



**MILLIGAN COLLEGE  
STUDENT HANDBOOK  
1982 - 1983**

*Published by a Student Committee  
and the Office of the Dean of Students  
on Behalf of the Students*

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Dear Students:

Welcome to Milligan! Your time at Milligan is an investment of our time and energy in your future. The extent of the investment will depend upon you. The more you are willing to invest of yourself, the more you will gain.

Dear Students:

Let me welcome you to Milligan College. We believe it has the best philosophy of education. It is a college of arts and science in which students can pursue career opportunities in a community of Christian commitment. The school has an able faculty to implement this philosophy. You should seek every opportunity to learn from it. Milligan is a Christian college. Let me emphasize that. Both faculty and administrative persons are committed Christians. Everyone is expected to exemplify the virtues Christ taught.

This next statement may sound negative and seem out of place, but I feel constrained to say it out of fairness to those who enroll here. Drinking, use of illicit drugs, profanity, and other questionable activities of a similar nature, have no place at Milligan College. Those who want to participate in these should not enroll. We believe that the most abundant, satisfying life is the one in Christ. Milligan strives to be a community of those who seek His lifestyle.

Your years at Milligan will be those in which you will grow more intellectually and spiritually than in any others. They should be your happiest. You will make friends and have experiences that will give you many happy memories. Let me urge you to make the most of these days that you have on campus.

We want to help.

*Cordially yours,*

Marshall J. Leggett  
President

Dear Students:

Welcome to Milligan! Your time at Milligan is an investment of our time and energy in your future. The extent of the investment will depend upon you. The more you are willing to invest of yourself, the more you can expect in return.

The college will do its part. Milligan has a Christian Faculty committed with you toward your educational objectives backed by a Christian Administration and Staff with an equal commitment to you. In addition to our belief in Christ as our Lord and Savior, we at Milligan place a high priority upon the liberal arts, acknowledging that your work in the various disciplines will assist you as you seek success in life. Your major and minor will provide you with the specific knowledge, skills, and attitudes needed in your vocational choice.

Please let us know how we might assist you with advice, or you may just come by if you need to talk with someone. We want to do whatever we can to help you.

*In His Service,*

Kenneth W. Oosting  
Academic Dean

Dear New and Returning Students:

We are colleagues in a fascinating, exciting endeavor - learning and growing together. As we proceed, let's attempt to do so with regard for one another and with Christian love.

To live together with as few problems as possible we should each become familiar with the guidelines which are printed in the student handbook. Please read it in its entirety.

Have a challenging academic year.

*Sincerely,*

Bertram S. Allen, Jr.  
Dean of Students

# MILLIGAN COLLEGE CALENDAR

## FALL SEMESTER, 1982

Dorms Open to Freshmen and Transfers .....	August 21
Conference for Parents of Freshmen and Transfers .....	August 21
New Student Orientation .....	August 21 - 24
Faculty Conference .....	August 23
Dorms Open to Upperclassmen .....	August 23
Registration (Upperclassmen) .....	August 24
Registration (Freshmen and Transfers) .....	August 25
Classes Begin .....	August 26
Fall Break .....	5:00 p.m., October 13 to 8:00 a.m., October 19
Founder's Day .....	November 12 - 13
Thanksgiving Holidays .....	5:00 p.m., November 24 to 8:00 a.m., November 29
Last Day of Classes .....	December 13
Final Examinations .....	December 14 - 17

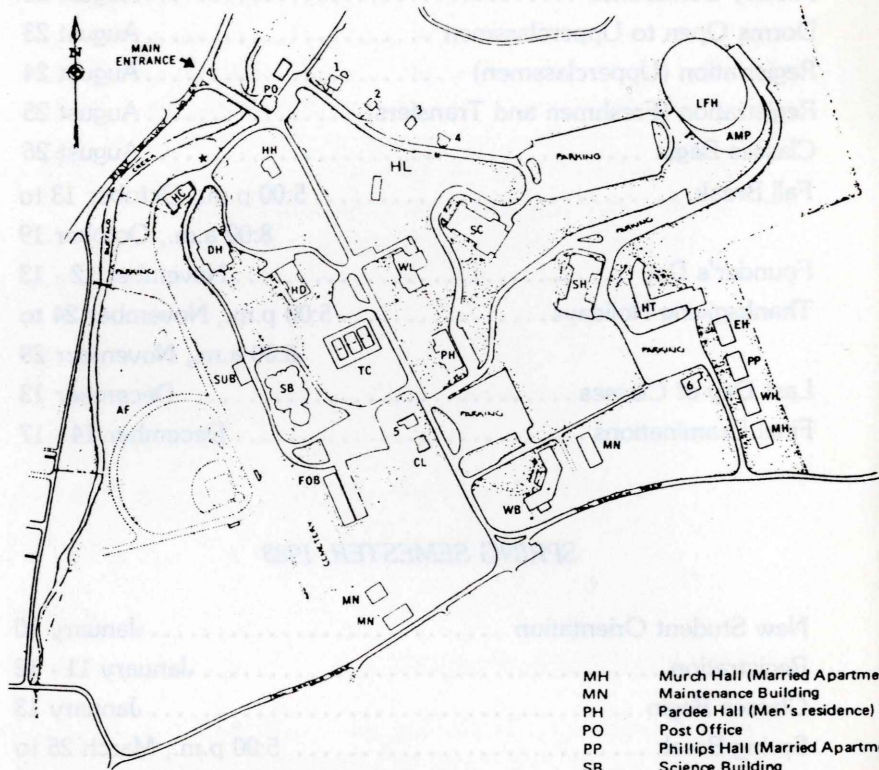
## SPRING SEMESTER, 1983

New Student Orientation .....	January 10
Registration .....	January 11 - 12
Classes Begin .....	January 13
Spring Break .....	5:00 p.m., March 25 to 8:00 a.m., April 4
Awards Convocation .....	May 3
Last Day of Classes .....	May 6
Final Examinations .....	May 9 - 12
Baccalaureate and Commencement .....	May 15

