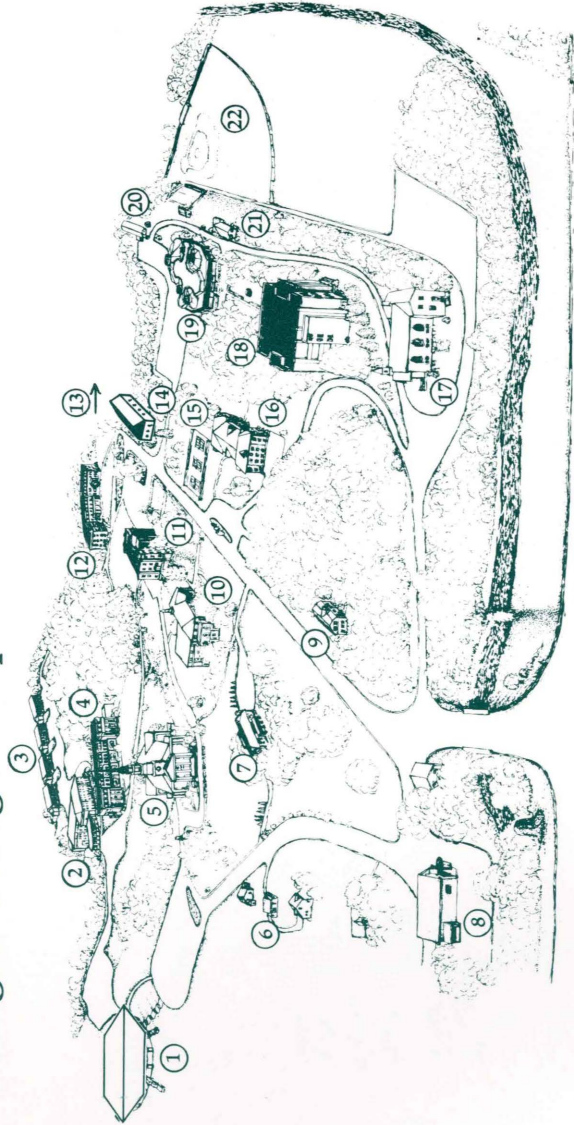




# STUDENT HANDBOOK

1987-1988

# Milligan College Campus



HIGHWAY 67

## Key

- |                            |                            |                             |
|----------------------------|----------------------------|-----------------------------|
| 1. Lacy Fieldhouse         | 9. Hospitality House       | 17. Hopwood Church          |
| 2. Hart Hall               | 10. Welshimer Library      | 18. Derthick Hall           |
| 3. Married Student Housing | 11. Pardee Hall            | 19. Lawson Science Center   |
| 4. Sutton Hall             | 12. Webb Hall              | 20. Faculty Office Building |
| 5. Seeger Chapel           | 13. Physical Plant         | 21. Communications Center   |
| 6. Practice House          | 14. McMahan Student Center | 22. Anglin Field            |
| 7. Little Hartland         | 15. Tennis Courts          |                             |
| 8. Post Office             | 16. Hardin Hall            |                             |

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Dear Students:

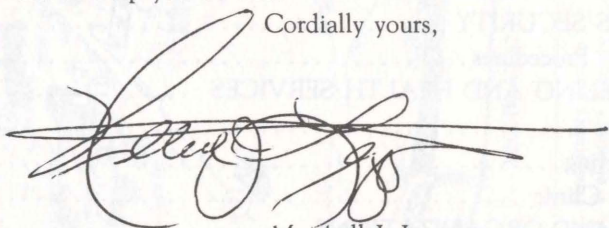
Let me welcome you to Milligan College. We believe wholeheartedly in its philosophy of education. It is a college of arts and sciences in which students can pursue career opportunities in a community of Christian commitment. The school has an able faculty to implement this philosophy, and you should seek every opportunity to learn from them. Let me emphasize that Milligan is a Christian college. Both faculty and administrative persons are committed Christians. Everyone here 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, intellectually and spiritually, more than in any others. They should also be your happiest years. 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 you do this.

Cordially yours,



Marshall J. Leggett  
President

Dear Students:

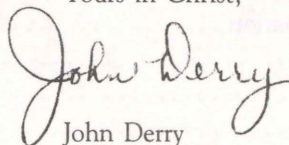
Each school year brings new challenges and opportunities for your personal growth. We encourage you to put forth your best effort in order to achieve your full potential academically, spiritually, socially, and physically.

