not allowed. All utilities are included in the monthly rental.

Lease Information

A security deposit of **\$510** is due with each application and a signed lease agreement is required upon arrival. Prorated security deposits are considered after the lease is terminated provided the apartment is left in an acceptable condition. (Lessees are responsible for damage to the property beyond normal wear.)

Please be respectful of your suite mates, cleaning up after yourself especially as it relates to common areas that you share. Roommates are expected to respect the privacy of others and to recognize that privacy extends to personal property. They share responsibility for the rest of the apartment including the kitchen, bathroom and other common rooms. RTS will charge each resident a cleaning fee at the end of the semester if it is not kept clean. The Office of Student Services or the Facilities Maintenance and Buildings Department has the right to enter an apartment for inspection to ensure that the apartment is being properly maintained and that all safety measures are being adhered.

In anticipation of new students coming in, residents are not allowed to use unoccupied rooms as "bonus space" for their own possessions, nor are they allowed to have guests stay in the unoccupied rooms without permission from the Student Services Director. If you have any overnight guest coming to RTS, you need to notify the Student Services Office prior to arrival. This would include anyone staying in your apartment or single suite. We will notify Security so that they are aware of the guest and their authorized visit. The White House is available for guests at the rate of \$40.00 per night, based on availability. Requests are made through the Housing Office. Single Suite rental is \$20.00 per night.

Bi-Annual Inspections

Bi-Annual inspections are completed throughout the year for single apartments. The apartments will be checked for preventive maintenance and for cleanliness. An official inspection sheet will serve as a guideline for the inspections. If the standards for completing the inspection are not met, the director of housing will send a memo to your apartment stating what needs to be completed and a deadline for completion. If the standards are still not met after the deadline has expired, RTS will hire a cleaning service to complete the required work. The cost of hiring the cleaning service will be charged to the residents of the apartment.

Campus Apartment Information

Description

There are a limited number of one- and two- bedroom apartments on campus that are available to students. Married students have first priority. Each campus apartment includes a small study

containing a built-in desk and bookshelves. All apartments are centrally heated and cooled, carpeted, and have blinds on the windows. Dishes, silverware, and cooking utensils are not provided. Pets are not allowed.

Lease Information

A refundable security deposit of **\$510** is due with each application and a signed lease agreement is required upon arrival. Security deposits are refunded after the lease is terminated provided the apartment is left in an acceptable condition. (Lessees are responsible for damage to the property beyond normal wear) Residents are responsible for acquiring their own telephone and electric service. Monthly rental charges are due the first of each month.

Utility Information

Units are totally electric. You will need to establish service and will be responsible for the utility bill. Water is included in the rent.

To establish electrical service call:

Entergy: 1.800.368.3749

Requirements:

1. Social Security Number
2. The seminary address: 5422 Clinton Blvd. Jackson, MS 39209
3. Apartment Number
4. Date your service is to begin
5. Two (2) working days advance notice
6. \$200 deposit

Mailing Address

The United State Postal Service is now requiring that our campus housing residents not just use the 5422 Clinton Blvd address to receive their personal mail and subscriptions. You need to add your apartment or suite number to the street address. For example, if you live in B-15, then your official mailing address would be 5422 Clinton Blvd, Apt B-15, Jackson, MS 39209. If you live in a single suite, your address would be your building number and then the suite number you are assigned. For example, J-1, which would be the J building, suite 1. Downstairs units are 1,2,3,4, and upstairs units are 5,6,7,8. If you have any questions about your suite or apartment assignment, please see the Director of Student Services.

Student Services and Privileges

Financial Protection

Medical insurance *must* be maintained by all full-time students. Full-time international (F-1 or non-resident) students are required to maintain insurance coverage for their *families*. If you have such coverage now, and it can be continued at reasonable rates, it is wise to keep it.

Household insurance is strongly recommended. "Tenants" policies are available through local insurance agents at very reasonable costs. Coverage for losses attributable to fire, theft, etc. are usually included in such policies. The seminary's insurance does not cover the loss of student property. **Further, RTS is not responsible for the loss of student property for any reason.**

Life insurance is desirable, though not required. Seminarians are occupationally eligible for attractive rates from Covenant Life Insurance Company (formerly, The Presbyterian Ministers' Fund) and Ministers' Life and Casualty Union.

Car Liability: Liability Insurance is required by Mississippi State Law for all car owners and drivers. Automobile insurance can be obtained locally. Your present insurance agent can make a recommendation for you. For additional information about this, call 601.987.1287.

Financial Aid: To learn more about financial aid, visit: <http://rts.edu/seminary/financialaid.aspx>.

On Campus Student Work

On Campus Student Work normally consists of 350 hours of work during an academic year (approximately 10 hours per week) doing such things as assisting a professor, or working in Admissions, the Library, the Bookstore, the Mail Room, or Patterson's Porch. On Campus Student Work is contingent upon the availability of a job for which the student is qualified. The positions not filled by full-time students may be offered to part-time students or student spouses on a per semester basis. On Campus Student Work positions are handled by the Director of Operations. Please note that on campus student work is not a grant, but is a scholarship received in return for hours actually worked. Students are limited to a maximum of 960 work hours per year (June 1-May 31) and may not work more than 20 hours during any week of the year or more than 80 hours in any calendar month. Students are allowed to work more than one work study position but separate timesheets must be submitted for each position with the limit of not to exceed 80 hours per calendar month combined for all positions. Timesheets are submitted on the last day of the month. Earnings are paid monthly to students for hours worked, on or around the 10th of the month. New hire paperwork and e-verification process must be completed before an On Campus Student Worker can begin working. Forms and processing is available with the Director of Operations.

Payment Plans

Even when granted, financial aid is to be considered supplementary, rather than primary income. While the seminary will make every effort within its Scholarship Budget to assist needy students, those with accounts in arrears will not be allowed to register for additional courses until their accounts have been brought up to date. Exceptions to this rule are handled on a case by case evaluation by the campus Director of Operations. Payment plans are available for spring and fall semesters. To set up a monthly payment plan, contact the Director of Operations at wushing@rts.edu or 601-923-1652. You must request payment plans for each semester, spring and fall. There is no official payment plan for summer courses, but you can make smaller payments toward the tuition as long as it is paid in full on/before the end of summer classes.

Other Student Services

Make payments to your account online through your self-service account. If you do not want to pay online, go to the Student Accounts Office located in the Institutional Building during regular office hours, Monday through Friday, 8:00 to 5:00. Place your payment in an envelope available at the window. Be sure to fill out the envelope completely. The Student Accounts Office will answer questions about your account during regular hours. Contact number is 601.923.1717.