## SUMMER SESSION, 1983

Registration .....	June 13
First Term Classes .....	June 13 - July 13
Second Term Classes .....	July 14 - August 12

# Campus Map



**KEY TO CAMPUS**

- 1 House "A"
- 2 House "B"
- 3 House "C"
- 4 House "D"
- 5 House "E"
- 6 House "F"

- AF Anglin Field
- CL Clinic
- DH Derthick Hall (Ad. Bldg.)
- EH Ehrman Hall (Married Apartments)
- FOB Faculty Office Building
- HC Hopwood Church
- HD Hardin Hall (Women's residence and offices)
- HH Hospitality House (Mary Hardin McCown Cottage)
- HL Hartland Hall
- HT Hart Hall (Women's residence)
- LFH Lacy Fieldhouse

- MH Murch Hall (Married Apartments)
- MN Maintenance Building
- PH Pardee Hall (Men's residence)
- PO Post Office
- PP Phillips Hall (Married Apartments)
- SB Science Building
- SC Seeger Chapel
- SH Sutton Hall (Women's residence)
- SUB Student Union Building
- TC Tennis Courts
- WB Webb Hall (Men's residence)
- WH Welshimer Hall (Married Apartments)
- WL Welshimer Library

<b>Cafeteria</b>		<b>Monday thru Friday</b>	7:00 a.m. - 8:15 a.m. 11:30 a.m. - 12:45 p.m. 4:45 p.m. - 6:00 p.m.
		<b>Saturday and Sunday</b>	8:00 a.m. - 8:30 a.m. 11:45 a.m. - 1:15 p.m. 4:45 p.m. - 6:00 p.m.
<b>Curriculum Center</b>		<b>Monday thru Friday</b>	8:00 a.m. - 5:00 p.m.
<b>Derthick</b>	1st and 2nd	<b>Monday thru Friday</b>	7:45 a.m. - 10:00 p.m.
	3rd	<b>Monday thru Friday Sunday</b>	7:45 a.m. - midnight noon - midnight
<b>Faculty Office Building</b>		<b>Monday thru Friday</b>	8:00 a.m. - 5:00 p.m.
<b>Library</b>		<b>Monday thru Thursday Friday Saturday Sunday</b>	7:45 a.m. - 10:00 p.m. 7:45 a.m. - 5:00 p.m. noon - 4:00 p.m. 2:00 p.m. - 10:00 p.m.
<b>Mike's Wash House</b>		<b>7 days a week</b>	8:00 a.m. - 9:00 p.m.
<b>Post Office</b>	desk hours	<b>Monday thru Friday Saturday</b>	8:00 a.m. - 11:30 p.m. 12:30 p.m. - 5:00 p.m.
	box hours	<b>7 days a week</b>	8:00 a.m. - 12:00 noon 24 hours a day
<b>Student Union Building</b>		<b>Monday thru Friday</b>	8:00 a.m. - 4:00 p.m. 7:30 p.m. - 10:30 p.m.
		<b>Tuesday and Thursday</b>	closed during Convo 9:30 a.m. - 10:30 a.m.
		<b>Saturday and Sunday</b>	7:30 p.m. - 10:30 p.m.

## HANDY PHONE NUMBERS

Milligan College		929-0116
Hardin	1st Floor	929-9832
	2nd Floor	928-9701
	3rd Floor	929-9950
Hart	1st Floor	928-9912
		928-9825
	2nd Floor	928-9894
	3rd Floor	928-9884
Pardee	1st Floor	928-9966
	2nd Floor	928-9781
	3rd Floor	928-9831
Sutton	2nd Floor	928-9842
		928-9991
	3rd Floor	928-9960
		928-9704
Webb	Lobby	928-9749
	3rd Floor-a	928-9932
	3rd Floor-c	928-9902

## ALMA MATER

*In Tennessee's fair eastern mountains  
Reared against the sky,  
Proudly stands our Alma Mater  
As the years go by.*

### CHORUS

*Forward ever be our watchword,  
Conquer and prevail;  
Hail to thee! Our Alma Mater,  
Milligan, all hail!*

*Cherished by her sons and daughters  
Memories sweet shall throng  
Round our hearts, O Alma Mater  
As we sing this song.*

*By Bela Hubbard Hayden*

## CLUBS AND ORGANIZATIONS

The following is a listing and description of opportunities for religious and social activities on the Milligan College campus. All college-sponsored activities strive to develop the individual as a Christian.

### RELIGIOUS ACTIVITIES

#### Collegiate Church

Collegiate Church is a congregation of students that chooses to participate in Sunday morning worship on the college campus. The purpose of Collegiate Church is to provide students who do not wish to join local congregations in regular Sunday worship the opportunity to seek a personally satisfying worship experience. Students lead and plan the services themselves under the guidance of a faculty sponsor. They help to support various missions and occasional religious affairs. Any student wishing to find a special church home is welcome to join the fellowship of Collegiate Church. Services are in Lower Seeger at 10:15 on Sunday mornings.

#### Convocation

Twice-weekly convocation services are held on Tuesdays and Thursdays for the entire Milligan community. These programs, held at 9:30 a.m. in Upper Seeger, consist of religious services, local and world-wide speakers, current affairs debates, and musical groups. Convocations are planned and led by the Convocation Committee which is made up of members of the administration, faculty and student body. Attendance is required. A series of make-up convocations will be held each semester for those students who have been absent more than four times. See the catalog for attendance regulations at convocation.

#### ICU Groups

Intensive Care Units are small groups of students who meet weekly for a time of personalized Bible study/discussion and interpersonal fellowship. The groups are organized to meet at various times convenient for each member.

## **Vespers**

Sunday evenings at 9:00 p.m. are set aside by many Milligan students for Vespers under the direction of SGA's Religious Affairs Committee. This is an informal time of worship in which all students are invited to participate. The program is varied, incorporating singing, sharing, speaking, special programs and fellowship. Vespers has been an important part of the spiritual activities at Milligan College. This event is held in Lower Seeger.