You will find here at Milligan a community of Christians who are eager to assist you in your endeavors. Please do not hesitate to let us know when we can be of help.

This student handbook is written with you in mind, to answer questions, explain campus policies that are enforced, and briefly describe the services available to our students. If you are not clear on any point, just stop by for more information.

May God bless you in all you undertake.

Yours in Christ,



John Derry  
Dean of Students

## MILLIGAN COLLEGE CALENDAR

### Fall Semester, 1987

Dorms Open to New Students . . . . .	August 22
Conference for Parents of New Students . . . . .	August 22
New Student Orientation . . . . .	August 22-25
Dorms Open to Upperclassmen . . . . .	August 23
Faculty Conference . . . . .	August 24
Advising and Registration . . . . .	August 24-25
Classes Begin . . . . .	August 26
Matriculation . . . . .	August 27
Fall Break . . . . .	5:00 p.m., October 14 to 8:00 a.m., October 20
Thanksgiving Holidays . . . . .	5:00 p.m., November 25 to 8:00 a.m., November 30
Last Day of Classes . . . . .	December 11
Final Examinations . . . . .	December 14-17

### Spring Semester, 1988

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

### Summer Session, 1988

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

## CAMPUS HOURS

Bookstore	Mon.-Fri.	8:00 a.m. - 4:00 p.m.
Cafeteria	Mon.-Fri.	7:15-8:00 a.m. (continental breakfast served till 9:15 a.m.) 11:30 a.m. - 12:45 p.m. 4:45 - 6:15 p.m.
	Saturday	10:30 a.m. - 12:30 p.m. (brunch) 4:30 - 5:30 p.m.
	Sunday	8:00 - 8:30 a.m. 11:45 a.m. - 1:15 p.m. 4:30 - 5:30 p.m.
Curriculum Center	Mon.-Fri.	8:00 a.m. - 5:00 p.m.
Derthick Hall	Mon.-Fri.	7:30 a.m. - 11:00 p.m.
	Sat. and Sun.	6:00 p.m. - 11:00 p.m.
Faculty Office Building	Mon.-Fri.	8:00 a.m. - 5:00 p.m.
Fieldhouse	Mon.-Thurs.	7:00 - 11:00 p.m.
	Fri.-Sun.	7:00 - 10:00 p.m.
	Sat. and Sun.	2:00 - 5:00 p.m.
Health Clinic	Mon.-Fri.	7:30 a.m. - 12:30 p.m. 1:30 p.m. - 4:00 p.m.
Library	Mon.-Thurs.	7:45 a.m. - 11:00 p.m.
(Computer Center hours will primarily be the same as the Library hours)	Friday	7:45 a.m. - 9:00 p.m.
	Saturday	noon - 4:00 p.m.
	Sunday	2:00 - 11:00 p.m.
Pool	Mon.-Sun.	7:00 - 9:00 p.m.
	Mon.-Fri.	12:05 - 12:45 p.m.
	Sat. and Sun.	2:00 - 4:00 p.m.
Post Office - Desk	Mon.-Fri.	8:00 a.m. - 5:00 p.m.
	Saturday	8:00 a.m. - noon
- Box hours	7 days a week	24 hours a day
Residence Halls	Sun.-Thurs.	6:00 a.m. - 12:00 mid.
	Fri. and Sat.	6:00 a.m. - 1:00 a.m.
Student Union Building	Mon.-Fri.	7:30 a.m. - 4:00 p.m. 7:00 p.m. - midnight (closed during Convo)
	Saturday	11:00 a.m. - 4:00 p.m. 7:00 - 11:00 p.m.
	Sunday	7:00 - 11:00 p.m.

