

2016-  
2017

# MSCC Student Handbook



MSCC Student Services  
Mid-South Christian College  
2016-2017

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## Introduction

Welcome to Mid-South Christian College, where we are striving to equip global ministers through innovative programs. As professors and staff members we want to help make your time with us as meaningful and memorable as possible, so this book contains important guidelines for academics, residential life, use of the library and computers, and other aspects of our life together at the College. Please take the time to read the handbook and ask us about anything that is unclear.

### **Our vision is:**

“to glorify God and fulfill the global vision of Christ by cooperating with Christian Churches in raising up men and women who feel called by God to extend His kingdom in today's changing culture by facilitating their academic, practical, and spiritual preparation towards that purpose.”

As God has placed a desire in your heart “to extend His kingdom in today's changing culture,” we wish to partner with you to make that a reality. The aim of the student services department is to encourage students in their professional and spiritual growth by:

- providing multiple venues and an intentional, planned program that will guide students toward spiritual maturity in their personal relationship with Christ,
- providing a safe environment, healthy activities, and nutritious food that will result in improved physical health and wellbeing,
- Giving access to materials, programs, and personnel geared towards improving the psychological health and emotional balance of students,
- Promoting activities and opportunities for developing healthy social skills in the interaction of students with persons of varying social status, ages, experiences, cultures and abilities,
- Encouraging the leadership development of students and involve them in the institutional decision making required to improve Mid-South Christian College,
- Designing and promoting campus life experiences that will result in a lifelong commitment to the ministry of MSCC.

Welcome to the challenge! Welcome to the calling! Welcome to Mid-South Christian College!

## ACADEMIC - CLASS REGULATIONS

### Class Attendance

Regular class attendance and participation are ABSOLUTELY essential to the proper completion of a course. Absences due to college-sponsored activities are the ONLY excused absences. All unexcused absences will result in the lowering of grades and may result in additional work.

After absences equal three (3) weeks of class time the student must petition the faculty to remain in the class as a credit student. For example, a student enrolled in a two (2) hour semester course would have to petition the faculty after being absent six (6) class hours. If the class met for two (2) one (1) hour sessions per week, that would be six (6) absences. However, if the class met for one (1) two (2) hour session per week, that would be three (3) absences. Absences in excess of 25% of the total class hours will result in automatic failure of the course.

A student is considered tardy if he/she arrives in class after the instructor begins to call roll, after class has begun, or leaves before the class is completed. Three tardies equal one (1) absence.

Absences immediately preceding or following school holidays will be counted as two (2) absences.

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## ACTIVITY ATTENDANCE

Special College-sponsored activities, such as Convocation, Graduation, Ladies' Day, Men's Retreats, Youth Gatherings, Community Awareness Projects, Chapel, special Seminars, etc., are planned for the entire MSCC family. ALL students, single and married, are expected to attend and help with these activities. Prior permission for absences should be obtained from the Dean, but plan on clearing your schedule to participate in these activities.

## LATE WRITTEN WORK

All class work is to be completed as assigned. No work will be accepted after the day of the final examination unless the student has filed for an extension before that time. An "Incomplete Request Form" is available in the Academic Dean's office upon the payment of a \$25.00 fee. This form entitles the student to an extension of 30 days in which to complete all class assignments. Failure to complete the work within that extension will result in a grade of "F".

When applying for an extension, it is the student's responsibility to be certain the instructor receives the work and notifies the Dean's office of the grade change. Remember most of our instructors are part-time and some live more than one hundred (100) miles away. This makes it impossible for them to keep daily office hours. The responsibility is on the student to see that late work reaches the instructor in less than thirty (30) days, even if it must be mailed. Unsatisfactory classroom performance is sufficient reason for dismissal from MSCC.

## LATE EXAMS

All quizzes, tests, and examinations, noted on each class syllabus, should be taken when scheduled. Failure to do so will result in a \$10.00 late fee. The student must obtain a form from the Business Office upon paying the fee and present it to the instructor before the test is administered. Tests not made up will result in a zero.

## WITHDRAWAL & CLASS CHANGES

Careful consideration of course selections and scheduling is urged during registration. Students who desire to make course changes must do so within the first two weeks of the semester. In order to withdraw from a class or change classes, a student must secure written approval from the registrar and from the class instructor. Withdrawal from a class is permitted without penalty (except financial as outlined in the financial section of the catalog) during the first three weeks of the semester. After three weeks, the grade WP or WF will be given and entered on the student's transcript. After 6 weeks, a student is not permitted to change a class from credit to audit. After 10 weeks, a student is not permitted to withdraw passing from any course. Withdrawal from a course without written approval from both the registrar and the instructor results in an "F" grade.

## **INCOMPLETE GRADE**

Students who have received an "I" (incomplete) grade have only thirty (30) days to change the Incomplete to a letter grade. It is the responsibility of the student to see that the necessary work is completed. An incomplete grade will automatically become an "F" grade at the end of the succeeding semester if work is not finished. An Incomplete grade is the only mark that can be changed once recorded by the Registrar.

## GENERAL REGULATIONS

### PERSONAL APPEARANCE

All students married or single and on or off campus, should keep in mind two words when the student graces the MSCC campus: "modest" and "appropriate." The styles of clothing choice should be becoming of Christians and consistent with the teachings of the Scriptures. Neatness and cleanliness are expected at all times by all students. Therefore, no shorts or tank tops are permitted in the classrooms. This creates an environment unsuitable for adequate learning. Professors may make exceptions to these limitations during the hot summer months.

### SHARED FACILITIES:

#### Admin/Class Building & Student Resource Center

- Food and Drink: Absolutely no food or drink is to be taken into the Computer Lab or Chapel. Drinks with lids may be taken into the library, and food is permitted in the Café of the Resource Center. Exceptions, up to the instructor's discretion, can be made in the classrooms for students who may be just getting off work.

#### Student Lounge

- Students are encouraged to use the Student Lounge areas for socializing as well as having snacks before and between classes. These include the meeting room in the Resource Center, and the mail room lounge in the Administration Building.

#### Student Resource Center

- Students are not allowed in the Library without the Librarian's knowledge. No books are to be taken from the Library without following proper check out procedures.
- Remember some books are designated "reserve" meaning they don't leave the Library at any time. This is to guarantee their availability at all times to anyone needing them. Fines will be assessed to all late returns or improper checkouts. Improper checkouts constitute stealing.
- The resource center will be closed and alarmed when the library hours are over.
- Please be respectful when using the resource center lounge and cafe. Clean up before you leave. If others are using the room to study or conduct a meeting, please do not disturb them.