## **MUSIC ORGANIZATIONS**

### **Chamber Singers**

The Chamber Singers is a small mixed ensemble of 12 to 16 voices selected through audition each year on the basis of their vocal and musical excellence. This ensemble performs limited outside engagements in addition to the annual presentations of the Christmas Madrigal Dinners and spring musicum collegium concert. The repertoire consists of Christmas music appropriate to the Madrigal Feast as well as madrigals and chamber music literature.

### **Concert Choir**

The Milligan College Concert Choir is a mixed chorus of 30 to 40 voices selected through audition each year on the basis of their vocal technique and musicianship. This ensemble performs a variety of standard choral literature and major choral works. In addition to several individual concert engagements in and around East Tennessee, the Concert Choir spends 10 days each spring touring Christian churches and Churches of Christ outside the East Tennessee region.

### **Jubilation Corporation**

Jubilation Corporation is a show choir consisting of 20 vocalists and rhythm and brass section of 6 to 9 players selected each year through audition. The nature of this ensemble demands that the vocalists be chosen on the basis of their vocal musicianship, choreographic, dramatic and stage presence skills. This ensemble performs a dual repertoire capable of suiting both the community at large and the churches. On the one hand it performs selections from the American pop scene which includes barbershop, hits from the twenties, thirties, forties, and fifties, gospel, blues, jazz, Broadway, patriotic, rock and contemporary ballads. On the other hand it works in the contemporary sacred music scene and includes some anthems, hymn arrangements

and spirituals. The "secular" portion of the ensemble performances is fully choreographed and the entire production is fully staged, sound reinforced and costumed. For the "sacred" portions of the concert, religious dramas and skits are added to the total concept of performance. Concert engagements for Jubilation Corporation are extremely varied and plentiful.

### **Milligan Men Ensemble**

The Milligan Men Ensemble is designed to offer the men of Milligan College the opportunity to participate in the vocal performances in the surrounding area and a spring tour in other portions of the United States. The music presented by the choir is composed of a gentle mix of religious, secular and a capella numbers.

### **Milligan Women's Ensemble**

The Milligan Women's Ensemble is a group of approximately 30 committed young women who praise God through music. Membership in the Ensemble is open to anyone by audition; it meets to practice four afternoons per week. Performances are at Milligan and on a spring tour.

## **PUBLICATIONS**

### **Helicon**

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

### **Newspaper**

The student newspaper, better known as the STAMPEDE, is an open forum from which students can learn about campus events as well as express their opinions. Articles cover a variety of topics including news, sports, features and editorials. The paper is compiled by students in cooperation with a faculty advisor and under the direction of the Publications Committee. The editor is chosen from among the student body and is paid a salary, while student contributors are paid through advertising revenues. The STAMPEDE is committed to concepts of freedom of the press and an attitude of open communication among faculty, students and administrators alike.



## **Yearbook**

The Milligan College yearbook, the BUFFALO, is published in cooperation with the faculty, administration and students. The editor is chosen yearly by the Publications Committee and is paid for the year's work. The staff is on a completely voluntary basis. Interested students with or without experience are welcomed. Darkroom facilities are available for staff photographers. The staff is responsible for \$500 in advertisements each year.

## **SERVICE ORGANIZATIONS**

### **Circle K**

Circle K is an international college organization sponsored by Kiwanis International. Milligan's local sponsor is the Johnson City Metropolitan Kiwanis Club. Its purpose is to serve the campus and the community. Fundraisers, such as car washes and candy sales, help facilitate service projects, such as contributions to local charities and the East Tennessee Christian Children's Home. Membership is open to those willing to serve.

### **Delta Kappa**

Delta Kappa is an organization for young women who are striving to serve the school and the community. In this capacity they can set a Christian example by helping others. Club activities include sponsoring a walkathon to raise money for St. Jude's Children's Hospital, delivering food baskets to needy families and sponsoring the Bloodmobile. Delta Kappa sponsors several campus activities during the year including the Easter Egg Hunt. The club also offers a student loan fund to those on campus who need to borrow money.

### **Eph-phatha**

Eph-phatha (meaning "Be opened!") is a newly formed sign language interest and learning group. The establishment of this group has been initiated by the Regional Center for the Hearing Impaired, a Johnson City-based public service agency providing awareness and interpreting services for all of Upper East Tennessee. Eph-phatha has a three-fold outreach including Milligan, the surrounding communities and the deaf population of this area. Through sign language skits, songs and outings, Eph-phatha is involved in learning and promoting hearing-impaired awareness and the facility of sign language communication. Membership is open to anyone with an interest in sign

communications, deaf education or in developing interpreting skills for fulfillment and employment. Eph-phatha is building a ministry as well as an interest centered on Jesus Christ.

### **Service Seekers**

The members of this group believe that ministering to the needs of others is an important part of the Christian life. Consequently, Service Seekers strives to spread Christ's love through various service activities on and off campus. Anyone with a desire to serve the Lord and others is welcome for membership.

## **PROFESSIONAL ORGANIZATIONS**

### **Fine Arts Club**

As Christians we believe that the entirety of our existence is intended to bring praise and honor to God. This is accomplished through the actions of our lives; both those which are called "religious" and those which are called "secular." Unfortunately, many Christians fail to see creativity as the reflection, in man, of God's omnificent abilities. As a result, we wish to promote all forms of creativity and the arts on the campus of Milligan College as they are a part of our worship to the Great Creator.

### **Association of Christian Ministries**

The Association gives students an opportunity to meet and discuss topics which are related to Christian ministries. Many qualified speakers are invited to discuss issues which are relevant to this area. The Association holds three meetings each semester and at least one trip to Bethany College and Caine Ridge during the year. Any Milligan student is invited to attend. All Bible majors and minors are encouraged to join.

### **Music Educators National Conference**

M.E.N.C. gives students an opportunity for professional musical orientation and development while still in school. Many planned activities are sponsored by M.E.N.C. each year. Membership is open to any Milligan student interested in music or music education. Yearly dues are \$7 which entitles the member to receive both the national and state magazines.