## PHONE NUMBERS

Milligan College Main Switchboard		929-0116
Hardin Hall	1st floor	929-9832
	2nd floor	928-9701
	3rd floor	928-9785
Hart Hall	1st floor	928-9714, Rms. 111-124 928-9912, Rms. 101-110; 125-133 928-9825, Rms. 111-124
	2nd floor	928-9773, Rms. 211-224 928-9884, Rms. 201-210; 225-237 928-9894, Rms. 211-224
	3rd floor	928-9782, Rms. 311-324 928-9922, Rms. 301-310; 325-337 928-9765, Rms. 311-324
Pardee Hall	1st floor	928-9966
	2nd floor	928-9781
	3rd floor	928-9774
Sutton Hall	2nd floor	928-9842, Rms. 201-210; 227-235 928-9991, Rms. 211-226
	3rd floor	928-9960, Rms. 301-310; 327-335 928-9704, Rms. 311-326
Webb Hall	Lobby	928-9749
	2nd floor	928-9751, Rms. 201-209; 225-231 928-9752, Rms. 210-224
	3rd floor	928-9932, Rms. 301-309; 325-331 918-9902, Rms. 310-324

## 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

## SPECIFIC OBJECTIVES MILLIGAN COLLEGE

Since its beginning Milligan College has sought for its students the following objectives:

### A Positive, Personal Christian Faith That Jesus is Lord and Savior.

The expression "Jesus is Lord and Savior" is to be understood in the historical Biblical significance, Jesus, the Man of Nazareth, is God's Son, therefore, both Saviour and Lord of Life. The attainment of positive, personal Christian faith means the commitment of the life to this Jesus.

### An Insight Into the Impact of the Christian Scripture on Personal and Social Ethics.

This involves a recognition of the norms of human conduct that derive their sanction from the Christian faith.

### The Capacity to Recognize and Assume Responsibility in Society.

One of the main functions of education is to arouse within the individual an awareness of indebtedness to one's fellow human beings, to foster in each a desire to assume personal responsibility, and to prepare the individual to fulfill his or her obligation to society.

### The Knowledge, Meaning, and Application of Sound Scholarship.

The student is led to develop a respect and enthusiasm for sound scholarship, such as will inspire each person to seek it with diligence and perseverance.

### Preparation for Securing for Self and Family a Comfortable Standard of Living.

This may be accomplished through training in personal and public health, courses of study designed to develop the quality of aesthetic appreciation, a background of basic liberal arts courses, plus the selection of a field of interest which will provide an adequate livelihood.

### Participation in Wholesome Recreational Activities.

Participation in wholesome recreational activities is a worthwhile experience to the individual who participates. This may be accomplished through intramural sports, intercollegiate sports, dormitory living, student union fellowship, and student-initiated recreational activities.

## EXPECTATIONS AND RESPONSIBILITIES FOR COMMUNITY LIFE AT MILLIGAN COLLEGE

Membership in an academic community of Christians carries with it certain responsibilities. Because Milligan College seeks to provide a quality education in an appropriate Christian setting, it is assumed that a member is both committed to Christ and willing to grow and develop not only academically, but also socially and spiritually. Therefore, by virtue of their enrollment, students agree to accept the responsibilities of membership in the Milligan community.

Historically, individuals, groups and communities have developed rules as a guide toward their goals. Rules also help us to put into practice our basic moral and social principles. They help us provide order and structure in relationships with others in the community. What basis is there for Milligan rules?

We at Milligan adopt specific rules on the basis of our belief that God's Word, as final rule of faith and practice, speaks specifically on many matters. Behavior that conflicts with Scripture is unacceptable at Milligan.

Included are specific acts such as drunkenness, stealing, the use of slanderous or profane language, all forms of dishonesty including cheating, occult practices, and sexual sins.

In addition, Scripture condemns such attitudes as greed, jealousy, pride, lust, bitterness, needless anger, an unforgiving spirit and harmful discrimination. The Milligan community is obliged to renounce these behaviors and attitudes and seek God's forgiveness and help so that we may grow in grace and righteousness.

Other rules are based on civil law. As Christians, we do not normally disobey the government, except in rare instances where obedience to civil authorities would conflict with Scriptural teachings. Even then, each individual would submit to the consequences of such behavior. Members of the Milligan community are expected to uphold the laws of the local community, the state of Tennessee and the nation. Some examples of these are illegal entry, vandalism, assault and possession and use of alcohol and illegal drugs.

Appropriate lifestyles involve concern for the influence of our behavior on our college community, and the town and larger society of which we are a part. Many of these rules reflect our concern of not giving unnecessary offense to others who find some things spiritually and morally questionable. Members of the Milligan community are expected to subject themselves to the self-discipline necessary to conform to these standards.