#### Chapel

- The chapel may only be used for school sponsored events. Permission to use the chapel for anything other than these events must be approved by the Administration.

## Administration building

- Some areas of the Administration building are considered "limited access" to students. These usually are office/work areas. Students are not to roam through these areas. If you need conference with a faculty/staff member, appointments can be made through the receptionist.
- The Admin building will be closed at curfew. In the evening, please remember to keep the front door locked. Students are expected to leave the building's premises better in appearance than when they found it. If any problems occur, Brent Linn is to be contacted at 740-417-0107 or brentlinn@midsouthchristian.edu.
- Administration buildings are protected by an alarm system that is set at curfew and turned off by 8:00 AM each day, except for Saturday and Sunday. If the doors are locked look to see if the alarm is set before opening the door. **If the red light is on the alarm is set and students should not open the door.** If you are responsible for triggering the alarm, you must call Judi Homan immediately at 901-834-1899, and if she does not answer inform Larry Griffin at 901-626-0004. If no one can be reached wait for the police. Let them know you are a student and by accident set off the alarm and they will contact Judi Homan to confirm. DO NOT leave to find someone to turn off the alarm, wait and explain the circumstance. If you do not contact someone or wait for the police you will be expected to pay the alarm fee after your second offense.
- No items are to be removed from the Administration Building including, but not limited to, furniture, audio/video (AV) equipment, computers, appliances, dishes, videos, books, etc.
- The T.V.'s and projectors in the class rooms are for professors' use only.
- The kitchen is not a shared facility.

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## COMPUTER USE POLICY

1. Students are encouraged to bring a personal computer to MSCC for use in their dorm room and classes. Such computer is the responsibility of the student not the college. The college reserves the right to inspect any computer at any time for any reason.

2. Computers are provided for student use in the computer lab. No student is to use any office computer unless assigned work in the office requiring computer use. No student is allowed access to the office file server unless required by employment with the college.

3. Extreme caution should be exercised when any external device is plugged into the laboratory computers because of the risk of a virus. Use antivirus software to scan devices before using them.

Because the computers in the computer lab are designed to help students to complete assignments, you will find they are often limited in their capability compared with the most recent computers available. These units will not do everything the new ones claim to do so don't expect speed and frills. They are not meant to download music and movies or to play games, but they will help you complete your assignments for class.

4. Only enrolled students will have computer privileges. Computers are not available for friends from off campus just visiting here. Students will need to use a proper username and password to log onto a computer.

5. There is a printer in the Computer Lab and library for students to print their assignments. These computers also contain MS Word or OpenOffice for student use. Work can be brought to and from the Lab or library on a USB drive. This printer is black and white only. Color printing may be permitted through the office, though there is a cost. Please print only what is necessary in order to reduce the cost of toner and paper.

6. If you have problems with your network, a computer or the printer, please leave a note in the office for the IT Department describing the nature of the problem so that it can be looked into. If you are in the Computer Lab, inform the Librarian or the Dean of students.

7. All computers allow Internet access. You may use these to do research for classes and check your web-based email. The use of email to exchange illegal, copyrighted or morally offensive material is forbidden and will result in disciplinary action.

8. MSCC is a Christian college believing strongly in the moral values given to us by God in the Bible. Therefore we expect our students and staff to use proper discretion regarding the web sites they visit. Any student found visiting pornographic or other illegal or immoral sites would be in violation of the guidelines laid out in this handbook and dealt with accordingly.

9. No student is to add programs or modify any computer on campus. This includes Instant Messaging, games and peer-to-peer networks. Downloading copyrighted materials without proper permissions or fees paid is a criminal offense.

10. Caution: Do Not save your material on the hard drive of any MSCC computer. It may not be there when you return. If you are assigned a storage location then only save your work in that location. Such material must be removed by the end of exam week or it may be deleted during system maintenance. If you do not have an assigned file folder for storage then obtain a USB drive to keep your work.

11. No computer equipment is to be moved from its current location by any student.

12. All networks on MSCC's campus are shared networks, so please be sensitive to the needs of others when downloading or uploading large files to or from the servers. For example, streaming movies using the Wi-Fi in the dorms will slow down everyone else's internet.

## DISCIPLINARY POLICY AND PROCEDURE

Purpose: The purpose of the disciplinary policy is to ensure that Mid-South Christian College (MSCC) resolves disciplinary problems effectively and the student cited receives due process in their defense.

### Policy and Philosophy

The College is committed to creating a working environment where productivity, learning, and institutional image are enhanced. MSCC also desires to encourage students in their professional and spiritual growth. This policy concerns clear violations of any of the rules of MSCC which hamper the working environment or image of the institution, or any conduct found to be in detriment to the testimony of the student cited, the College, or the Church, and is to be distinguished from a grievance.

- Inform the Director of Student Services (DSS)
- The person reporting the citation should fill out an Infraction Form detailing the citation, which will be filed by the DSS. A copy will be filed by the College and another copy given to the student cited.
- In emergency cases the reporter should contact the DSS personally, and the form should be filed within two (2) business days.
- The DSS will review the citation and come to a finding of guilty or not guilty.
- If the student is found not guilty the DSS will indicate NOT GUILTY on the Disciplinary Infraction Form, place the form in the student's file, and notify the student of the decision.
- The DSS may determine to refer the case to a Disciplinary Committee for further review (see step 2 below).
- If the student is found guilty the DSS will indicate the finding of Guilty on the Disciplinary Action Record along with any punishments, restrictions or restitutions placed on the student cited (see 4.3.1 below).
- The DSS must notify the student of the decision within (2) business days after receiving the citation.
- The student may appeal the decision of the DSS if he or she feels that they are not guilty or that the punishments are excessively harsh. The student cited must indicate to the DSS their intent to file an appeal and submit a written appeal to the DSS within two (2) business days after receiving the notification.
- Committee Review
- The DSS will form an ad hoc committee consisting of at least, but not limited to, two (2) other members of the staff or faculty of the College, but should not include the President of the College. These will review the case and schedule a hearing with the student cited.
- Hearing
- The DSS will schedule a hearing which must be held within ten (10) business days of the submission of the citation. During this hearing the student cited will be given the opportunity to plead guilty or not guilty, or guilty with a statement, and to state their defense. In the event that the student is unable to attend this hearing due to

scheduling conflicts, he or she may submit a written statement of their defense to the DSS prior to the hearing.