### **Phi Beta Lambda**

Phi Beta Lambda is a club organized to expand the member's knowledge of the business community. Activities include guest speakers, field trips, service projects and social events. Members must complete an application form and pay \$5 national and state dues.

### **Political Science Club**

The political science organization was newly formed in 1981. The group consists of students majoring in government leadership and business administration, as well as a variety of other fields. Government officials such as Tennessee State Senator Robert Bureson and Juvenile Court Judge Shirley Underwood have spoken at organizational meetings. The group seeks to promote political awareness and involvement among Milligan students and to inform students preparing for government-related careers.

### **Psychology Club**

The Psychology Club welcomes all who take an interest in the science and art of mental life. A major purpose is to keep abreast of current opportunities for professionals in the field.

### **Science Club**

The purpose of the Science Club is to promote understanding and knowledge of science. Membership is open to any interested student at a cost of \$3.00 per year. The club's activities involve tutoring other students in science courses, helping to lead tours of the science building, a September picnic to get the year started, at least one meeting per month involving an outside speaker and a trip to Washington, D.C., each April.

### **Student National Educators Association**

S.N.E.A. is composed of prospective teachers. They meet to discuss current issues in the education field. Yearly dues are designated to the national, state and local groups which supply members with newsletters and magazines. Dues also cover insurance for student teachers.

## **RECREATIONAL ORGANIZATIONS**

### **Buffalo Ramblers**

The Buffalo Ramblers organize and go on various outings to our local caves, hiking trails and waterfalls. East Tennessee is truly a great place for such activities.

### **Intramurals**

The intramural program has added several new sports. Football, basketball, softball, volleyball, tennis and various tournaments will be available for the students who wish to compete in organized school athletics. This is an excellent opportunity for the students to have fun, fellowship and compete in the sports of their choice.

## **STUDENT GOVERNMENT ASSOCIATION**

SGA exists to formulate and execute a Christian student government whose duties are to stimulate communication and cooperation among students, faculty and administration. It also helps to coordinate student activities, to participate in the determination of college procedures, to labor in the interest of improving academic standards and to develop a greater spirit of progressive citizenship. SGA holds open meetings and anyone can come and voice concern. Voting membership consists of class presidents and representatives, the dorm presidents, a commuter representative and the executive council. Non-voting members are the chairmen of Academic, Athletic, Religious and Social Affairs Committees and the Chief Judge of the Traffic Court.

### **Executive Council**

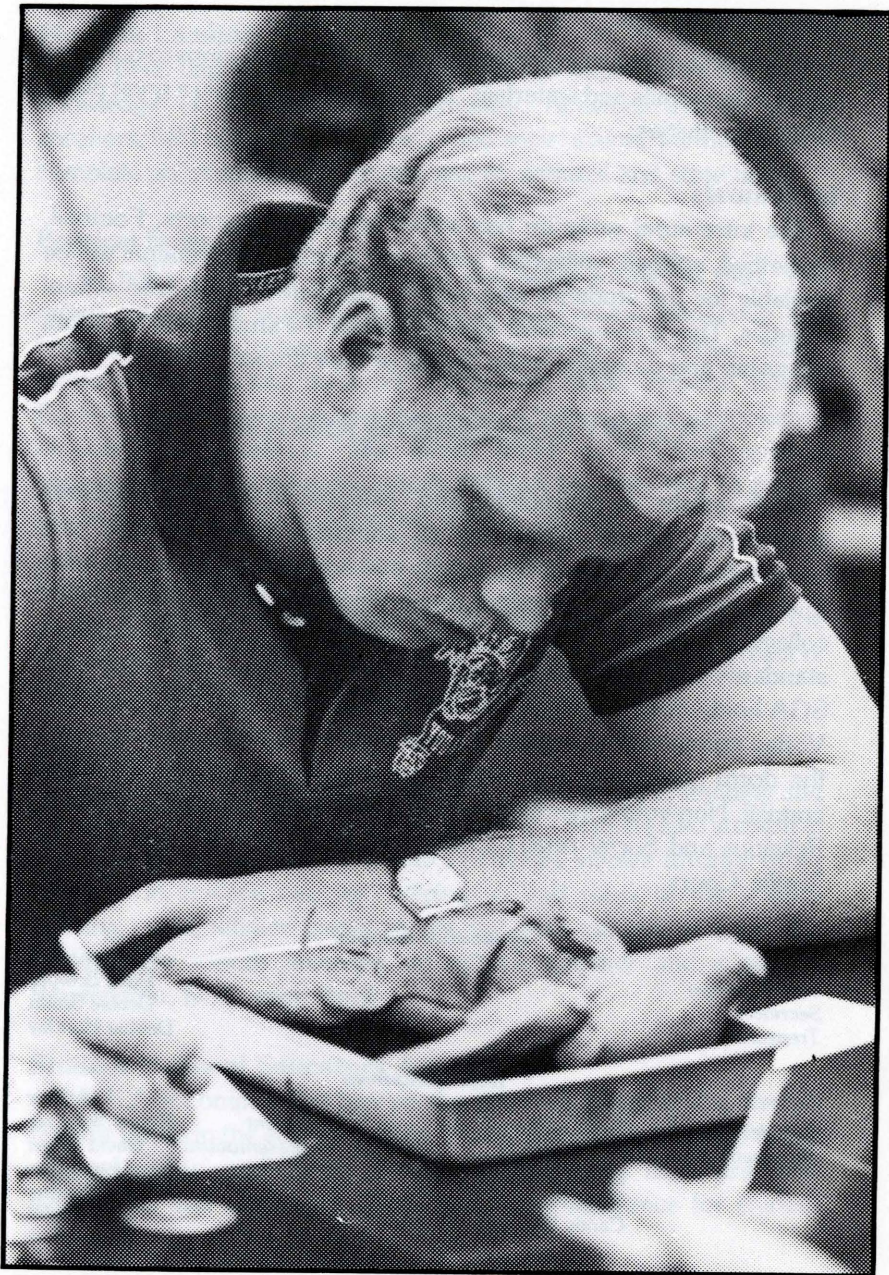
<i>President</i>	Donna Kidner
<i>Vice President</i>	Dave Bowyer
<i>Secretary</i>	Debbie Smith
<i>Treasurer</i>	Debbie Huntley