Just a small request and reminder of paying online with your credit card; Following order of

priority:

- 1) Self-Service (if you have access).
- 2) If not, then our third-party student accounts payments page (you can skip the “Student Account Number” part if you forgot your number). To that end, **we have a new, memorable short-link for this: <http://rts.edu/pay>**
- 3) Finally, if all else fails, then payment over the phone with Student Accounts is available

Copying Machines are available for student use in the Library at 5¢ per copy.

A Notary Public is available without charge in the Director of Operations Office.

The **Reformed Informer** campus newsletter is emailed on Friday of each week during the regular academic calendar. If you are not receiving the *Informer*, contact the Student Services office.

Student ID cards: RTS will create student ID cards during the first week of classes. These will be made in the Director of Student Services Office. During this week, an appointed time is set by the Director for each student. This ID should be worn at all times when on campus grounds.

A state-issued ID card can be obtained at the Mississippi Highway Patrol Office. For more information, call 601.987.1212.

Athletic Facilities

General Rules for RTS Athletic Facilities

The athletic facilities in the Dean Center include the gymnasium, racquetball court, soccer field, weight room and dressing rooms. Use of these facilities is limited to students, faculty, staff, alumni, and their families and guests. Students and their guests engage in athletic activity at their own risk.

1. **Guests** of seminary families using the athletic facilities must remain with their host.
2. **Children of students, faculty, and staff** age 15 and over are treated as students to whom all student rules apply. Children 14 and under are treated as guests, to whom guest rules apply. This means that they must be with their host (or parent) at all times.
3. **Availability:** The facilities are generally open Monday through Saturday but are closed on the Lord's Day and during chapel time each week. Gym facilities through the back entrance (around the north end) of the building can be accessed at any time with the code to the keypad (available in the Office of Admissions). No street shoes or black soled shoes are allowed on gym floor. Please stay on the sidewalk when approaching the building to keep your shoes clean. The main entrance doors to the gym are usually locked. For security reasons, please **DO NOT LEAVE THE REAR EXIT DOORS PROPPED OPEN!**
4. **Lockers** are available in the men's dressing room and baskets (only) in the women's dressing room. Showers are available also, but students must furnish their own towels.
5. **General help:** Please put athletic equipment away after use and leave the facility the way you would like to find it. Report any damage on a maintenance request form even if you did not cause it.
6. **Please use only the restrooms in the locker area after business hours.**

Specific Rules for Racquetball

1. **Reservations** are by first come-first serve basis to use the racquetball court.
2. **Equipment:** Neither street shoes nor black-soled shoes may be worn. Since grit damages the rubber floor, players should keep the soles of their shoes clean. Only rackets with bumpers around the frames are permitted. Eye shields are strongly recommended.
3. **Extensions:** If your hour has expired, and no one has the court reserved for the next hour, you may begin another session. If someone arrives within ten minutes, please vacate. Let courtesy rule.
4. **Termination:** Waiting players should knock on the door on the hour, and play should terminate. The game is awarded to the player with the higher score. Do not infringe on someone else's time to finish your game.
5. **Lights:** When exiting, turn the court lights off if it is apparent no one will be playing during the next hour. Caution: once turned off, a cool-down period of several minutes is required before the lights will come back on.

Specific Rules for the Weight Room

1. **Stations:** The weight machine has ten different stations, most of which can be used simultaneously.
2. **Children** are not permitted to use the weight equipment without adult supervision.

Specific Rules for the Gymnasium

1. **Reservations** for use of the gym are required and seminary groups may make them with the Student Services office.
2. **Gym equipment** is in the trunk locker in the gym. The combination to the locker may be obtained from the Student Services office.
3. **Standing reservations:** The gym will be reserved at specified times for scheduled games of basketball, volleyball, etc. with the Student Services office.
4. **Shoes:** Street shoes and black-soled shoes are not permitted on the gym floor. Since grit damages the floor, players should keep the soles of their shoes clean.
5. **After use,** all equipment should be returned to the gym locker, and all lights should be turned off.
6. **Restrooms:** There is no admission to the upper level of the Dean Center after hours. Use facilities in the locker room.

Specific Rules for Frisbee Golf

Frisbee golf course

1. Equipment Disk are available at the Reception desk located in the Administration building:
 - Hours available to check out equipment are during normal business hours, 8:30 am to 4:30 pm, Monday through Friday.
 - Equipment can be checked out for overnight or weekend play but must be returned first thing the morning after or first business day.

- There is a \$10.00 fee for lost or damaged equipment and a \$5.00 recovery fee for any disk that goes on a roof or in a tree. (please do not attempt to retrieve yourself)
- Maps and score cards are available with the receptionists.

Computer Privileges

1. Student-users may use only those computers or facilities that have been authorized for their use by Computer Services or their department supervisor.
2. Student-users may use a computer only for the purpose for which permission has been granted. Seminary computers may not be used for commercial purposes without the permission of the President.
3. Student-users given a password for computer access are responsible for security of the password. A user's password must never be given to another person. If user suspects another person knows his password, he must contact the Director of Computer Services immediately for a new one.
4. Student users must respect the intellectual labor and creativity of others. Since electronic information is easily reproduced, respect for the work of others is especially critical in computer environments. Violations of original works, including plagiarism, unauthorized access, and copyright violations, may be grounds for disciplinary action.
5. Student users must not access or copy volumes, libraries, directories, programs, files or data not belonging to them without authorization. For computer software and data owned by the seminary, authorization must come from the President.
6. **Student users must not attempt to modify or allow others to modify the seminary's computer hardware or software.** Failure to adhere to this policy may be grounds for disciplinary action. In addition, the cost incurred to restore damaged hardware or software will be charged to the student.
7. Student users of seminary computers must have appropriate training before operation. Each department is responsible to ensure that student-users and workers are adequately trained. Questions from student-users and student workers should be directed to the department staff. Department staff should contact Computer Services only.
8. Student-users of seminary computers should report hardware or software problems to their department supervisor or department staff designated to receive such reports. That person should report problems to Computer Services.
9. A student-user that deliberately adds a computer virus to equipment owned by the seminary will be subject to disciplinary action. Users who suspect a computer has been infected by a virus or has been maliciously tampered with in any way should contact Computer Services immediately.
10. Computer Services, acting on behalf of the seminary, reserves the right to access all computer files on seminary computers.
11. Students may use computers designated for student use in labs or for public access. Students are not to use computers designated for administrative purposes unless authorized to do so by their department supervisor or Computer Services.
12. Administrative tasks have priority for any computer assigned to a department with administrative responsibilities.
13. Computer Services is not responsible for support of hardware or software not owned by the seminary.