The college requires members of the community to refrain from the possession and use of alcoholic beverages, hallucinogenic substances (including marijuana) or narcotics not prescribed by a physician; pornography; profanity, expletives, obscenities, and demeaning gestures; threats of violence; damage of property; and immodest dress. The use of tobacco in any form is strongly discouraged. Furthermore, members of the community are ex-

pected to exercise discretion in extra-curricular and off-campus activities.

In addition, members of the community are expected to use the Lord's Day to give primary attention to worship, rest, fellowship, and Christian service. Likewise, regular attendance at Chapel is expected.

These rules apply to students while they are under the jurisdiction of the college, that is, while enrolled in a college program or residing in college-approved housing; and are expected to exercise restraint in these matters even when not under college jurisdiction.

We do not pretend that our rules are perfect. Neither do we expect everyone to agree about all our rules. We do ask an understanding of why we have rules, integrity in keeping them, a positive attitude, and the use of proper procedures in improving them.

Our rules, then, are not to be viewed as legalistic degrading impositions, but an attempt to do what is Biblically and morally right, to act out of love, to consider the effects of what we do on ourselves and the community, and to pursue our goals in an orderly structured fashion.

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

Those who accept the challenge of community living here at Milligan will not only realize academic growth, but satisfying personal relationships with others, and continuing spiritual growth and development.

## 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 dress up affair for all students.
2. Social dancing is not permitted on campus. However, acceptable forms of expression include folk and square dancing, and the use of choreography in drama and musical productions.
3. Students tempted to engage in pranks are urged to consider carefully such possible implications as property damage, disruption of individual rights and privacy, infringement of an orderly campus environment, unusual hardship to the college maintenance staff, and interruption of the normal functioning of the campus schedule.
4. 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.
5. Firearms such as rifles, shotguns, pistols, weapons, war souvenirs, explosives, ammunition, firecrackers, air guns, etc., are not permitted in any residence unit occupied by a student, nor are they permitted on the campus.

6. 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.
7. 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.

## Disciplinary Action

Disciplinary action at Milligan College is viewed as a means of guiding students toward developing Christian responsibility and maturity. Since such action does not affect the majority of students, details of procedures and appeal are found in the campus policy file available in the office of the Dean of Students.

The college 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.

Notification of disciplinary charges, or any ensuing correspondence, may be sent to the parents/guardians of any financially dependent student. Persons on Disciplinary Probation may have specific restrictions or sanctions in addition to being under Plan B of the Residence Hall Closing Policy.

## 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 Justice of the Traffic Court.

### Executive Council

President  
Vice President  
Secretary  
Treasurer

Stacey Drogowski  
Andy Baker  
Rachel Sweitzer  
Shane Clanton

## Representatives

### Seniors

President	Wilbur Reid
Male Representatives	Mark Madden Jim Rice
Female Representatives	Chris Cottrell Amy Sampson

### Juniors

President	Eric Hayden
Male Representatives	Steve Salmon William Lohr
Female Representatives	Michele Miller Sarah Beth Simmons

### Sophomores

President	Wesley Morris
Male Representatives	Andy Bratton Ron Lee
Female Representatives	Julie Baker Karin Gurley

### Freshmen

To be selected

## RESIDENCE HALLS

The goal of the residence staff at Milligan College is to provide the physical environment and professional services to help students have an effective educational living/learning experience which will contribute to every aspect of student life—spiritual, social, academic, and physical. Interaction and cooperation are essential to personal growth in the residence hall. To this end, students and staff work together to communicate clearly, to encourage one another, and to uphold fairly the standards of communal living.

Resident Directors are members of the student development staff, advised by the coordinators of Residence Life. Each Resident Director is responsible for administering and operating a residence hall and for supervising residents and taking care of needs.

Resident Assistants (RA's) are upperclass students who assist the Resident Director in the supervision, counsel, and direction of life and activities in the residence hall. They are resource people, liasons, and informal counselors. By close contact with their peers, RA's challenge students to make the most of their college experience.

The Resident Directors and their staffs are considered officials and they operate under the jurisdiction of the college administration. The Dean of Students is responsible for the administration, supervision, and coordination of the entire residence staff.