- The hearing will include the DSS and an ad hoc committee as specified in 2.1.
- Verdict and Resulting Actions
- After the student cited has been given the opportunity to state their case, the committee will privately deliberate and come to a finding of guilty or not guilty.
- If the student is found not guilty, Not Guilty shall be indicated on the Disciplinary Action Record and it shall be placed in the file of the student cited.
- If the student is found guilty, the committee shall indicate the finding of Guilty on the Disciplinary Action Record along with any punishments, restrictions or restitutions placed on the student cited.
- Punishments, restrictions and restitutions may include but are not limited to:
  - Verbal reprimand
  - Loss of privileges such as over-night stays, living in the dorms, and working past curfew.
  - Added restrictions such as an earlier curfew, earlier lights out, and campus restrictions.
  - Restitution for anything the student has damaged
  - College Community Service
  - Fines
  - Expulsion
  - Appeals
- The student cited may appeal the decision of the committee if he or she feels that they are not guilty or that the punishments are excessively harsh. The student must indicate to the DSS their intent to file an appeal and submit a written appeal to the DSS within ten (10) business days of the hearing.
- The DSS will then attach the appeal to the Disciplinary Action Record along with the findings of the committee and submit it to the President of Mid-South Christian College within five (5) business days of receiving the appeal.
- After reviewing the appeal and the Disciplinary Action Record, the President may either grant or deny the student cited an appeal before the President, notifying the student of the decision within two (2) business days. After an appeal is heard, the President will notify the accused of his or her decision within five (5) business days of receiving the appeal.
- Should the student cited file an appeal to the President, he or she must still abide by any punishments or restrictions placed upon them by the committee until the President has granted an appeal hearing and overturned the decision of the committee.
- The student cited may request that expulsion be postponed until after the appeal process, however the DSS may deny this request if he or she deems the violation was severe enough or that the presence of the accused would be a danger to the personnel or to the testimony of the College.
- The student cited may file a written complaint to the Board of Trustees of MSCC if he or she feels that they are not guilty or that the punishments are excessively harsh. This complaint must be given to the President within two (2) business days notification of the President's decision, and the President is required to present the complaint in the next regularly scheduled Board meeting.

- A complaint may be filed directly to the Association of Biblical Higher Education (ABHE) (5575 S. Semoran Blvd., Suite 26, Orlando, Florida 32822-1781: Telephone number: 407-207-0808: Email: [info@abhe.org](mailto:info@abhe.org): Web Site: URL: <http://abhe.gospelcom.net/>). In this case a copy of the complaint must also be sent to MSCC.
- The complaint may also be made directly to the Tennessee Higher Education commission (404 James Robertson Parkway, Suite 1900, Nashville, TN 37243: Telephone number 615-741-3605: <http://state.tn.us/thec/>). In this case a copy of the complaint must also be sent to MSCC.

## **TOBACCO, ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES**

All students and members of married students' immediate families are to refrain from the use of tobacco, alcoholic beverages, and controlled non-prescribed substances (drugs) while they are enrolled at MSCC, including when they are off campus and during summers and vacations. Guests of students are not to use these substances anywhere on campus, whether in or outdoors. Students who have invited or accepted these people on campus will be held accountable if their company is guilty of an offense. MSCC is a Christian College that will not tolerate behaviors that might damage her witness for Christ. MSCC aims to be a shining light in the Memphis community and her students are to reflect this light.

MSCC Policy states: The possession, sale or the furnishing of alcohol on the College campus is governed by MSCC Alcohol Policy and Tennessee state law. Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the Tennessee Alcoholic Beverage Commission (TABC). However, the enforcement of alcohol laws on campus is the primary responsibility of the MSCC Student Services Department. The MSCC campus has been designated "Drug free" and under no circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the MSCC Student Services Department. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the MSCC Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the College.

## **SOLICITING**

Students are not to solicit funds for the College unless prior approval has been received from the President.

## **AUTOMOBILES**

It will be understood that the use of a car on campus is a special privilege given by the College with certain guidelines. All dorm students must register their cars with the Business Office so that knowledge of proper insurance is verified. Students will also be made aware of the responsibilities connected with operating a vehicle on campus.

### **General Regulations:**

- Cars must be operated in conformity with state and local laws.
- Cars must have adequate insurance coverage policies on record with the Business Office.
- The College assumes no responsibility for these vehicles, even if the student is on "College Business."

- It is strongly advised that **ONLY** the car's owner drives.
- All cars should be parked in designated parking areas. Cars of residential students must be in place by the stipulated curfews unless special permission is granted for an extension.
- Additional restrictions will follow if a student is under Academic or Disciplinary Probation.
- All cars are required to have a parking pass easily viewable in the windshield. These passes may be obtained during registration or in the Business Office. Cars can and at times will be towed at owners expense if parking permit is lacking.
- Vehicles that are inoperable (broke down) may not be parked on College property for over three (3) days.
- Students are not permitted to perform maintenance work on vehicles if there is a chance that oil or other fluids might stain the pavement or property. All maintenance work not falling under this category should be completed within 24 hours.
- Cars are not to be washed on campus
- There is a speed limit of 20 mph when driving on campus.

## STUDENTS TRAVELING FOR MSCC

Students are to remember that they represent more than just MSCC, but the Lord Jesus. The example we leave to our world is crucial if any viable testimony is to be given concerning Christ or this College. MSCC wants her students to be instrumental in painting the right impression for people as to leave them feeling good about the work being done here. Remember, some people will form their entire opinions concerning MSCC based only from what they see in her students. Therefore, students are expected to put on their best when representing the Lord Jesus through the work they do for MSCC.

### General Regulations:

- When guests in a home or camp, eat what is prepared and served. Do not ask for what is not offered. Be considerate of others while doing this, taking no more than one portion at a time. Use good table manners, even if you're on a picnic.
- Always accept the room assigned to you and keep everything neat and clean.
- Always follow host's schedule for going to bed and getting up.
- Do not take over the TV. If conversation is made available, leave TV off.
- Students will find that teenagers will develop crushes on different members of the College Travel Team. Do not encourage these feelings when perceived. Keep your hands off others as outsiders can misinterpret your actions as sexual harassment, perversion or other offenses. When swimming, be modest and respectful of others.
- Sports should be played with good sportsmanship remembering the younger ages of participants. Bad attitudes can easily dampen a young person's spirit.
- Only members of the MSCC family will be permitted to travel in College vehicles on promotional trips.
- Only previously authorized drivers will be allowed to operate College owned vehicles.

## FINANCES

Within the College, everyone should realize their own personal responsibility to conserve supplies and eliminate waste. Needless repairs and replacements of goods are very costly to a college our size. Lights should be turned off when leaving a room and thermostats left at the settings ordained by the College.