Student Organizations

Information concerning student organizations can be found in the seminary catalog and on the website. Specific information about meeting dates and programs will be emailed in the Informer, put in student mailboxes, or displayed on bulletin boards.

As an arm of the Office of Student Services, the Student Services Committee exists to enrich student life by fostering community among RTS students through campus events. The Director of Student Services coordinates the Student Services Committee, and selects members of the student body annually to serve. The coordinator seeks to enlist students who are eager to help organize student events and facilitate opportunities for students to find community on campus.

2018-2019 Student Services Committee Leadership:

- Coordinator- Jim Scott
- Faculty Advisor – Dr. Charlie Wingard
- Student President - Alex Wright

International Students

International Student Employment Information:

On Campus Student Work for international students is only available to students holding a F-1 visa. Under U.S. law, spouses of international students (usually holding an F-2 visa) are not permitted to work in the U.S. unless they too have a F-1 visa. Full-time international (F-1 or non-resident) students who receive any form of financial aid or on campus student employment from the seminary are *required* to maintain insurance for their *families*.

As an F-1 student, international students are ***not permitted to work off-campus*** or to engage in business without specific employment authorization. F-1 students may work on campus up to 20 hours a week while school is in session. Such employment may be increased during vacation periods (Fall, Christmas, Spring, and Summer breaks) so long as it stays within RTS policy. Employment means the rendering of services for compensations, financial, or otherwise, including self-employment. If international students receive food, clothes, money, etc. in exchange for work, skills, or expertise, the students are considered by INS to be working. After the student's first year in F-1 student status, they may apply for employment authorization on Form I-538 based on financial needs arising after receiving student status, or the need to obtain practical training.

Working illegally is one of the most serious violations of immigration law. Not only could it jeopardize the student and force them to return home, but it could cause RTS to lose the privilege of bringing any international students to all RTS campuses.

Women's Ministry

All women in our seminary community are offered a variety of special growth opportunities, fellowship activities, and community ministries.

Women in Ministry

The purpose of the Women In Ministry program is to provide a course of training that will help prepare women for life in the ministry, to promote joy and confidence in their callings to serve Christ for the furtherance and strengthening of his kingdom, and to promote fellowship among all women on campus, single as well as married. Women in Ministry is led jointly by a team

composed of faculty wives and elected student wives/students. This team leads a program of fellowship, prayer, and teaching every Thursday night of the month while school is in session. Teaching is provided by faculty members, faculty wives, and outside speakers. Student testimonies and music are also part of the program. Small groups give the women the opportunity to get to know and pray with one another. The **2018-2019** leadership for Women in Ministry:

WIM Advisor:
Faculty Advisor:
President:

Denise Richardson
Charlie Wingard
Anaite Groendyk

The Women's Retreat.

This is an annual event for all the women of the seminary community (students, wives, staff, and faculty) designed to provide fellowship, inspiration, unity, and training. The event is usually held at a nearby retreat facility and a guest speaker highlights the weekend. The nominal fee includes lodging and meals.

RTS Courses

Spouses of current full-time, non-MFT students who demonstrate financial need may receive a 100% tuition grant to take courses for credit. However, spouses of current full-time, MFT students who demonstrate financial need may receive a 50% tuition grant to take courses for credit. All spouses may audit courses without charge, provided there is room in the class and they have registered with the Registrar. These courses not only provide opportunity for spiritual growth, but help spouses get acquainted with professors and others in the seminary community.

Recreation

The Student Center and the gym and weight room in the Dean Center are available to women and can be reserved for special events. Occasional recreational events and activities for women are also planned. Women are encouraged to take advantage of these facilities. Check with admissions office to reserve use of the gym or weight room.

ACADEMIC LIFE

You may have come to RTS with a clear sense of your calling to ministry. Then again, you may have little sense of the kind of ministry for which the Lord is preparing you. Whatever your state of mind and heart, the seminary's goal is to provide an opportunity for self-evaluation and analysis before you commit yourself to a career.

Several courses of study have been developed to meet a wide range of student needs for basic and advanced preparation for Christian ministry. The catalog is designed to acquaint you with the different degree programs and their requirements.

Scheduling

Be sure to consult the curriculum grid as it is presented in the catalog and schedule class accordingly. The Registrar can assist with class and degree planning. **In keeping with the Clinton Public School system, RTS is closed for inclement weather whenever CPS are**

closed.

Class attendance

You are responsible to attend class, even when term papers or exams are pending, or your work schedule conflicts. You should obtain the professor's permission if you must be absent from class, particularly one- week extensions.

Pedagogy

Adjust yourself to each professor's teaching method. Part of your education consists of learning how to learn. Decide what kind of notes you need for each class to master the material. Most courses have a syllabus. All classes, however, have an aim. Find out what it is, and adjust your studies to meet that goal.

Tests/exams

Tests are developed and administered according to each professor's requirements. Most professors indicate their exam schedules at the beginning of the semester, but this does not preclude unscheduled exams. Ask your professor what his policy is and the kind of response he expects on his examination. Be prepared!

Extensions

Incomplete and late assignments after the course ends without approved extension requests may result in failure of the course. Students should apply for an extension through the Registrar's Office **prior to the last day of the term**. Extensions are only granted for significant emergencies or unforeseen circumstances.

- Students are required to state the reason for the extension on the form.
- Permission is obtained from both the professor and the academic dean.
- All work must be completed by the deadline given by the professor and academic dean.

Extended absence

Absence of more than a week requires permission of the Academic Dean and is never granted without a written request. If you need special consideration in any course, consult the professor involved.

Grades.

Grades are posted on RTS Canvas (<https://rts.instructure.com>) as they become available. Papers and tests may be returned to you — usually through the student mail boxes. For information about the RTS Grading Scale and Academic Probation, please see the RTS Catalog.

Re-taking a course

Students may retake a failed course. The student must pay for the course again and all grades will be recorded on the transcript, including failures.

Study

Study, or lack thereof, is the primary reason for success or failure in any course. Students are expected to spend at least two hours of study for each hour of class. Self-discipline is

indispensable. Do not procrastinate. Get into a good study routine as quickly as possible. Take full advantage of our library resources. Schedule your work with your own deadlines well in advance of due dates. Then, work your schedule. When you do, you are most fully able to enjoy the academic, communal, and recreational aspects of your seminary experience.