Each residence hall has a constitution and a council that passes regulations affecting the welfare of residence hall students, hears complaints and requests from the students and makes an effort to relieve complaints and to meet such requests as far as possible.

The residence hall council works out a flexible system applied to offenders on the basis of reason and justice and passes regulations when such is deemed necessary by the council. Each council may work out a system of penalties when such is deemed necessary. Residence hall dues of a minimal amount per semester provide funding for special projects and activities.

### Information for Residence Hall Students

Milligan College has traditionally been a residential college and continues to support the concept that community living as a part of college life complements the academic experience and contributes to a student's total development. Consequently, all students are expected to take room and board on campus.

Room charges are made according to the number of occupants per room. Occasionally due to an early withdrawal or a "no show," students have a single room that was not anticipated. Persons who do not desire to pay for a single room will be assigned a roommate during the room change week at the first of each semester. It is left to the parties involved to arrive at a mutual agreement regarding which room they will occupy. If a decision cannot be reached in the matter, it will be determined by the Residence Hall Director.

Final charges are then made in the Business Office, **following** room change week.

The college affirms the right of each student to a degree of privacy. Dorm rooms 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 reasons 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.

*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.

*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.

*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.

## Residence Hall Guidelines

1. Regular room inspections are held to assure the health and safety conditions of student occupied rooms. Refusal to comply with requests to clean a room may result in a fine assessed to the student's account.
2. With the housing application, each student makes a \$50 room deposit and upon residency, their student account is charged a \$10 key deposit. When leaving school at the end of the year, the student must check out with the Resident Director (see check out procedure). The key deposit is refunded when the key has been returned, and the room deposit is refunded, less any damage or cleaning charges, when the student has completed his/her program at Milligan.
3. Dormitory walls may be painted by students with approval by the Resident Director and the Physical Plant Director. 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. Waterbeds are not allowed due to the excessive weight.
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 unless authorized by the Resident Director. This in-

cludes the unbolting of brackets, standing of beds on end, stacking of furniture, etc. Do not tamper with smoke alarms.

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, stereos, TVs, and radios. Room air conditioners are not permitted.
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 cables. 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 Physical Plant Department through a Resident Assistant to the Resident Director.
11. Overnight guests are welcome, but they should pay a \$4.00 fee per night if they stay longer than two nights. The student host will be responsible for the collection of the fee which should be given to the Resident Director.
12. Students are expected to be away from the 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 emergency. When leaving the campus overnight due to an emergency, contact the Resident Director. If the Resident Director cannot be located, the student must contact 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. For late entrance into dormitories, see Security Procedures.

Under the residence hall closing policy are two basic plans. **Requirement A** (for all students except first semester freshmen and those others on probation, academic or disciplinary):

The student will cooperate with the rules and regulations relating to dormitories. This includes permission to come in at the hour chosen by the student and be gone overnight without further parental permission or knowledge.



**Requirement B** (for all first semester freshmen and those others on probation, academic and disciplinary):

The student will cooperate with the rules and regulations relating to dormitories. This provides that the student will be in the room at the closing hour each evening, with parental permission needed to be away overnight and a provision for coming in one hour late not more than five times during each semester. **Under either plan being gone overnight requires signing out with the Resident Director.**

15. The residence halls will be open at 6 a.m. each morning. Guests in all dormitories may be entertained in the reception rooms from 9 a.m. until closing time. Both men and women visiting other dormitories should always use the main entrance. Members of the opposite sex are not permitted beyond the main lobby of the residence hall.
16. The Dean of Students and Resident Directors 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 provides excellent fellowship and encourages 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 Resident Director and to the college nurse.
20. The use of tobacco is strongly discouraged. Smoking may be permitted in dormitories in designated areas if approved by residents.
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.
25. Sunbathing is permitted only in designated areas.

### CHECK OUT PROCEDURE

When you are ready to leave for the semester, you must follow this simple procedure in order to be sure you are not assessed damage or cleaning charges for which you are not responsible.