The entire College family should be aware of her financial needs. Students, especially, should note their responsibility to pay their College bills promptly, along with their other bills. Doing this even when it means sacrificing something you might otherwise want to do is a sign of integrity. The prompt settlement of your financial obligations is basic to all success, but especially in Christian ministry as it relates to your honesty and integrity.

Borrowing money or belongings from friends has often proved to be an unwise choice and is strongly cautioned against.

### General Financial Regulations:

- All financial arrangements concerning tuition, rooms, and fees are explained in the College Catalog.
- During their course of preparation, students undertaking financial burdens that interfere with paying College bills will jeopardize their standing as students.
- Transcripts of student's grades and credits will not be finished or sent to other institutions until all College bills are paid in full. This includes fees, tuition, fines, and property damage.
- Accounts of graduating seniors must be paid in full prior to time of graduation. No one will be permitted to receive their diploma until all College bills have been paid.
- Personal financial irresponsibility may result in an application for re-admission being denied.

### Local Banks:

- Am South Bank (901) 762-5945 5969 Winchester Rd Memphis, TN
- Bank Of America (901) 366-3900 2710 S Mendenhall Rd Memphis, TN
- Suntrust (901) 367-4180 4700 Knight Arnold Road Memphis, TN
- Regions (901) 580-4000 4805 American Way Memphis, TN

## FIREARMS

The possession and use of firearms on Mid-South Christian College's campus is strictly prohibited. Any student owning a firearm should make arrangements for its safe storage off campus.

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## SOCIAL REGULATIONS

While relations between students are considered vital in preparing for Christian leadership and service, these same relationships (especially between couples) may be the source of great concern. Students are encouraged to exercise extreme care so that their social relationships do not prove detrimental to their academic achievement, personal development, or spiritual growth. Members of the faculty and administration will gladly offer counsel about such matters.

Social engagements should be limited to the hours before curfew. Each student should be aware of these hours and conduct all dates within these time periods.

Students are expected to conduct themselves as Christians at all times. Any behavior between students which is embarrassing to others or offensive will be considered out-of-line with these mandates. Behavior that is deemed improper for Christians will result in counseling or disciplinary action.

All sexual relationships outside of a legal marriage between one man and one woman are strictly forbidden both on and off campus. Infractions will result in possible suspension from the College.

Unmarried couples are strongly encouraged not to be alone together in enclosed areas. If a couple is alone in one of the lounges or other areas, keep the lights on and door open. This is for the couples' benefit as well as it will help preserve a reputation of purity.

If a student is confronted with an improper situation, he/she should use Matthew 18:15-17 as the model for action, going first to confront the person lovingly, then, if rebuffed, with two or three witnesses, and if rebuffed again bringing it to the appropriate authority on campus. If you are unsure of who the appropriate authority is, contact the Director of Student Services.

## COLLEGE HOUSING

### GENERAL GUIDELINES

- All single students must live in College-approved housing.
- Freshmen must live in College-provided housing (dorms) unless they commute from home daily.
- Living on the college residence is a privilege not to be abused or taken lightly. Students must take at least nine (9) semester hours and maintain a 2.0 GPA to live on campus. Full time students (12 semester hours or more) will be given first priority.
- An entrance deposit for dorm residents is a non-refundable fee of \$50.
- ✓ Keys and Keycards
  - MSCC students will receive a keycard and possibly a key as well. A deposit of \$10 will be charged when the keycard and/or key is received. That fee will be returned when the student returns his or her key. If the key is lost, a non-refundable fee of \$25 will be charged to help defray expenses.
  - A deposit of \$5 will be charged when the key to the student mailbox is received. That fee will also be returned when the student returns his or her key.
  - Keys are the property of Mid-South Christian College and may not be duplicated. Student keys open the pedestrian gate, the front entrance of your dorm, the laundry room, and the administration building. If you lose your key, report it immediately to the Director of Student Services (Brent Linn) or to the Office.
  - Keycards open the front gate, the front entrance of your dorm, the laundry room, the administration building, and the resource center (currently unavailable). If you lose your keycard report it immediately to the RA (Jair Tapia), the Director of Student Services (Brent Linn) or the office.
  - Do not give your keycard to anyone else or open the gate for a stranger.
- ✓ Married Students and Apartment Housing
  - For married students' housing an entrance deposit equal to one month's rent will be required for residence at time of registration. This deposit will remain on the student's account until he/she moves out. It will be returned to them at that time provided that it is not needed to repair damage to the living space.
  - All students renting college-owned apartments, both married and single, are required to sign a dorm contract at the beginning of each semester. Residence is on a semester-by-semester basis.
- ✓ Guidelines
  - MSCC reserves the right to revoke any student's dorm residence privilege due to disciplinary action, cleanliness problems, too few semester hours, or low GPA.
  - Dorm residents will be expected to attend regularly held dorm meetings with the Dorm Supervisor and administration.
  - The Dorm closes after the last week of classes. No personal belongings or food are allowed to be left, unless student is traveling with the College Camp team. Other than these, anything left will be disposed of and a \$100.00 fee will be charged to the student. If excesses are overly abundant in the cleaning department, penalty fees can reach as much as \$300.00.

- Maintenance Request: Email [maintenance@midsouthcc.org](mailto:maintenance@midsouthcc.org). If it is an emergency contact Judi Homan at 901-834-1899 or Brent Linn at 740-417-0107 if Judi cannot be reached.
  - Please remember to shut the dumpster doors after disposing of trash.
  - Do not set the A.C. on a very cool or very warm temperature, as it can cause issues with the unit.
  - The physical properties of the College housing units are the principle responsibility of the Business Office.
- ✓ Furnishings
- Each room is provided with furnishings that are not to be removed from the room where they are assigned. Furniture is not to be rearranged without approval. The Dorm Supervisor must approve any additional furniture before it can be moved into the dorm.
  - Students living in each room are responsible for the care and upkeep of that room and its furnishings.
  - Students are at MSCC to study and train for ministry. Excessive use of TV, Internet, and video games can seriously interfere with studies, grades, and personal spiritual growth. If a student arranges outside services (such as cable), the total cost and responsibility will belong to the student. A form must be obtained from the office and written permission received before the service is installed. Such service can only be used during the school year and must be disconnected by the last day of classes. Married students renting on a monthly basis will disconnect any service before moving out.
  - Damage to any equipment or furnishing will be repaired at the student's expense. The walls, floors, and doors of the room are not to be defaced. Rooms are not to be painted, either in whole or in part, unless permission is granted by the administration.
  - Please do not add anything that would be considered a permanent fixture to the dorms. No locks or slide bolts are to be installed in the dorm rooms, since slide bolts on the inside or the outside of the dorms violate fire safety regulations.
  - When TVs, radios, or other sound equipment is in use, volumes should be adjusted as to not disturb other residents.
- ✓ Fire Safety
- Fire regulations will not permit stoves, ovens, or hot plates to be used anywhere in the dorm. Food that is prepared in dormitories must be put away immediately after use with all cooking supplies cleaned and stored.
  - Do not tamper with the smoke detectors!! Violation of this rule could result in immediate expulsion from the dorms!!
  - **POLICY ON PORTABLE ELECTRIC APPLIANCES, SMOKING AND OPEN FLAMES IN A STUDENT HOUSING FACILITY** It is the policy of Mid-South Christian College to inspect its dorm rooms three times a year, once in the spring, once in the summer, and once during the fall semester, to find and eliminate safety violations.
  - The Department of Student Services in coordination with Facilities Maintenance performs health and safety inspections in the Residence Hall three times a year, once in the fall, spring and summer. Inspections will be announced only during the first round of the fall semester. All other inspections are unannounced. The health and safety

inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with the MSCC Student Handbook, which includes the health and safety inspections and all other rules and regulations for residential buildings. The inspections include, but are not limited to, a visual examination of electrical cords, smoke detectors, fire extinguishers and other life safety systems.

- In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords, halogen lamps; portable cooking devices in non-kitchen areas; etc.) or prohibited activity (e.g. smoking in the room; tampering with life safety equipment; possession of pets; etc.). This inspection will also include a general assessment of food and waste storage and cleanliness of the room. Prohibited items will be immediately disabled with a locking device or confiscated and donated/discarded if found, without reimbursement.

#### ✓ Visitors

- No visitors of the opposite sex are allowed in single students' dorm residence. The student lounges are available for socializing until almost curfew each night.
- We need to remember that people from the surrounding area including Park Village Christian Church see people entering and leaving the dorm. Our witness for Jesus is tarnished when single men and women are seen entering and leaving the same room. These bystanders may not know which door is a bedroom, commons area, general living room, student lounge, or family dwelling due to the makeup of our building. So we must be very careful. We do not want to give the brush of our sinful culture the opportunity to paint us with colors that would hurt our testimony.
- Do not leave doors standing open, even if you are talking with another student. This is especially a concern with members of the opposite gender but also to keep our utility bills to a minimum.

## Leaving Campus

Any student who will be gone more than five (5) hours at any time for any reason (other than their regular job or church attendance) must sign out giving their destination and approximate hour of return on the sheet provided in the dorm.

If student is taking a weekend trip, a contact number must be included.

## Dorm Hours

- Curfew is in affect from the hours of 12 a.m. – 6 a.m. Permission must be granted by the Dorm Supervisors for any exceptions. Please do not go outside your dorm after curfew--this includes going to the laundry room, your vehicle, or other students dorms.
- Curfew policies also apply to married couples. Please do not host guests or other students past curfew, unless given permission by the Dorm Supervisors.
- Certain exceptions can and will be made for College–sponsored events or to accommodate certain student's work schedules.
- Quiet Hours are in affect from 11 p.m. – 6 a.m. Between these times be respectful of your dorm-mates right to sleep and study. Any sounds should be at a low volume.

Other students should not hear these in their living quarters. Keep voices low. In Christian love, be considerate of those around you (Phil 2:3-5).

- It is also important that students respect the privacy of others. If you are asked to leave someone's room, do so. (This is true at any time.)
- If a job requires you to be out after curfew or to leave before 6:00 AM, inform the Dorm Supervisor of your schedule. This is for security reasons.
- If a student has permission to be on campus during holidays or summer breaks, the curfew hours will still apply. Students should be in their dorms by 12:00 am.
- If students wish to visit on campus during holidays or summer breaks they need to advise one of the staff members of their presence.

## Room Inspection

Dorm checks will be conducted by the Dorm Supervisors every month. Additional dorm checks may happen at any time by Mid-South personnel. Dorms are to be presentable at all times as we may have visitors who want to see the dorm building.

A cleaning schedule will be provided. Please be aware of your responsibilities each week. Please clean thoroughly. If you need help locating cleaning supplies or tools please contact your Dorm Supervisors.

To pass inspection:

1. Bedrooms must have beds made, clothes picked up, and floors vacuumed.
2. Bathrooms must be cleaned, swept, free of trash, and mopped daily.
3. Kitchens must be swept and free of dirty dishes, trash, and food.
4. Living rooms must also be vacuumed, straightened, and free of trash and food.
5. The refrigerator and microwave must be wiped clean, inside and out, and each person's shelf should be orderly.
6. The kitchen floors must also be mopped daily.
7. If inspection is not passed, a warning will be issued once. A \$10.00 fine will be assessed for each offense thereafter.

Bedrooms are the responsibility of the students who live in them while the Common Area is the responsibility of all residents. These areas are to remain clean as outlined above. The easiest way to do this is to pick up immediately after yourselves.

Rooms and apartments at all times should be suitable for unexpected visitors such as prospective students, parents, and/or MSCC supporters. The College reserves the right to enter and search all rooms and contents including computers at any time.

### Laundry Room

- This is a common area that all those living in the dorm will need to share. It is to be used only by currently enrolled students, not for anyone not living on campus currently. Please be respectful of other people's clothes. When doing your wash, try to be prompt in moving clothes from washer to dryer and out when dry. If needed, a laundry schedule sheet may be used that will set times for students to do their laundry.
- In the past, students have been known to forget their clothes for hours, overnight, or even for days. Leaving clothes in a washer or dryer will prevent others from getting their wash loads done. Clothes left past your scheduled time will be removed from the machines. If these habits persist, you will be fined \$10.00 per offense.
- Each student living on campus is assigned a cubby closet to maintain his or her wash supplies. This keeps the laundry room free of access clutter. Students should respect the property of others in not using their supplies unless permission is given. If enrollment is up, some students might have to share cubbies. If you are found to be stealing, restitution will be made and disciplinary action taken. Continuation of stealing constitutes grounds for dismissal.

### Visitors & Overnight Guests

- Guests are expected to sign in at the office. Guests may not stay past curfew (12 a.m.). Overnight guest must be approved by Brent. No visitors of the opposite sex are allowed in the singles' dorms.
- Use of any gymnasium, open field, or property is forbidden unless guest is registered with Business Office and accompanied by MSCC students.
- Any guest should be advised that it would be necessary for him/her to provide beddings toiletries, towels, etc., during their visit.
- All guests are to heed College regulations concerning the restricted use of drugs, alcohol or tobacco on campus. This also includes any obscene materials such as pornography.