Confusion

Students often express feeling bewildered by new terminology and overwhelmed by the mass of new information. Do not hesitate to ask questions, when you do not understand what a professor is talking about. The only really dumb question is the one that is not asked. Persevere in your studies, seek faculty help if necessary, and you will master the material.

Books

Books are both tools and temptations for seminarians. Get good advice before you buy. Most professors provide bibliographies of recommended works. Use the seminary Library to acquaint yourself with other authors. Then buy books that will have lasting value for you. You will probably want to keep your textbooks for future reference. Check your whole library from time to time to identify weak areas. The bookstore carries textbooks and recommended reading. Prices will beat or at least compete with Amazon. Textbooks are sales tax free when purchased at the bookstore.

Lack of payment

Non-payment for tuition will result in a “Stop” being placed on your student account. This prohibits the student from viewing grades and/or registering for classes. All fees and balances must be cleared before the next semester begins. An official transcript will be unavailable until all balances and fees are paid. You are not allowed to charge bookstore purchases to your student account unless you have a credit balance.

Payment Plans

Payment Plans are available for Fall and Spring semesters. This takes your tuition balance and breaks it down into three installments. There is a 1% finance fee on the outstanding balance at the end of each month. A “stop” remains on your account until the balance is paid in full. You cannot receive credit for the coursework or a grade until your tuition is paid in full. Payment plan agreement forms are available with the Director of Operations office in the Administration building. You need to apply each applicable semester. There is not an official payment plan for summer courses but it is acceptable to make smaller payments toward your balance as long as the balance is paid in full before the end of classes. Finance fees apply. You cannot register for any new semester as long as you have an outstanding balance.

Extraordinary Academic Requests

EAR for Jackson students, such as directed studies, must be initiated with the Professor and approved by the Academic Dean and Registrar at the beginning of the semester. Please see the Registrar for appropriate forms.

Transcripts

Official transcripts must be requested in writing with a check for \$10 payable to RTS. Transcript request forms can be printed from the website (www.rts.edu). An unofficial student transcript

may be obtained from the Registrar at no charge.

Special Fall and Spring Lecture Series

Several conferences are offered each year. These include but are not limited to a Missions Conference, a Biblical Theological Conference, and the John Reed Miller Lecture Series. Classes are canceled during the lectures and all students are encouraged to attend.

Drop/Adds

Students may drop/add courses via Self-Serve until the drop or add deadline. After the term begins, there is a fee for each course dropped or added. Thus, it is recommended that you finalize your schedule before the first day of the term. Tuition is usually not refunded for courses dropped after the deadline. See appropriate term schedule for important academic dates. See the most recent Schedule of Fees for the current drop/add fee.

Recording of Courses by Students

The video recording of RTS's courses by students is prohibited. Audio recording of classes by students is only allowed with the instructor's permission and if the taped material is to be used solely for personal study and spiritual edification and is not distributed privately or publicly in any manner.

English Bible Exam

MA and MDIV students at RTS Jackson must take the English Bible Exam (EBE). Each student must pass the EBE in order to graduate (a grade of "C"/80% is needed to pass). The best method for preparing for the EBE is for the student to familiarize himself with:

- the broad flow of biblical history
- the main themes and historical setting of the books of the Bible
- the location (book and chapter) of significant biblical events and verses
- the life and historical circumstances of significant biblical characters

Helpful resources include: William Hendriksen, *A Survey of the Bible*, and Willem A. VanGemeren, *The Progress of Redemption*.

WCF Shorter Catechism

The Westminster Confession of Faith's **Shorter Catechism** is to be memorized as a part the M.Div. requirements. You may memorize the Catechism in Old English or Modern English. The catechism exam is taken in two parts as follows: Part I covers questions 1-53 and Part II covers questions 54-107.

The English Bible Exam and Westminster Shorter Catechism can only be taken on three days during the year: the Friday before Summer Greek, the Friday before Fall semester, and the Friday before Spring Semester begins.

Graduation Requirements

RTS only has one graduation ceremony and it is held in May. However, students may graduate in either December or May (The Registrar's office is authorized to issue diplomas in August **only for graduates in the Master of Arts in Counseling degree program. This is the ONLY exception**). The procedure and requirements for graduation are detailed below.

- Students intending to graduate during our regular May graduation must make application for graduation during their final fall semester. This application can be made with the registrar. Please note that a 2.0 average is required in order to graduate. **A graduation fee of \$200 is required whether you participate in the actual ceremony or not.**
- The student should set up an appointment with the registrar to "audit" the student academic record, confirming all course work is in process.
- Program specific graduation requirements:
 - MDIV students must pass the Westminster Shorter Catechism Exam.
 - MDIV and MA students must pass English Bible Exam.
 - WSC and EBE exams are only offered on the Friday before Summer Greek, the Friday before Fall semester, and the Friday before Spring semester.

Student Field Education and Preaching Opportunities

M.Div. Students

Supervised field education is a requirement of the M.Div. program. Details are published in the catalog. The necessary forms and additional information on Field Education requirements are located in the *Field Education Guidelines for the Jackson Campus* available in the Field Education Office."

The Director of Field Education will assist those seeking placement. Students seeking ministry opportunities are encouraged to view listings posted on the RTS Vocational Services Website (rts.edu/vocationalservices/).

Remuneration

Students should regard preaching and other field education assignments as opportunities to serve the Lord and the church and to develop skills for ministry. They should not regard them as a primary means of financing their education. Financial remuneration should be incidental to, not the objective of, field education. Students may occasionally be asked to take non-remunerative assignments (at nursing homes, for example).

- **Requirement:** The M.Div. program requires 400 hours of registered Field Education in order to graduate.
- **Registration:** In order for any Field Education to be counted towards the Field Education requirement, you must gain approval from and register with the Field Education Director prior to beginning the experience. No hours completed prior to this registration can be counted toward the Field Education requirement.
- **Student Pastorates:** Students may hold student pastorates in accordance with the ecclesiastical policies of the churches concerned and the field education policies of the seminary. Arrangements for student pastorates are negotiated directly with the individual church and the ecclesiastical body having jurisdiction over it (e.g. the presbytery, association, or conference). Student pastors must furnish the Field Education Office with written authorization for their pastoral relationships from the responsible ecclesiastical bodies.