### **Representatives**

<i>President</i>	<b>Senior</b>	<i>President</i>	<b>Junior</b>
<i>Representatives</i>	Kevin Sethman	<i>Representatives</i>	Kenny Sweitzer
	Phil Bolus		David Oliver
	Bob Sutherland		LaDonna Coy
	Suzie Ross		Felicia Walther
	Candy Witcher		Mark Harris

### **Sophomore**

<i>President</i>	Tony Mellencamp
<i>Representatives</i>	Dean Farrier
	Bill Greer
	Ruth Carr
	Julie Voke



## COUNSELING SERVICES

### Advisers

All students entering Milligan College are assigned a faculty adviser. At the beginning of his junior year the student automatically becomes the advisee of the chairman of the discipline in which the student is majoring. The student must have his schedule of classes approved by his adviser before he is eligible to complete registration. Mid-term and semester grade reports are made available to the student through his adviser. Students are encouraged to consult with their advisers on a regular basis.

### Dean of Students

The Dean of Students provides counseling assistance for those students who need to share a concern with someone. The counseling relationship is one which gives the students support and assistance. Areas of difficulty or question which might be considered in counseling include social, academic, and personal issues. The counselor may help with questions of vocational direction, career choices and major field. Help may be given regarding issues such as getting along with a roommate, studying more effectively, preparing for tests, reducing anxiety about exams, losing weight, writing resumes, interviewing for professional positions, etc. The service is, with very limited exceptions, confidential. The counselor will explain those exceptions at the outset, if desired. There is no additional fee for the counseling service. To make an appointment, come to the Dean of Students' Office (Room 205, Derthick Hall). The dean will be happy and pleased to talk with you and to try to help you gain a fuller understanding of the concerns you have. The Academic Dean and Registrar are also available for counseling upon request.

## RESIDENCE HALL INFORMATION

It is the Head Residents and their staffs who are responsible for the total supervision of the residence halls. The Head Residents and their staffs are considered college officials and they operate under the jurisdiction of the college administration.

## A. RESIDENCE HALL OFFICIALS

### 1. Head Residents

The Head Resident is responsible for the overall supervision, counsel and direction of life and activities in the residence hall.

### 2. Resident Assistants

R.A.s are students who assist the Head Resident in providing supervision, counsel and direction of life and activities in the residence hall.

### 3. Residence Hall Council Members

- a. Each council passes regulations affecting the welfare of residence hall students, hears complaints and requests from the students and makes an effort to relieve such complaints and to meet such requests as far as possible.
- b. Each council works out a flexible system applied to offenders on the basis of reason and justice and passes regulations for the application of the report system.
- c. Each council may work out a system of penalties when such is deemed necessary by the council.

## B. INFORMATION FOR RESIDENCE HALL STUDENTS

1. All students living in college residence halls must take their meals in the college cafeteria except in extenuating circumstances.
2. The college affirms the right of each student to a degree of privacy. Dormrooms and furnishings are the property of the college, and the college has the obligation to insure the safety of its residents and their property, and to prevent the use of college rooms for purposes that are either illegal or in violation of campus regulations. Therefore, the college administration (or its authorized personnel) reserves the right to enter rooms at any time for inspection and search purposes. Any such room inspections or searches will be conducted with valid reason and discretion. Students agree to take care of their rooms and furnishings in a satisfactory manner and pay for damages (beyond normal wear) which occur while they are assigned to that room.
  - a. Inspection - The entry by college officials into an occupied room in order to ascertain the general welfare of students, to determine health and safety conditions in the room, to check

the physical condition of the room, to make repairs on facilities, or to perform cleaning and janitorial operations. Inspection is not necessarily conducted in the presence of the room occupant.

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



## MILLIGAN COLLEGE GUIDELINES

Milligan College is committed to the belief that persons can develop into serious scholars and into responsible professional persons in a Christian environment. The hundred years of fulfilling this goal convinces Milligan leaders that this difficult process will continue to be possible. The fact that a group of Christian adults have gathered together to form a higher education community is still not unusual in the United States, but these communities are now smaller and less common. Continuing this objective will take the conscious effort and cooperation of everyone involved.

Administration, faculty, and students have prepared a schedule of classes, independent study, worship experiences, and a series of cultural and entertaining activities to help the student fulfill his goals toward becoming a Christian scholar. Each student should find real satisfaction in the inquiry, the dialogue, and the acquiring of new knowledge. All of this is done in a setting of fellowship, caring, and striving for a personal Christian moral character.

Admission to membership in Milligan College carries with it a pledge of responsibility by the student that he will subject himself to the discipline inherent in the College's principles of conduct. Men and women who choose to decline this responsibility forfeit the privilege of membership in the College. The College, therefore, reserves the right to refuse, suspend, or dismiss any student without assignment of reasons, if such action is deemed to be in the interest of the College. Public disclosure of reasons shall be at the discretion of the President.

The following guidelines have been established through the years and may be useful as a written reminder:

### *Dormitory Guidelines*

1. Persons leaving the dormitory at the end of the year must check out with the Head Resident. Students will pay a \$10 deposit for their room key which should be valued and is not to be duplicated.
2. In order to save student costs, the student is responsible for the cleaning of his/her room. If students are properly checked out with the Resident and there is no room damage, the \$10 and the \$50 room deposit will be returned when the student