### Pets

No pets of any kind are allowed in dormitories!

### Travel

- Students are under the legal jurisdiction of parents or guardians between the time they leave campus and the time they return.
- At the conclusion of the weekend or vacation period, all single students are expected to immediately notify the College if their return plans change.
- All student travel must conform to the highest standards of safety and Christian conduct.

- If you will not be on campus overnight for anything other than a school-sponsored trip, please advise your RA. This includes when you are staying at home.

## **Devotional Life**

Personal devotions are the backbone of spiritual growth and development. Private Bible readings and prayer sessions are strongly urged...nothing can replace them. Personal devotions may be supplemented by group devotions. A prayer room is often provided in the Administration Building.

All students must be diligent in gathering with their church family. Chapel services are required and mid-week church meetings and small groups are also encouraged, as they will encourage greatly the student's spiritual development.

## **Recreation**

MSCC offers plenty of avenues to stay physically fit and active. A basketball court is provided in the gymnasium, while a softball/soccer field can be found immediately to its side. These facilities could also be used for ultimate Frisbee, volleyball, assimilation games, football, kickball, etc.

The Student Lounges provide a pool table, foosball, movies, air hockey and video games. All rated "R" movies must be approved by the Administration.

Students using the weights in the gymnasium are required to have someone else work out with them due to the amount of injuries reported each year in this area of activity.

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## Illness

Illness or injury of any degree should be reported to the Office. For this reason MSCC requires proper medical insurance information to be on file for immediate use. Emergencies can happen at any moment, so it's best to be ready.

All medical attention that requires a stay in the hospital where service from doctor is received and prescriptions or recovery devices are issued will run at the student's expense.

### Local Hospitals and Emergency Clinics:

Baptist Minor Medical Centers  
4539 Winchester Rd Ste 1  
(901) 226-3627  
Memphis, TN 38118

Baptist Memphis  
6019 Walnut Grove Rd  
(901) 226-5000  
Memphis, TN 38120

Saint Francis Hospital  
5959 Park Ave  
(901) 685-1161  
Memphis, TN 38119

Delta Medical Center  
3000 Getwell Rd.  
Memphis, TN 38118

## MARRIED STUDENTS

### General Guidelines

Married students must realize that being married does not bring immunity from the MSCC regulations. They are to abide by the exact same rules as the other students, except in regards to being together alone behind closed doors. However, public displays of affection are to be held at a minimum as not to create a stumbling block in the minds of MSCC's single students.

Married students living in resident housing may arrange for a private phone to be installed. They are wholly responsible for the cost of installation and all calls made on that line. The College will in no way be responsible for charges made to this private line.

## CHRISTIAN SERVICE OPPORTUNITIES

Experiences gained through Christian Service opportunities are priceless. However, it is necessary to advise our students that their time spent in these activities must be carefully guarded lest it interfere with their studies. Remember that Christian Service zeal is no excuse for academic delinquency.

### SPECIFIC MINISTRIES FOR SERVICE

The Administration will be able to provide the student with possible ways to work within their ministry teams and with area churches. These opportunities for service include preaching, teaching, youth work, song leading, and nursery care. Visiting the elderly, shut-ins, the homeless, and jail inmates also present possible service areas. MSCC has a Christian service program that will help each student develop his/her potential.

Here is a list of these ministries:

Memphis Inner City Outreach – Pastor Don Todd heads this wonderful work which focuses on reaching the homeless and prison inmates with the gospel's truth. Pastor Don's cell is 901.483.4011 or home 901.829.2773.

Service in Local Churches:

- Park Village Christian Church (Memphis, TN). This church is located alongside the campus of MSCC. This church has had good success in the areas of race relations and Hispanic outreach. There currently is a Hispanic Church meeting regularly at Park Village. The number there is 901.363.1114.
- [Christview Christian Church](#) (Southaven, MS). We have former students who attend this church (about 15-20 minutes away) and they are very open to MSCC students becoming involved. The number is 662-342-1000.
- Crestview Christian Church (Memphis, TN). This church (15-20 minutes away) borders Bartlett, TN, and has many needs. They would love for anyone to help them grow their ministry. This would be a good church for someone who has a church plant mentality. The number is 901. 382.1430. There is also a Hispanic ministry meeting at Crestview.
- [East Win Christian Church](#) (Memphis, TN). This church (10-15 minutes away) is near Collierville, TN and Olive Branch, MS. It is one of the bigger churches in our brotherhood. This church has tons of opportunities to serve and they have a ministry in Spanish as well. Reach them at 901.757.0921.
- [Engage Church](#) (Memphis, TN). This is a new church plant being assisted by MSCC students and there are many opportunities for involvement. Call them at 901-383-1626.
- [New Discovery Christian Church](#) (Hernando, MS). This church (30 minutes away) has many small groups and opportunities for involvement.

- [New Hope Christian Church](#) (Bartlett, TN). This church (15-20 minutes away) is the largest Christian Church in the area. Again, ministry opportunities exist. Call them at 901.386.0211.
- [Olive Branch Christian Church](#) (Olive Branch, MS). This church (15 minutes away) is in a booming place with population growth happening all around. The number is 662.895.6850.

## STUDENT COUNCIL

The Student Council of Mid-South Christian College exists:

- 1) To serve as a liaison between the student body and the school administration, providing a means for student influence in school affairs while fostering a spirit of cooperation among students and faculty;
- 2) To serve as leaders for the student body, sponsoring and organizing social activities and school and community service projects while keeping the best interest of the school at heart;
- 3) To serve as role models and ambassadors to the community-at-large, representing the highest standards of conduct and character;
- 4) To encourage student involvement in all matters relating to the school and foster a spirit of unity between students and staff.
- 5) To coordinate student representation to the various intramural committees and extramural organizations requesting such representation.

Service on the Council is a great opportunity to serve your peers and gain insight into some of MSCC's operations. The Student Council has input on student affairs and can be instrumental in bringing about desired changes requested by other students.

Student Council Elections (except for freshmen) will occur during April with the term of office to run from the beginning of May to the end of the proceeding May. The Student Council Representative Freshman appointment shall occur in August.

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## Student Grievance Policy

### Purpose:

The purpose of this policy is to provide MSCC students a mechanism for lodging and resolving grievances. Students should read the policy and procedure carefully and seek advice from the Student Services Department or a member of the teaching staff if they are unsure of the process.

### Policy and Philosophy:

It is the conviction of Mid-South Christian College that its students have the right to competent classroom instruction and an environment free from disruption. They have the right to withdraw from instruction and receive prorated refunds in accordance with the stated refund policies as detailed in the College catalog. Students also have the right to due process when they feel they have a grievance.