Preaching Opportunities

- **Not Field Education:** Preaching opportunities do not meet the Field Education requirement but are invaluable in developing ministerial skills and are highly encouraged.
- **Eligibility:** Students interested in preaching on the RTS Jackson circuit must complete (a) the Field Education Office's circuit orientation, (b) Introduction to Pastoral and Theological Studies, and (c) Introduction to Preaching. Students must also obtain the approval of the Director of Field Education.
- **Assignments:** Students who desire a preaching assignment must notify the Field Education Office. Assignments, however, cannot be guaranteed. Opportunities are offered to students each week as they become available.
- **Meals:** If the student has a large family, he should use discretion about signing up for meals at the church following a preaching occasion. Many churches do not offer a meal for the visiting preacher following the service, even though the church may be some distance from Jackson.

COMMUNITY LIFE

Belonging to the RTS family means you are part of the larger community of Jackson and its suburbs. Get to know the community. Cultivate your contacts as a witness for Christ. In the broader community, you are first a Christian and secondarily a seminarian. We hope the following information helps you settle into the larger community.

COMMUNITY TIDBITS

Homestead Exemption.

If you purchase a home while a student, homestead exemption is an important method by which you may reduce your property taxes. Before April 1, take your deed, mortgage amount, interest rate, purchase price, and Mississippi auto tag number to the Hinds County Courthouse to file a claim. Call the Tax Assessor's Office for more details. After the first year's filing, only the blue copy of the previous exemption and your tag information is needed.

Voting

Voter Registration in Mississippi: To participate in Mississippi elections, you must **register to vote** through the Mississippi Secretary of State (SOS) at a county circuit clerk office, or other state and federal government agencies.

You may also obtain a voter registration form and register to vote through the Mississippi Department of Public Safety (DPS) when applying for a driver's license.

Voter Eligibility in Mississippi: You must meet the following requirements to qualify for voter registration in Mississippi:

- Be a U.S. citizen.

- Be at least 18 years old by the next general election.
- Be a resident of Mississippi and your county for at least 30 days.
- **NOT** declared mentally incompetent by a court.
- **NOT** convicted of a felony.

In Mississippi, you can register to vote **by mail** and **in person**. Just submit a completed [Mississippi Voter Registration Application](#) to the office of your local [county circuit clerk](#) or [Mississippi DPS office](#) when completing a driver's license transaction.

If you're registering for the first time **by mail** and do not have a driver's license or Social Security number, you must enclose:

- A copy of your current and valid photo identification.
- **OR**
- A copy of your current utility bill, bank statement, or paycheck.

Once your application is processed, you'll receive a voter identification card.

License Tags

Mississippi tags are required to claim a Homestead Exemption. Tags may be purchased at the Hinds County Courthouse downtown Jackson or at the Raymond Courthouse. Students who do not maintain a Mississippi residence and are not employed in the state of Mississippi may drive with home state tags but should always have a student ID and home state driver's license with them in case they are stopped. Students who obtain a Mississippi driver's license must also get a Mississippi tag.

Driver's License and Automobile Insurance

Mississippi tags require a Mississippi driver's license. If you are already licensed, a license will be issued after you pass a written examination. Unlicensed drivers must also pass a driving test. Examinations may be taken at the Metro Center Mall located on Highway 80 in Jackson. Study booklets for the license examination may be secured at the Exam Center. Automobile insurance can be obtained locally. Your present insurance agent can make a recommendation for you. For additional information about this, call 601.987.1287. Liability Insurance is required by Mississippi State Law for all car owners and drivers.

We hope this handbook answers most of your questions about life at RTS. Keep it handy for future reference.

In addition to this handbook, please take special notice of the following on-campus sources of communication for academic and social announcements:

1. Every week while school is in session you will receive the RTS campus newsletter, **The Reformed Informer**, by email.
2. The calendar is posted on the RTS website with details about upcoming events and schedules. <http://www.rts.edu> / Jackson campus/ news and events.
3. There are also **bulletin boards** near the mailboxes in the Student Center.

If you have suggestions or corrections for future editions of this handbook, please submit them to the Director of Student Services.

This Addendum has information that applies to and is important for students in the RTS Master of Arts in Counseling (MAC) program.

Mission Statement and Program

RTS Institutional Purpose Statement: The purpose of RTS is to serve the church in all branches of evangelical Christianity, especially the Presbyterian and Reformed family, by preparing its leaders, with a priority on pastors, and including missionaries, educators, counselors, and others through a program of theological education on the graduate level, based upon the authority of the inerrant Word of God, the sixty-six books of the Bible, and committed to the Reformed faith as set forth in the *Westminster Confession of Faith* and the *Larger and Shorter Catechisms* as accepted by the Presbyterian Church in the United States of America as its standard of doctrine at its first General Assembly in 1789.

RTS MAC Program Mission Statement: The mission of the Master of Arts in Counseling program is to prepare distinctly Christian, conceptually and clinically competent Professional Counselors who can integrate their Christian faith and Reformed worldview with their knowledge of counseling, render counseling to both church and non-church populations in multicultural and pluralistic societies and successfully enter the helping field.

MAC Program Objectives: The Program Objectives (POs) of the MAC program are to prepare counselors who:

PO 1: Faith and Worldview. Graduates demonstrate a lively Christian faith and the ability to integrate their Christian faith and Reformed worldview with their counseling

PO 2: Professional competence. Graduates have the necessary knowledge, skills, and dispositions to be professionally competent conceptually and clinically in the areas of (1) professional counseling orientation and ethical practice, (2) social and cultural diversity, (3) human growth and development, (4) career development, (5) counseling and helping relationships, (6) group counseling and group work, (7) assessment and testing, (8) research and program evaluation, and (9) clinical mental health counseling.

PO 3: Diverse populations. Graduates have the necessary knowledge, skills, and dispositions to render service to church and unchurch populations in our multicultural and pluralistic society

PO 4: Licensure. Graduates have the necessary knowledge, skills, and dispositions successfully to be licensed as professional counselors

Professional Counseling Organizations, Opportunities for Professional Involvement and Activities

Counseling Association Membership. All students admitted to the RTS MAC program are required to join (at their own expense) a professional counseling association and maintain membership for the duration of their time at RTS. Students can join either the American Mental Health Counselors Association (AMHCA) or the American Counseling Association (ACA). Proof of membership and proof of membership renewal must be submitted to site designated personnel prior to the end of each summer term that students are enrolled in the RTS MAC program.