- has completed his/her program at Milligan College and returned the key.
3. Dormitory walls may not be painted by students. Tacks, staples, and nails are not permitted in walls, wood trim, or furniture. Each dormitory has individual regulations regarding the materials which may be used in decorating dormitory rooms.
4. College furniture, including lounge and study room furnishings, must not be taken to student rooms, shifted from one room to another, or taken from the buildings for any purpose. Furniture should remain in the student room in which it has been placed.
5. Public property such as signs, furniture from the residence hall lobby, etc., will not be allowed in any residence room.
6. Dismantling or reconstructing beds or other furniture provided in the room is prohibited. This includes the unbolting of backrests, standing of beds on end, stacking of furniture, etc.
7. Because of limitations in the wiring, electrical appliances for cooking and refrigerating will be used in centrally located areas designated in the dormitories. (2 cu. ft. units are permitted in some dormitories). The electrical service in the rooms will allow for small appliances, such as hairdryers, electric razors, electric typewriters, clocks, record players, TVs, and radios. Women have ironing rooms in their dormitories.
8. Residents of the dormitories may wish to consider personal property insurance for their belongings, especially if they bring to campus expensive electronic equipment (e.g. stereos, televisions, radios, etc.) The college carries no insurance on student property and accepts no responsibility or liability for its security.
9. Students are not permitted to affix antennas to the building or to attach leads to college antennas or existing TV cables. There is a \$20 fine for attaching leads to the TV cable. Other infractions will be dealt with according to the severity of the violation.
10. All maintenance requests from the individual students or residence hall councils are to be channelled to the Maintenance Department through a Resident Assistant to the Head Resident.

11. Overnight guests are welcome, but they should pay a \$3.50 fee per night if they stay longer than two nights. The student host will be responsible for the collection of the fee which should then be given to the Head Resident.
12. Students are expected to be away from campus during designated all-school holidays. Students should be out of their dormitories at the time set by the Dean of Students and should not return to the dormitory more than 18 hours prior to the beginning of classes. Any student finding it an absolute necessity to remain in the dormitory after official holiday closing times must present a written request to the Dean of Students at least two weeks before the holiday begins.
13. There will be sign-out cards in each of the dormitory rooms. Students are to leave word on this sign-out card so that they can be found in case of some emergency. When leaving the campus overnight due to an emergency contact the Head Resident. If the Head Resident cannot be located, the student must contact the Head Resident in another dormitory or his/her Resident Assistant.
14. The Milligan dormitories will be locked at 12:00 midnight Sunday through Thursday nights and at 1:00 a.m. on Friday and Saturday nights. All students are encouraged to be in their dormitories by the time the doors are locked. There will be a Resident Assistant at the door for one hour after the doors are locked for those who have some emergency to keep them out after closing time. Persons who must return still later than the emergency period should find the night watchman who will unlock the door and admit the students into the dormitory when shown a valid ID card.

All freshmen will be on Requirement B during their first semester at Milligan College. Students under Requirement B are to be in their rooms by the closing hour each night and must have parental permission to be away overnight. These students may come in no later than one hour after closing not more than five times during the semester.
15. The residence halls will be open at 6 a.m. each morning. Men may call on women students after 9 a.m. on Sunday. Guests in all dormitories may be entertained in the reception rooms from 11 a.m. until closing time. Both men and women visiting other dormitories should always use the main entrance.

16. The Dean of Students and Head Residents will plan a series of open houses in the dormitories. During these open houses, students may open their rooms and other students may come to visit. This tradition seems to provide excellent fellowship and to encourage students to take greater pride in their living areas.
17. Water battles inside the dormitories always cause extra cleanup for the student custodial staff, and often result in damage to personal belongings and serious personal injury. Please be considerate of others.
18. Pets are not allowed in the dormitory. Carefully maintained aquariums are permissible.
19. Any resident who is required to take special medications should make this known to the Head Resident and to the college nurse.
20. Smoking is permitted on the Milligan campus only in designated areas of the dormitories and in an area close to the entrance of the Student Union Building.
21. Obscene language, literature, or pictures are not tolerated in and around the residence hall.
22. Advertisements advocating the use of beer, liquor and wine as well as paraphernalia showing the trademarks or slogans of these beverages have not been, nor will be, permitted on the College property.
23. Due respect should be paid to all other residence hall students. Reasonable quiet should be maintained in the residence hall at all times and a study time will be from 7:30 p.m. to 8:00 a.m. Musical instruments, radios, stereos, TV sets, etc. must be played on low volume in order not to disturb other students, staff or neighbors and to help create a good study environment. The use of headphones is encouraged.
24. Conduct within the dormitories that deprives the rights of others or damages college property is subject to disciplinary action.

### **Campus Guidelines**

1. Milligan Students are encouraged to select clothing which is suitable for the different activities of Milligan College. Shorts should not be worn to class or to offices on campus. Shorts may be worn in the cafeteria at meals on class days and on

Saturdays. Sunday noon is considered a dressup affair for all students.

2. Sunbathing is permitted only in designated areas.
3. Social dancing is not a part of the Milligan tradition. However, square dances are occasionally sponsored by school organizations for the benefit of the students.
4. The college acknowledges the fact that student life sometimes includes occasional pranks and practical jokes. However, students tempted to engage in such activities are urged most emphatically to consider carefully such possible implications as property damage, disruption of individual rights and privacy, infringement of an orderly campus environment, unusual hardship to the college maintenance staff, and interruption of the normal functioning of the campus schedule.
5. Tampering with fire equipment on campus constitutes a serious threat to the safety and welfare of the community and is sufficient grounds for expulsion. Fire regulations require that passageways and fire exits remain clear at all times. No student shall knowingly disregard a fire alarm or refuse to evacuate a building. No student shall set off a false alarm.
6. Firearms such as rifles, shotguns, pistols, weapons, war souvenirs, explosives, ammunition, firecrackers, air guns, etc., are not permitted in any residence hall or residence unit occupied by a student, nor are they permitted on the campus.
7. Milligan students may not use or have in their possession any alcoholic beverages or illegal drugs, nor are they permitted on campus. Violators will be subject to disciplinary action, suspension, or dismissal.
8. Harassment, threats, or intimidation, whether verbal or physical, of residence hall staff, security personnel or any other member of the college community is considered a very serious offense and will be dealt with accordingly.