### Definition

A grievance is here defined as a perceived injustice or source of distress that serves as grounds for complaint. Grievances addressed by this policy may include personal issues such as sexual harassment, theft, abuse, fraud, and extreme interpersonal conflict. Examples of grievances may also be of an academic or institutional nature such as dissatisfaction with the educational services provided by the college, disputes about tuition and fees, experiences of discrimination, dissatisfaction with the physical facilities, and misrepresentation of facts regarding any aspect of the college's public image. This policy and procedure applies to any academic or non-academic matter, which causes a student serious concern or distress in relation to their studies or in relation to their student life experience.

### Procedures:

1. Students are strongly urged to first attempt to resolve the issue themselves before making a formal complaint. The offended person should go to the person who has committed the offense and attempt to rectify the situation in the spirit of Matthew 18:15-17. In making the decision to carry his or her complaint to the next level, the student should take into account the fact that all complaints brought to the Office of Student Services will remain a permanent record of the college and any complaint that may pertain to activities of a criminal nature will be referred to local authorities for investigation and possible prosecution.
2. Students wishing to file a formal complaint should contact the Director of Student Services (3097 Knight Road, Memphis, TN, 38118; Phone: 901-37-4400, Ext. 115). Complaints must be submitted in writing and must include the date of the incident, names of those involved, and a short description of what happened. The complaint should be submitted to the Director of

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Student Services as soon as possible and no later than 60 calendar days after the incident that provoked it.

3. The Director of Student Services will investigate the relevant facts regarding the issue and, within fifteen (15) calendar days of receiving the complaint, will render a decision regarding any response the college will make to the student's grievance.
4. If the aggrieved student is not satisfied with the decision of the Director of Student Services, he or she can appeal that decision by submitting a formal appeal request to the Office of Student Services. The Director of Student Services will then organize a Student Grievance Committee and refer the complaint to that committee.
5. The Student Grievance Committee (SGC) is an ad hoc committee formed to hear, and attempt to resolve, student grievances of a non-academic nature. The Student Grievance Committee will be comprised of the Director of Student Services (chair), a faculty representative, and two student representatives who will be appointed by the Director of Student Services to address the student's grievance. Complaints that are academic in nature should be directed to the Office of the Academic Dean. If a member of the SGC was involved in the dispute, the President will appoint a replacement who is not employed in the administrative office or academic division with which the complaint takes issue.
6. Upon review of issues related to the complaint, the SGC will conduct an investigation, as may be appropriate, and make a recommendation concerning actions that may be taken to help the student come to a satisfactory resolution. The SGC's response will be communicated in writing to all involved parties within fifteen (15) calendar days after the appeal was filed.
7. If the student feels that his or her grievance has not been resolved by the SGC, he or she may appeal to the President of Mid-South Christian College within seven (7) calendar days after receipt of the SGC response. After reviewing the case, the President will either grant or deny the student's appeal, notifying the student of his decision within two (2) business days after receiving the appeal.
8. In the event that the President has granted the appeal, he will meet with the student within seven (7) calendar days after approval of the appeal to discuss the complaint and possible resolution.
9. Within seven (7) calendar days after the meeting, the President will respond in writing with a final resolution of the complaint.
10. If the student is still not satisfied with the college's resolution of the issue, he or she may make a formal appeal to the Board of Trustees (BOT). Such an appeal must be filed in writing and given to the President who will add it to the Agenda of the next BOT meeting. During that meeting, the BOT will render a decision regarding the college's response to the student's grievance. This decision will be communicated to the student within the seven (7) calendar days following the conclusion of the meeting of the BOT.

### Additional Information

At any time, students may register their concerns with either or both of the following supervising institutions:

The Tennessee Higher Education Commission, Nashville, Tennessee 37243-0830. Telephone: 615.741.3605.

The Association for Biblical Higher Education, 5575 S. Semoran Boulevard, Suite 26, Orlando, FL 32822-1781, Telephone: 407.207.0808.

All complaints will be kept confidential to the extent permitted by law and every effort will be made to assure that no adverse action will be taken against the student filing the complaint. The college will take affirmative action to ensure that such behavior is not tolerated. Any student, faculty, or staff of MSCC who is proven guilty of harassing or otherwise punishing a student because he or she has filed a formal grievance complaint will be disciplined up to and including dismissal and the loss of any accrued benefits.

## Emergency Procedures Manual Excerpts

### Emergency Telephone Numbers (area code 901 unless otherwise noted)

Police/Fire/Ambulance.....	911
Poison Center .....	1-800-222-1222
Mental Health Crisis Services Hotline..	1-800-809-9957
Drug Helpline.....	1-800-662-4357
MLGW 24 Hour Emergency.....	528-4465
MLGW Outage Hotline 24 Hour.....	544-6500
Suicide & Crisis Intervention Service.	274-7477
Emergency Management Agency....	458-1515

### Non-Emergency Telephone Numbers

Police.....	545-2677
Fire Department.....	527-1400
Ambulance - Non Emergency.....	458-3311

#### College Administrators

President (Larry Griffin).....	901-626-0004
Academic Dean (Robert Griffin).....	901-734-9855
Business Administrator (Renae Mask).....	901-375-4400
Director of Student Life (Brent Linn).....	740-417-0107
Librarian (Judi Homan) .....	901-834-1899
Registrar (Keith Graham) .....	901-375-4400

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Secretary (Mary Jackson) ..... 901-375-4400

## **MEDICAL EMERGENCY**

### Life Threatening

1. Have someone call 911 immediately.
2. Do not move the victim unless he or she is in further danger if left in that position.
3. Do not leave the person alone.
4. Ask the person calling 911 to have someone report to you and tell you what the 911 dispatcher said.
5. Station someone outside the building at the entrance to help direct the emergency medical response team to the correct location.
6. Provide first aid that is necessary to prevent death or further injury. (e.g. artificial respiration, applying direct pressure to bleeding.

Note: If the person is conscious, get their consent before assisting them.

7. Keep other people away from the area.
8. In the case of a student, ensure the Director of Student Life is immediately contacted.
9. The Director of Student Life will inform parents of the student.
10. In the case of a college employee, ensure the President is contacted as soon as possible.
11. The President will be responsible to ensure that the employee's spouse/family is contacted.
12. If the victim refuses to go to the hospital in an ambulance, you are not obligated to take them. Encourage them to use the ambulance if the medical response team says that they need to go to the hospital.
13. If possible, someone should accompany the person to the hospital.