In addition to the AMHCA and ACA, students may optionally explore professional involvement and activities in organizations that may include subchapters in areas that may be of specific interest to them. These may include the following counseling associations:

1. Christian Association of Psychological Studies (caps.net)
2. American Association of Christian Counselors (aacc.net)
3. Mississippi Counseling Association (mica.memberclicks.net)
4. Florida Mental Health Counselors Association (fmhca.wildapricot.org)

Conference attendance: Students are required to attend one state or national Counseling

Conference of their choice by the end of the second spring semester in the program. Expenses relating to conference attendance vary. The student is responsible for these costs.

Matriculation Requirements

The institutional website includes details regarding application procedures, matriculation requirements, and a checklist for applicants. For specific questions or additional information, please contact the Admissions Offices and/or Registrar on the local campus.

Substituting courses from other institutions: The RTS Transfer Credit Policy for course substitution is explained on the RTS website and the RTS Catalog. For questions about transfer credits into the MAC program, please contact your campus MAC Site Director.

Expectations of MAC Students

General expectations for all RTS students are described in this Student Handbook (above) as well as the RTS website and Catalog. The following are additional expectations for MAC students.

Academic Expectations

Full time

The MAC program is purposefully designed to be a full-time program. Taking courses and/or completing the practicum and internship on a part-time basis are not offered as an option.

Class sequencing

Due to the MAC program being full-time and a cohort admissions system, the course curriculum schedule for the counseling courses is not flexible and students should take them according to the prescribed schedule.

Outside work

Students should be aware that the academic and clinical demands of the MAC program will make it difficult to maintain a job in addition to the seminary schedule. Any outside work must be flexible to give priority to the students' counseling training.

Personal Expectations:

Community life expectation

Students are expected to participate actively in a local church fellowship, the community life of the seminary and their MAC cohort.

Personal growth expectation

The nature of counselor training requires self-reflection as well as giving and receiving feedback. Students can, therefore, expect the MAC program experience to be both intra- and inter-personally demanding.

Clinical Expectations

Time Commitment

Once a student enters the clinical training phase of the MAC program, they can expect to spend 15 to 20 hours per week involved in the various aspects of their clinical practicum and internship. Students will be required to remain in their internship through the last week of April of their final semester, regardless of the number of internship hours completed prior to this date. During the final semester second year students will participate in co-counseling paired with first year students.

Supervision

Students in the clinical training phase will be required to attend weekly individual and group supervision until all their client cases are closed or transferred to another student counselor. Students participating in off-site internships typically will be required to attend staff meetings at their internship site.

Priority of Client Care

The priority of clinical supervision is client care. Although students' professional and personal growth develops out of supervision, clients remain the first priority. Because of this, supervision is not equated with personal counseling. Should personal issues arise in the context of supervision that could interfere with the student's ability to function in a clinical setting, MAC program leadership may require the student to engage in personal counseling from the faculty-approved counselor list at the student's expense.

Ethical obligations

In addition to our institutional student conduct policy, our MAC students are expected to adhere and comply with the most current version of the American Mental Health Counselor Association's Code of Ethics. The current Code of Ethics can be found at: <http://www.amhca.org/learn/ethics>

Records

Accurate record keeping is an ethical and legal requirement for mental health professionals including student counselor interns. Students must maintain the MAC standards for record keeping (including the proficient use of the scheduling and documentation software) during their clinical practicum and internship. Failure to do so will be regarded as a lack of professionalism, and unethical and illegal conduct. Such behavior may result in dismissal from the RTS MAC program.

Academic Appeal Policy

The MAC program follows the general RTS Student Complaints and Appeals Process which is stated in the RTS Student Handbook (above).

Endorsement Policy

Some states require an official endorsement statement from the educational institution before graduates can pursue licensure. Additionally, some employers may request an endorsement/recommendation from faculty and/or program leadership as a prerequisite to hiring a MAC program graduate.

Program Completion Endorsement

The RTS MAC program faculty will endorse MAC graduates for the purpose of pursuing state

licensure who have successfully completed all academic and clinical requirements and are in good standing at the time of graduation.

Employment Endorsement

Requests for specific employment endorsement by faculty and/or program leadership for MAC graduates will be handled on a case-by-case basis at the discretion of the faculty member and/or program leadership.

Students should be aware that the RTS MAC program is a general Mental Health Counseling program and cannot endorse graduates for positions that require specialized training beyond the scope of the program (e.g. Substance Abuse Counseling, School Counseling, Rehabilitation Counseling, etc.).

Policy for Student Retention, Remediation, and Dismissal

Policies regarding student conduct, retention, remediation, and dismissal are included in the Student Handbook (above). Additionally, the following apply to MAC students:

Counselor Impairment

The MAC program requires that students' functioning in clinic must not be impaired. Therapeutic impairment occurs when there is a significant negative impact on a counselor's professional functioning which compromises client care or poses potential harm to clients. Impaired counselors are distinguished from stressed or distressed counselors. The latter may be experiencing significant stressors but their work is not significantly impacted. It is assumed that an impaired counselor has at some point had a sufficient level of clinical competence, which has become diminished as described above. (The definition of "therapeutic impairment" is adapted from the ACA's Taskforce on Counselor Wellness or Impairment)

Areas of impairment may, for instance, include the following:

- Intra- and interpersonal functioning
- Substance abuse or chemical dependency
- Mental illness
- Personal crisis (e.g., traumatic events or vicarious trauma, burnout, life crisis)
- Physical illness or debilitation

Student counselors may or may not be aware of possible impairment and its impact on client service. Student counselors experiencing emotional, relational, or health problems that may potentially impact their helping capacity (e.g., family problems, adverse effects of medications, substance abuse) are to inform a program clinical supervisor or the MAC program leadership who will take steps to protect the welfare of the clients and the particular student counselor and to direct them toward appropriate help.

Personal Counseling Resources

A list of faculty-approved counselors will be provided at program orientation. This list includes counselors that may offer a sliding scale, provide discounted rates for RTS MAC students, or bill insurance.

Student counselors engaging in unethical, immoral or illegal behavior are also likely adversely to impact clients. Such behaviors should be disclosed to supervisors or MAC program leadership for appropriate action.

MAC program students who observe student counselors experiencing events or engaging in behaviors likely adversely to impact clients should immediately communicate their concerns to

MAC program supervisors or MAC program leadership.