*Infractions of the above guidelines may be dealt with by a Resident Assistant, the Head Resident, or Dean of Students. However, the Dean may choose to refer the matters to the Discipline Committee. In this case, the "Disciplinary Guidelines for the Milligan College Community" are in effect. These are obtainable upon request in the office of the Dean of Students.*

## **Campus Security**

Campus security is everyone's responsibility. It is necessary to maintain sound and sensible precautions. While the college is private, small, and intimate, it is at the same time a part of a larger community and subject to occasional outside visitors and guests with highly divergent life-styles. It is therefore necessary for any member of the college community to report any and all questionable incidents, unlocked doors or windows, and suspicious activities on campus. During the day such reports should be made to the Head Residents or Director of Maintenance. In the evenings report any such alarming incidents to a Head Resident or the night security guard.

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

1. Students are prohibited from entering rooms, buildings, and other restricted areas of the campus after their normal closing hour.
2. No student shall fail to comply with a reasonable and lawful request or direction by members of the faculty, administrative staff members, residence hall staff, or other college employees acting in the performance of their duties.
3. No student shall intentionally provide false information to a college faculty member or staff member acting in the performance of his/her duties.
4. It is against the law for adults to wear masks in public. Therefore, students are prohibited from wearing masks on campus or otherwise concealing their identity. The only exception to this is when officially sanctioned college activities call for the participants to come in costume.
5. When requested by an official of the college (who properly identifies himself/herself) students must show proper identification or their ID card.

These are to be considered very important responsibilities and will be enforced as such.

In cases of severe disruptive or threatening behavior on campus, or where the security of any campus personnel or the well being of college property is potentially in danger, the Dean of Students (or his official representative acting for the administration) is authorized to immediately remove a student from the campus to provide necessary

campus security. Obviously, the student in such a situation will be informed of the reason for his removal which is subject to review.

### **Commuters**

Students living away from home and who are permitted to live off campus are expected to live under the same standards of conduct as students living on campus. Commuting students are welcome to dine in the cafeteria to further enjoy fellowship with other students. The grill at the Student Union Building also operates during lunch.

### **Lost and Found**

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

### **Release of Information Policy**

The college makes every effort to keep student records in line with federal regulations. The Family Rights and Privacy Act stipulates the guidelines by which the college makes decisions in regards to the release and use of student records. Milligan follows the Family Rights and Privacy Act in releasing any information. Only directory information, such as name, address, etc. is released without the student's consent. Students can file a form in the Registrar's Office if they wish to be excluded from the directory. The directory is for use within the college. Anyone outside the College who desires student information is directed to the Registrar.

### **Ministry To Others**

Students are encouraged to consider the following when determining the appropriateness of the decorations in their rooms, behaviors, clothing, language:

1. Through this am I an effective minister of Christ?
2. What impact am I having on those around me? Am I a witness of Christlike characteristics?
3. What values do my behaviors, language, attitudes, and attire convey to those around me?
4. Paul said, "Do nothing that causes your brother to stumble." What does this mean to me?

5. "Finally, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable - if anything is excellent or praiseworthy - think about these things."

## **GENERAL INFORMATION**

### **Cafeteria**

The purpose of the cafeteria is to provide the student with the best possible service. We know there is nothing like "Mom's Home Cooking", but we will make every effort to make your meals pleasant for you. Our goal is to offer a nutritionally well-balanced diet, served in a pleasant atmosphere, allowing you an opportunity to try something new from time to time. The serving hours are arranged to provide the best possible service for everyone. These hours will be posted in the cafeteria. Each student will be issued an ID card which will serve as his meal ticket. Sick trays may be supplied upon request when necessary. Food, dishes, trays, and silverware are to remain in the dining room. We ask that each person wear shoes and shirt while dining in the cafeteria for health and sanitary reasons. Please help us to avoid waste. Take only what you will eat - food is very expensive. We welcome all your suggestions, comments, and recipes.

### **Solicitation**

No one, including faculty, staff members, as well as outsiders, is permitted to sell, solicit, or conduct any business operation or distribute literature in the residence halls without written permission from the Office of the Dean of Students. The Head Resident and the dorm council must also be notified of the permission, and a note signed by the Head Resident or the Dean of Students must be placed on the bulletin board in each residence hall. The termination date of such permission shall be published and observed.

### **Student Personnel Program**

The student personnel program encompasses all areas of the college students' life outside the academics and provides a well-balanced co-curricular program which is consistent with the overall purposes of the college. Objectives of the student personnel program are as follow:

1. To orient new students to the educational philosophy, facilities, services, and opportunities at Milligan.



2. To encourage and assist individual students to participate in the social and co-curricular activities of the college.
3. To provide housing that will be conducive to academic and social adjustments.
4. To provide for the mental and physical health needs of the students.
5. To consult with students about their problems and assist them through counseling services or referral to proper professional help to realize, develop, and make optimum use of their capabilities.
6. To provide social opportunities which are appropriate to the general philosophy of the College.
7. To develop necessary guidelines and rules of conduct for successful individual group living and to establish formal procedures for discipline that include a guarantee of the individual's right by ensuring due process.