1. Return any furniture that has been placed in storage and dispose of any personal furniture that you brought to school. (There is a \$10 charge for each of these items if done by the Physical Plant Staff.)
2. **Thoroughly** clean your room and bathroom. If one person accepts a responsibility and leaves without completing it, the charge is assessed to all occupants equally. We have no way of knowing who neglected his/her task.
3. Do not leave trash in the hallway at **any time**. It must be taken to the **outside** location for collection. Failure to comply results in a cleaning charge being assessed.
4. With a Residence Hall staff member, review the condition of your room using the Inventory sheet which was filled out when you moved in this year. (It is on file with your Hall Director.) Sign the Inventory sheet and the damage/cleaning memorandum if charges are made.
5. Return your room key to your Residence Hall Director.

Your Hall Director will be available during regular, posted hours to assist you if you have questions.

If you leave without following the above procedure, you accept full liability for damages as assessed by the residence hall staff. All residents must be completely moved out by the announced closing time, or 48 hours following the last day of classes. There is a \$4 per day charge to any exception which must first be approved by the Dean of Students.

Storage of items over the Summer: The college is **not** liable for the safety or condition of any possessions you leave in storage. Minimal space is available on a first come first serve basis which is used at your own risk.

### 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 Director of Security. In the evenings report any such alarming incidents to a Residence Hall Director 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 case 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.

### Security Procedures

Each night, two security staff members who are equipped with radios, will be on campus. One of these will be on patrol in a marked automobile; the second will be at the switchboard in the business office.

After the residence halls are locked each night, students should go to the business office when they return to campus, tell the security person to which residence hall they are going and sign the security person's sign-in sheet. The security staff member will radio the person on patrol to go to the residence hall to admit the student. This will save the students time and bother to get into the buildings late at night.

The two radio-equipped security people will be able to respond much more quickly to campus emergencies and other calls for assistance. The person at the switchboard may be called from any telephone extension on campus and, in turn, may contact the person in the car immediately. The sheriff may be contacted by radio or telephone by the security person in the business office.

The college switchboard will be answered at all times that the security staff is on duty. If there is an emergency at the home of a student, parents may attempt to call the student in the residence hall via the college phone or the phone on the residence hall floor.

## COUNSELING AND HEALTH 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.

### Counseling

The Student Development Office 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 questions which might be considered in counseling include social, academic, and personal issues. 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).

### Health Clinic

Health services include health and physical assessment, health counseling, referral, emergency care, and treatment in collaboration with college physicians.

In case of illness in which the student is unable to attend class or Chapel/Convocation, an excuse must be obtained from the Doctor, Clinic Nurse, or Resident Assistant, and taken to the Academic Dean's Office for approval.

The following is the excuse writing policy:

- a. The student must have the excuse written and signed by the RA within 24 hours of the illness.
- b. It may be turned in to the Academic Dean's office no later than two weeks from that date.
- c. The RA is permitted to write no more than four excuses for an individual per semester. After that, he/she must see the Resident Director or a physician.
- d. All off campus excuses must come on a letterhead.
- e. Excuses must all be tied to specific hours of the day.

Students requiring special diets may contact the Food Services Director for the necessary arrangements.

Every case of illness, accident or other medical emergency should be reported at once.

## 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. Fund raising projects must be approved by the Dean of Students. To be a recognized student organization, approval must be obtained by the college administration through the Dean of Students office.

## 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 the Campus Minister. 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 Seeger Chapel on Sunday mornings.

### Convocation

Twice-weekly convocation services are 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 worldwide 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. Students with excess (more than four) unexcused absences are dismissed at the end of the semester. The action is recorded on the student's transcript.

### Fellowship Groups

Throughout the campus, small groups of students 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 for 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 presentation of the Christmas Madrigal Dinners. 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.

### Chorale

The Chorale is designed to offer students of Milligan College the opportunity to participate in vocal performances in the surrounding area. The music presented by the choir is composed of a gentle mix of religious, secular and a cappella numbers. This is a group of approximately 40 committed young men and women who praise God through music. Membership in the Chorale is open to anyone by audition; it meets to practice two afternoons per week.

### Pep Band

This instrumental ensemble provides added emphasis to the school spirit at athletic functions. It is open to all who have musical talent and enjoy participating in sporting events.

## 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 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.

## **SERVICE ORGANIZATIONS**

### **Circle K**

Circle K is an international college organization sponsored by Kiwanis. 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.