Licensure Disclaimer

The MAC program currently meets the academic and clinical requirements outlined by the Mississippi Board of Licensed Professional Counselors, the Florida Board of Social Work, Marriage and Family Therapy, and Mental Health Counselors as well as most states' licensure boards. Some states such as Ohio and Kentucky require a Master of Arts in Counseling degree exclusively from a CACREP accredited program in order to pursue licensure. RTS has designed its program to meet CACREP standards and has entered into the multi-year CACREP accreditation process. There is no guarantee that we will be granted CACREP accreditation though it is our goal to do so. Students graduating from the RTS MAC program within eighteen months prior to our accreditation approval will be considered graduates of a CACREP accredited program.

Since each state specifies its own licensure requirements, students are advised to check with the licensure board in their state or the state in which they plan to work. Post-graduate requirements to become a licensed counselor generally include a minimum number of direct service, face-to-face clinical hours, a specified ratio of clinical supervision to hours of clinical experience, and a passing grade on a state approved licensure exam administered by the National Board of Certified Counselors. To find out more information about a particular state's licensure requirement, visit www.nbcc.org/Licensure.

Liability Insurance

All RTS MAC students are required to obtain professional counseling liability insurance while participating in practicum or internship (or any other clinical activities, e.g., "shadowing in clinic"). Professional counseling liability insurance can be obtained at no additional cost as a benefit of student membership in ACA or AMHCA. Proof of insurance obtained via professional organization membership or other professional liability insurance carriers must be submitted to site designated personnel no later than two weeks prior to Practicum and Internship (or any other earlier clinical involvement). Proof of liability insurance renewal must be submitted each year the student continues participation in clinical internship.

Additional Expenses

Program completion will require additional expenses not listed in the RTS fee schedule, e.g. cost of textbooks, conference attendance, liability insurance, monthly practicum and internship fees (once entering clinic work), and specialized professional training and testing materials.

Policy Changes

There are dynamic aspects of any graduate program that cannot be predicted. It is possible that some dates or circumstance noted in this handbook may need to be changed due to any number of reasons (e.g., budgetary changes, scheduling conflicts). If such changes are necessary, students will be informed

Waiver and Release Information

As it relates to use of facilities owned/operated by Reformed Theological Seminary – Jackson

In consideration for use of all facilities provided by Reformed Theological Seminary, it is noted that you hereby agree to waive all claims against RTS and its agents, employees, representatives, officers and directors (Indemnitees), for injuries or damages caused by, arising out of, or related to any participation in activities performed in and utilizing any buildings or on the grounds of the Jackson campus of Reformed Theological Seminary whether caused by, arising out of, or relating to negligence of Indemnities or otherwise. It is further agreed to indemnify, save and hold Indemnitees harmless from any loss, liability, attorney’s fees, damage, or costs that any may incur arising out of or related to the use of Reformed Theological Seminary’s facilities or on the premises whether caused by the negligence of the Indemnitees or otherwise. We expect students and guests to conduct their actions in a manner so as not to damage, interrupt or disturb existing facilities, class sessions or meeting groups that may take place in adjoining rooms or buildings. You agree to conduct yourself in a Christ-like manner and understand the “no tobacco products” policy, “no alcoholic beverages” policy and “no profanity” policy of Reformed Theological Seminary.

Acknowledgement of Media Release:

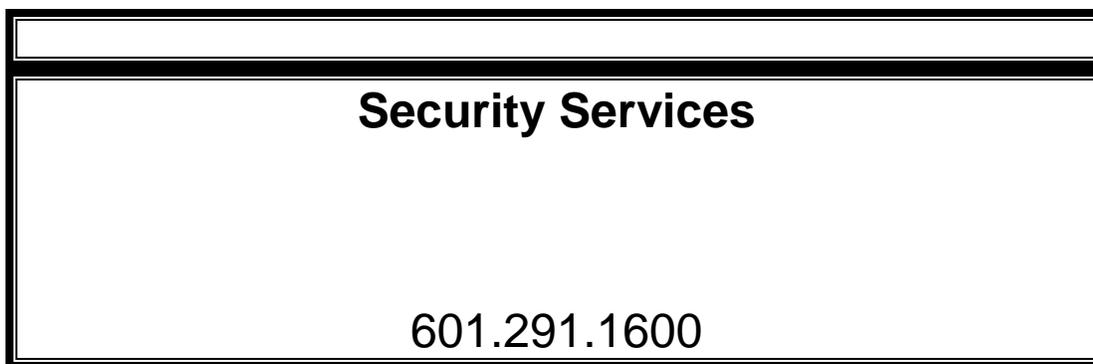
As it relates to use of media production.

By enrolling as a student at Reformed Theological Seminary, you are granting RTS permission to use pictures, videos or audio recordings of seminary classes, campus life or other seminary sponsored activities that include your voice, image or likeness.

Acknowledgement of Student Handbook

I have received a copy of the Student Handbook and agree to abide by the policies and guidelines as set forth in the manual.

Signature: _____ **Date:** _____



RTS SECURITY INFORMATION

PLEASE BE ADVISED OF THE FOLLOWING AS IT PERTAINS TO SECURITY FOR REFORMED THEOLOGICAL SEMINARY:

1. THE DIRECTOR OF SECURITY IS KYLE SANDIDGE. HE IS THE PERSON TO DIRECT ALL SECURITY CONCERNS. HIS STAFF IS NOT PART OF THE SECURITY FORCE OF RTS AND WILL NOT PERFORM SECURITY DUTIES.
2. OUR SECURITY FORCE CONSISTS OF LOCAL POLICE AND SHERIFF OFFICES. IN ADDITION, RTS CONTRACTS SECURITY FROM AN OUTSIDE AGENCY. THESE PERSONNEL ARE THE ONLY PEOPLE ALLOWED TO PERFORM SECURITY DUTIES AT RTS.
3. THE SECURITY SERVICES OPERATE FROM 5:00 PM TO 8:00 AM, 7 DAYS PER WEEK, 365 DAYS PER YEAR. THEY ARE ON CAMPUS DURING WEEKENDS AND ALL HOLIDAYS – 24 HOURS.
4. THE PATROL GUARD IS AVAILABLE TO RESPOND TO ANY CALLS MADE DURING ITS SHIFT. PLEASE CONTACT THEM TO REPORT SUSPICIOUS PEOPLE, SOLICITORS, AND TRESPASSERS. THEY ARE AVAILABLE AS AN ESCORT WHEN EXITING A VEHICLE, HOME, OR BUILDING.
5. TENANTS ARE REMINDED TO LOCK THEIR VEHICLES AND NOT LEAVE VALUABLES IN THEM.
6. PLEASE WEAR YOUR IDENTIFICATION NAME BADGE AT ALL TIMES WHEN YOU ARE ON CAMPUS.