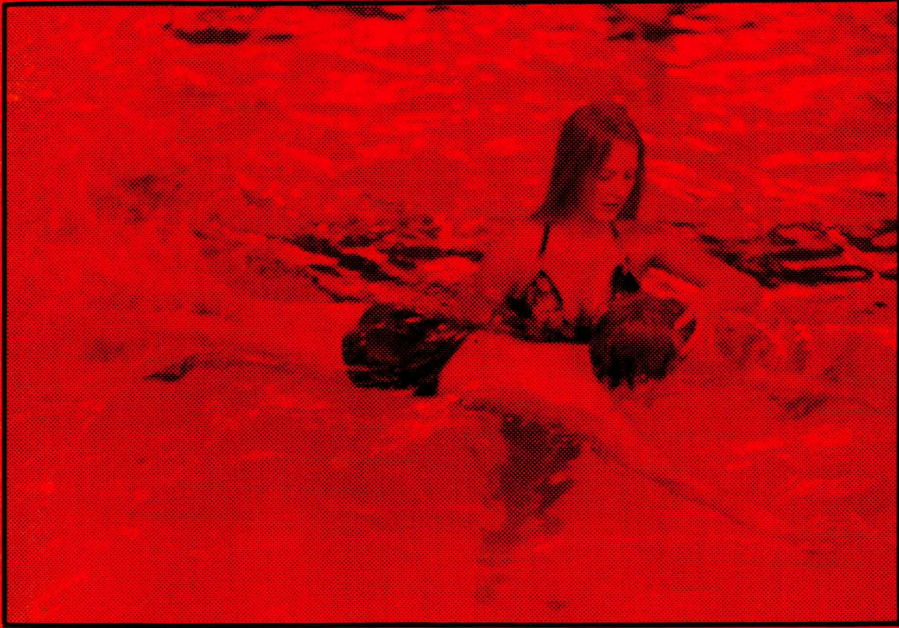
## USEFUL TELEPHONE NUMBERS AT MILLIGAN

	Extension	Home
Dr. Leggett, President	615-929-0116 102	615-929-7030
Mr. Wigginton, Executive Vice President	" " 114	615-282-0904
Dr. Oosting, Academic Dean	" " 128	615-926-0527
Dr. Clark, Chair, Area of Professional Learning and Education	" " 145	615-926-6745
Dr. Crowder, Chair, Area of Social Learning	" "	615-725-2204
Dr. Gwaltney, Chair, Area of Humane Learning	" " 146	615-928-7864
Dr. Leach, Chair, Area of Scientific Learning	" " 126	615-928-3641
Dr. Webb, Chair, Area of Biblical Learning	" " 146	615-282-4953
Mr. Price, Chair, Area of Professional Learning	" " 110	615-743-4992
Mrs. Fontaine, Registrar and Director of Admissions	" " 129/130	615-928-1605
Mr. Sommer, Business Manager	" " 104	615-282-6944
Mr. Bader, Financial Aids Director	" " 132	615-929-2917
Dr. Allen, Dean of Students	" " 131	615-753-8478
Mr. & Mrs. Cummins, Head Residents - Hart	" " 140	
Mr. & Mrs. Gardner, Head Residents - Hardin	" "	
Mr. & Mrs. Byrd, Head Residents - Sutton	" " 141	
Mr. Walker, Head Resident - Webb	" " 139	615-926-7008
Mr. & Mrs. Cuddy, Head Resident - Pardee	" " 143	615-926-8949
Mr. Gardner, Assistant Head Resident - Webb	" " 139	
Mrs. Lyons, Nurse	" " 135	615-543-2796
Mr. King, Security	" " 134	615-543-3740
Mr. Rector		615-926-0098

### HOSPITALS

Medical Center, Johnson City	461-6111
Northside, Johnson City	282-4111
Carter County, Elizabethton	543-3151

NOTES:



Medical Center, Johnson City  
Northside, Johnson City  
Carter County, Elizabethton  
243-3181  
382-4111  
461-2241

HOSPITALS

Mr. Lyons, Director  
Dr. Long, Surgeon  
Mr. Jones, Internist  
Mr. Carter, Pathologist  
Mr. Smith, Radiologist  
Mr. Brown, Anesthesiologist  
Mr. White, Neurologist  
Mr. Green, Pediatrician  
Mr. Black, Geriatrician  
Mr. Gray, Obstetrician  
Mr. Red, Gynecologist  
Mr. Blue, Ophthalmologist  
Mr. Yellow, Otolaryngologist  
Mr. Purple, Dermatologist  
Mr. Pink, Plastic Surgeon  
Mr. Orange, Urologist  
Mr. Silver, Endocrinologist  
Mr. Gold, Hematologist  
Mr. Copper, Nephrologist  
Mr. Lead, Oncologist  
Mr. Zinc, Infectious Disease  
Mr. Tin, Allergist  
Mr. Antimony, Rheumatologist  
Mr. Arsenic, Pulmonologist  
Mr. Selenium, Gastroenterologist  
Mr. Bromine, Nephrologist  
Mr. Iodine, Endocrinologist  
Mr. Tellurium, Toxicologist  
Mr. Bismuth, Radiologist  
Mr. Polonium, Radiologist  
Mr. Astatine, Radiologist  
Mr. Francium, Radiologist  
Mr. Radium, Radiologist  
Mr. Actinium, Radiologist  
Mr. Thorium, Radiologist  
Mr. Protactinium, Radiologist  
Mr. Uranium, Radiologist  
Mr. Neptunium, Radiologist  
Mr. Plutonium, Radiologist  
Mr. Americium, Radiologist  
Mr. Curium, Radiologist  
Mr. Berkelium, Radiologist  
Mr. Californium, Radiologist  
Mr. Einsteinium, Radiologist  
Mr. Fermium, Radiologist  
Mr. Mendelevium, Radiologist  
Mr. Nobelium, Radiologist  
Mr. Lawrencium, Radiologist

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and any other financial activity.

The second part of the document provides a detailed breakdown of the accounting process. It starts with the identification of the accounting cycle, which consists of eight steps: identifying the accounting cycle, analyzing and journalizing the transactions, posting to the ledger, determining debits and credits, preparing a trial balance, adjusting the entries, preparing financial statements, and closing the books.

The third part of the document discusses the importance of the trial balance. It explains that the trial balance is a statement that lists all the accounts and their balances at a specific point in time. It is used to check the accuracy of the accounting records and to ensure that the debits equal the credits.

The fourth part of the document discusses the importance of adjusting entries. It explains that adjusting entries are necessary to ensure that the financial statements reflect the true financial position of the company at the end of the period. These entries are used to record accruals, deferrals, and other adjustments.

The fifth part of the document discusses the importance of preparing financial statements. It explains that financial statements are a summary of the company's financial performance and position. They include the income statement, balance sheet, and statement of cash flows.

The sixth part of the document discusses the importance of closing the books. It explains that closing the books is the final step in the accounting cycle. It involves transferring the balances of the temporary accounts (revenues, expenses, and dividends) to the permanent accounts (assets, liabilities, and equity).