### **Commuter Club**

For those students not residing on campus, this organization provides opportunity to develop friendships with other commuters. A representative is elected each year to serve on the Student Government Association. A special bulletin board for commuters is located in the Student Union.

### **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.

## **Higher Ground**

Higher Ground is a call to move in our thinking to consider problems with a spiritual point of view while presenting Jesus Christ to a changing world and to the changing people in it. Civil rights, child sponsorship, Amnesty International, nuclear war, and contemporary Central American problems are a few of the topics.

## **International Club**

Every year students come to Milligan from countries around the world, bringing with them insight to different cultures and a unique background. This club offers an opportunity to become more aware of our global responsibilities.

## **Leadership Council**

The president and vice president of all student organizations are members of the Leadership Council. Early in the school year they sponsor a recruitment week with displays and information about the numerous clubs and activities on campus. Information is made available regarding meeting times and places. All students are encouraged to become actively involved in at least one extracurricular group of special interest.

## **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 Cane Ridge during the year. Any Milligan student is invited to attend. All Bible majors and minors are encouraged to join.

### **Missions Club**

All students interested in the missionary work of the church, both at home and abroad, are invited to share in this missions emphasis. The club sponsors special discussions about various mission fields and aids in the recruitment of missionaries.

### **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.

### **Alpha Psi Omega**

Alpha Psi Omega, the national theatre honorary society, is also active on campus. Membership is based on a point system. Points are earned by participating in the many facets of Theatre work on campus. Chartered in 1938 at Milligan, Alpha Psi Omega is one of the oldest organizations on campus. Popular current projects include sponsoring the yearly Festival of One Act Plays and a touring production that travels to area public schools.

### **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 Burleson 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 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.

### **Student Council for Exceptional Children**

S.C.E.C. is composed of students interested in working with and learning about special education, handicapped persons, and public agencies.

## **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.

### **Cross Country Club**

For those who enjoy jogging or long distance running, the Cross Country Club meets regularly to keep in good physical condition and participates in meets throughout the year.

### **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.

## **GENERAL INFORMATION**

### **Academic Probation**

Students who are on academic probation will be required to be in their dormitory before the closing hour each night. Some students on academic probation are required to spend at least five hours per week studying in the library during the term of their probation. A student must get these hours in by checking in or out with the evening supervisor (not a student at the desk) and studying in the area assigned by the supervisor.

## Automobiles

Having a car on campus is considered a privilege — not a right. In order to regulate the cars that are present on campus, parking stickers will be assigned and a fee collected.

The college will not be responsible for any personal or public liability growing out of the student's use or possession of the car on or off campus.

Rules governing student use of motor vehicles are determined and administered by the Student Government, assisted by the Dean of Students. A copy of these rules is distributed at registration.

## 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, and accompanied by a note from the school nurse or Residence Hall staff member. 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.

## Academic Grievance Procedure

If a student feels that a final grade given to him is unfair, he should follow this procedure:

1. Go directly to the teacher, and discuss the problem with him.
2. If this does not work, then the student should go to that Area Chairman and discuss the problem with him. (The Dean's office can tell you who this is if you do not know.)
3. If this still does not solve the problem, then go to the Academic Dean, who will then set up a meeting with the student, teacher, Area Chairman, and Academic Dean himself all present.

## Lost and Found

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

## Release of Information

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.

## 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 Resident Director and the dorm council must also be notified of the permission, and a note signed by the Resident Director 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.

## Snow Schedule

In case of inclement weather, announcements of schedule changes will be on the following radio and television stations: WJHL (Channel 11), WQUT (101.5 FM), WXBQ (FM 97), WTFM-WKPT (Kingsport - AM 1400 FM 98.5), WUSJ (AM 1590 - FM 99), WKPT (Channel 19), WCYB (Channel 5), WJCW (AM 91), WBEJ (Elizabethton), and WEMB (Erwin).

If a snow schedule is announced, it means classes will begin at 10:00 a.m. and follow the following meeting times.