Emergency Contact Information

On Campus	
Emergency Help	<u>911</u>
Receptionists 8:00 am to 5:00 pm Monday- Friday (Except for Holidays)	<u>601.923.1600</u>
Pendleton Security: For emergency dispatch please contact Kyle Sandidge. 601-906-1608	
Security Guard House	601.291.1600
Security Mobile Patrol	601.212.6725
Kyle Sandidge, Director of Facilities and Security	(cell) <u>601.906.1608</u>
Charlie Wingard, Dean of Students	(cell) <u>256.509.9284</u>

Jackson	
Emergency Help	<u>911</u>
I need to report a crime to an officer.	<u>601.960.1234</u>
I need to report an accident/incident.	<u>601.960.1234</u>
Clinton	
Emergency Help	<u>911</u>
I need to report a crime to an officer!	<u>601.924.5252</u>
I need to report an accident/incident.	<u>601.924.5252</u>

RTS Quick Reference Phone Numbers:

Receptionist and General Information: 601.923.1600 (Ext. 1600)

Chancellor: Dr. Ligon Duncan, Dial 601.923.1656 (Ext. 1656)

Executive Assistant to Chancellor: Jan Hyde, 601.923.1656 (Ext. 1656)

President: Dr. Guy Richardson, 601.923.1650 (Ext. 1650)

Director of Operations, Executive Assistant to the President: Wanda Rushing, 601.923.1652 (Ext. 1652)

Academic Dean: Dr. Miles Van Pelt, 601.923.1695 (Ext. 1695)

Dean of Students: Dr. Charlie Wingard, 601.923.1627 (Ext 1627) Cell 256.509.9284

Director of Admissions: Step Morgan, 601.923.1671 (Ext 1671)

Admissions Counselor: CL Pearce, 601-923-1675 (Ext 1675)

Admissions: Rachel Underwood, 601.923.1670 (Ext. 1670)

Registrar: Kim Lee, 601.923.1681 (Ext. 1681)

Field Education: Dr. Charlie Wingard, 601.923.1627 (Ext. 1627)

Preaching Circuit: Marguerite Westbrook, 601.923.1678 (Ext. 1678) 601.954.1969

CFO and COO: Brad Tisdale, 601.923.1660 (Ext. 1660)

Executive Assistant to CFO/COO: Tiffany Bryson, 601.923.1643 (Ext. 1643)

Payroll, Benefits: Linda Cochran, 601.923.1661 (Ext. 1661)

Director of Financial Aid/Scholarships: Step Morgan 601.923.1686 (Ext.1686)

Director of Finances: Ken Wiandt, 601.923.1662 (Ext. 1662)

Accounts Payable: Ann Foster, 601.923.1663 (Ext. 1663)

Student Accounts: Connie Stegall, 601.923-1717 (Ext. 1717)

Facilities/Security: Kyle Sandidge, 601.923.1700 (Ext. 1700) Cell: 601.906.1608

Maintenance Office Manager: Mary Moore, 601.923.1691 (Ext 1691 or 9914)

Director of Student Services: Jim Scott, 601.923.1699 (Ext. 1699)

Counseling Clinic: 601.923.1645 (Ext. 1645)

Bookstore: 601.923.1616 (Ext. 1616)

Computer Services (For RTS property only): Pons Bautista, 601.923.1667 (Ext. 1667)

Library Circulation Desk: 601.923.1623 (Ext. 1623)

Mailroom: 601.923.1647 (Ext. 1647)

Patterson's Porch, Clothes Closet: Kathy Eldridge, 601.923.1649 (Ext. 1649)

Security: 601.291.1600; Guardhouse

Faculty/ Staff by Building

Administration Building

Dr. Guy Richardson	President- Jackson/Counseling Director/Professor
Wanda Rushing	Director of Operations – Jackson
Linda Page	Morning Receptionist
Carolyn Callahan	Afternoon Receptionist
Matthew Poole	Bookstore Manager

Institutional Administration Building

Dr. Ligon Duncan	Chancellor
Jan Hyde	Executive Assistant to the Chancellor
Brad Tisdale	CFO / COO
Tiffany Bryson	Executive Assistant to CFO/COO
Cheryl McCullouch	Development Support (all campuses)
Tim Thompson	Gift Processing (all campuses)
Linda Cochran	Payroll and Benefits Administrator (all campuses)
Connie Stegall	Student Accounts (all campuses)
Ann Foster	Accounts Payable (all campuses)
Robert Hollingsworth	Senior Accounting Officer (all campuses)
Ken Wiandt	Director of Finance (all campuses)
Pons Bautista	Technology (Jackson)

Biblical Studies

Phillip Holmes	Communications Department
Abby Wood	Communications Assistant
Audio Visual	
Teacher's Assistants	

Dean Center

Dr. Ben Gladd	Professor- New Testament
Dr. Miles Van Pelt	Professor-Old Testament-Academic Dean
Dr. Guy Waters	Professor- New Testament
Dr. Michael McKelvey	Professor- Old Testament
Dr. Bruce Baugus	Professor-Philosophy & Theology
Dr. Charlie Wingard	Professor- Practical Theology/ Dean of Students
Dr. Elias Medeiros	Professor- Missions

Kim Lee	Registrar-Assistant to Academic Dean
Jim Scott	Director of Student Services
Rachel Underwood	Admissions Assistant
Step Morgan	Director of Admissions
C.L. Pearce	Admissions Counselor
Marguerite Westbrook	Assistant Field Education and Placement
Student Study Lab	

Chapel Annex

Paul Nasekos	Child Evangelism
Chancellor's Library	
Step Morgan	Director of Financial Aid

Counseling Center

Dr. Jim Hurley	Professor/ Director- MFT Department
Dr. Bill Richardson	Professor
Mike Hillerman	Director of Program Development
Barb Martin	Adjunct Professor/ Clinic Coordinator
Stephanie Wielgosz	Assistant Program Development Coordinator MFT

Library

John Crabb	Director of Library
Dr. John (Mac) McCarty	Library Manager
David Ponter	Global Librarian
Chris Culnane	Librarian

Maintenance Shop

Kyle Sandidge	Director of Maintenance
Mary Moore	Office Manager- Maintenance
Gary Pope	Housing Supervisor
Dale Hewitt	Facilities Specialists
Mehmet Demir	Maintenance / After Hours Support

Patterson's Porch

Penny Buckley	Mailroom
Marguerite Westbrook	Mailroom
Kathy Eldridge	Kitchen/ Clothes Closet