Period	MWF	Period	TT
1 (8:00)	10:00 - 10:40	1 (8:00)	10:00 - 11:00
2 (9:00)	10:50 - 11:30	3 (10:30)	11:10 - 12:10
3 (10:00)	11:40 - 12:20	Lunch	12:10 - 1:00
Lunch	12:20 - 1:00	4 (1:00)	1:00 - 2:20
4 (11:00)	1:00 - 1:40	5 (2:30)	2:30 - 3:50
5 (1:00)	1:50 - 2:30	6 (4:00)	4:00 - 4:50
6 (2:00)	2:40 - 3:20		
7 (3:00)	3:30 - 4:10		
8 (4:00)	4:20 - 5:00		

## Student Union

The McMahan Student Center is the newest facility on campus, having been just recently completed and dedicated in 1987. It provides a focal point of campus fellowship and includes a snackbar, recreation room, lounge, study carrels, TV room, bookstore, health clinic, career resource center, SGA conference room, hair care center, and offices for campus activities and intramurals.

The Student Center is provided for you as a place to relax and enjoy the friendship of the Milligan community. You are encouraged to take advantage of this opportunity.

## WHERE TO GET HELP

Question	Who	Where	Phone Ext.
Academic Dean	Dr. Weedman	Derthick 203	128
Admissions	Mr. Bader	Derthick 101	120
Alumni	Mr. Eversole	Hospitality House	156
Athletics	Mr. Walker	Fieldhouse	138
Audio Visual	Mr. Preston	Library	103
Automobiles	Traffic Court	Derthick 205	131
Bills	Business Office	Lower Hardin	107
Bookstore	Mrs. Birks	Student Center	133
<b>Buffalo</b>	Dr. Magness	F.O.B.	149
Business Manager	Mr. Matson	Lower Hardin	107
Campus Activities	Mr. Wallingford	Student Center	
Career Planning	Dr. Bonner	Student Center	
Choir		3rd Floor Seeger	123
Church Relations	Mr. Allen	Hospitality House	164
Collegiate Church	Mr. Ingmire		
Convocation Comm.	Mr. Derry	Derthick 205	131
Counseling	Dr. Allen	F.O.B.	149
Dean of Students	Mr. Derry	Derthick 205	131
Development	Mr. Rose	Library	116
Drop/Add	Registrar's Office	Derthick 103	130
Employment	Mr. Price	Lower Hardin	110
Evening College	Dr. Weedman	Derthick 103	128
Financial Aid	Mrs. Marlow	Derthick 105	132
Food Service	Mr. Taylor	Cafeteria	142
<b>Helicon</b>			
Housing	Mrs. Skidmore	Derthick 205	131
Intramurals	Mrs. King	Fieldhouse	124
Library	Mr. Preston	Library	103
Maintenance	Mr. Beattie	Physical Plant	134
Married Student Apts.	Mr. Derry	Derthick 205	131
Nurse	Mrs. Lyons	Student Center	135
Parking Regulations	Traffic Court	Derthick 205	131
Placement	Mr. Price	Lower Hardin	110
President	Dr. Leggett	2nd floor Library	102
Registrar	Mrs. Fontaine	Derthick 103	129
Residence Halls			
Hardin	M/M Hollowell		150
Hart	M/M Tiller		140
Pardee	M/M Jackson		143
Sutton	M/M Knowles		141
Webb	Mr. Walker		139
Security	Mr. Beattie	Physical Plant	134
Snackbar	Mrs. Mullins	Student Center	117
<b>Stampede</b>	Mrs. Iles	F.O.B.	149

Student Government	Stacey Drogowski, Pres.	Hart 130	928-9912
Academic Affairs	Troy Hammond, Ch.	Webb 205	928-9751
Athletic Affairs	John Gable, Ch.	Webb 213	928-9752
Religious Affairs	Ron Blackmore and Lori Knick, Co-ch.	Webb 113 Hardin 208	928-9749 928-9701
Social Affairs	Ed Walter and Melanie Downs, Co-ch.	Pardee 302 Hart 221	928-9774 928-9773
Christian Concerts	Ron Kastens, Ch.	Pardee 216	928-9781
Traffic Court	Wilbur Reid, Judge	Webb 331	928-9932
Testing	Dr. Bonner	Lower Hardin	111
Transcripts	Registrar's Office	Derthick 103	130
Withdrawals	Dean of Students	Derthick 205	131

F.O.B. - Faculty Office Building

## PHONE NUMBERS

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**OFFICE of the DEAN OF STUDENTS  
MILLIGAN COLLEGE  
MILLIGAN COLLEGE, TN 37682**