First Aid Kits are located:

- in the business office attached to the wall in the supply area.
- in the library.

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## BASIC FIRST AID

### Bleeding

1. Control bleeding by applying direct pressure to the wound.
2. Do not remove embedded object.
3. Elevate affected areas if there are no broken bones.
4. Clean surface wound gently with clean, cool water.
5. Bandage with clean dressing.
6. Transport to hospital for deep wounds, puncture wounds, or imbedded objects.

### Poisoning

1. If the victim is unconscious, call 911 and ask for ambulance.
2. call Poison Control at 1-800-222-1222 and provide information about what poison was ingested and age of victim. Wait for instructions.
3. If victim is conscious and not nauseated or vomiting, give water to dilute poison (3-4 glasses).
4. Do not induce vomiting unless directed to do so by Poison Control, or the directions on the poison container tell you to do so.

### Burns

1. Immerse burned area in cold water until pain subsides. In area not immersible, gently pour cold water over area for 10-20 minutes.
2. Do not apply butter, creams, or liquids other than water.
3. Cover lightly with clean dressing.
4. Transport to hospital for burns that blister or destroy skin thickness, or if burns are on neck, or head or cover more than 10% of a body area.

### Shock

Signs: cold, clammy, pale skin; faint, rapid pulse; quick irregular breathing; weakness, nausea; agitation or confusion

1. Call 911 and request an ambulance.
2. Treat the cause of the shock - bleeding, burn, etc.
3. Keep victim quiet and lying down.
4. Keep victim warm.
5. If victim is unconscious, place on side to maintain a clear airway.
  - 1) If victim is conscious, place on back and elevate legs.

NOTE: The College's trained first aid administrators are:

1. Judi Adams - phone 901-834-1899

## SUICIDAL INTENT

1. When a student hints at suicide or verbalizes suicidal thoughts, it must be taken seriously. It is important to ask, "Are you thinking of suicide as a real option?" If the student was joking, he/she will find this to be a humorous question. A student who is serious will often welcome the chance to talk about their suicidal thought. If the student is serious, it is important to ask the question, "Do you know how you would commit suicide?" This will not cause the student to make definite plans, but he/she will usually tell you the plan if there is one.
2. Once you know the student is serious, it is imperative to refer him/her for professional help. The desire to maintain confidentiality must be overruled by the need to protect the student.
  - a. Contact the Director of Student Life. Tell them this is a suicide emergency. Take the student to the appointment.
  - b. If the student does not want to talk to the Director of Student Life, let the respective Dean know. Take the student to the Emergency Department of the Baptist Memorial Hospital. Be sure you do not take the student by yourself. Have at least one other person with you in the car.
  - c. Inform the respective Dean of action taken.

## SUICIDE ATTEMPT

1. When a student has attempted suicide (or engaged in self-destructive behavior:

- a. Call 911 if the student's life is endangered or the student is seriously injured.
  - b. Administer first aid.
  - c. Call Director of Student Life immediately.
  - d. Make arrangements to accompany the student to the hospital.
  - e. If there are grounds to believe the person may injure themselves during transport to the hospital, contact the police or ambulance to arrange for transport.
2. Contact the President.
  3. The Director of Student Life will:
    - a. Contact the student's parents/spouse.
    - b. Debrief students if necessary.

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## WEATHER CRISIS

### Earthquake:

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

If Indoors:

DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.

Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.

Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.

Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, loadbearing doorway.

Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.

Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

If outdoors:

Stay there.

Move away from buildings, streetlights, and utility wires.

Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If in a moving vehicle:

Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.

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Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

If trapped under debris:

Do not light a match.

Do not move about or kick up dust.

Cover your mouth with a handkerchief or clothing.

Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

### Tornado:

If you are under a tornado WARNING, seek shelter immediately!

If you are in:

Then:

Any building on campus

Go to a pre-designated shelter area—laundry room in dorm building or the Archive Room in the Student Resource Center. Go to the center of an interior room on the lowest level away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. Do not open windows.

A vehicle

Go to a pre-designated shelter area—laundry room in dorm building. Go to the center of an interior room on the lowest level away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. Do not open windows.

The outside with no shelter

Lie flat in a nearby ditch or depression and cover your head with your hands.

Be aware of the potential for flooding.

Do not get under an overpass or bridge. You are safer in a low, flat location.

Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.

Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

## FIRE

1. Call 911 immediately.
2. Sound the fire alarm.
3. All students are encouraged to proceed immediately to the grassed area in front of the Old Admin campus building, or to the house across from the college (3132 Knight Road).

Fire Extinguishers on main campus are located:

- on the wall at the south, east and west entrances to Administration Bldg.
- in each kitchen in the dorm building.
- on the wall in the laundry room of the dorm building.
- on the outside wall, north and south, on the second floor of the dorm building.
- on the wall in the kitchen of the Student Resource Center.
- on the wall in the hall of the Student Resource Center.

## Campus Safety and Security

### The Enforcement of Laws on Campus

Mid-South Christian College (MSCC) Campus and Security Authorities (CSA's) have the authority to ask persons for identification and to determine whether individuals have lawful business at MSCC. MSCC CSA's have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. CSA's do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Student Services Department at MSCC maintains a highly professional working relationship with the Memphis Police Department. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Student Services Department and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

### Reporting a Crime

To report a crime:

Contact the Student Services office at 740-417-0107 (non-emergencies), dial 9-1-1- (emergencies only), or report it directly at the office in the Administration Building. Any

suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the Residential Halls should be reported first to the main office, then, if there is no verification, to the police department. The student should not approach the individual(s) or vehicle or make personal contact. In addition you may report a crime to the following areas:

1	Director, Student Services	740-417-0107; 901-375-4400 Ext. 115	Resource Center, North Office
2	Librarian	901-834-1899; 901-375-4400 Ext. 114	Resource Center, South Office
3	Receptionist	901-375-4400	Administration Building, Main Office
4	Academic Dean	901-375-4400 Ext. 104	Administration Building, Main Office
5	Registrar	901-375-4400 Ext. 102	Administration Building, Main Office
6	President	901-375-4400 Ext. 105	Administration Building, Main Office

## Encouraging of Accurate and Prompt Crime Reporting

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Department of Student Services in a timely manner.

To report a crime or an emergency on the campus of Mid-South Christian College, in the case of an emergency, call 911, then call Judi Homan at (901)834-1899. To report a non-emergency security or public safety related matter, call Brent Linn at (740)417-0107.

If assistance is required from the Memphis Police Department, the Department of Student Services will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, will offer the victim a wide variety of services.

Crimes should be reported to the Department of Student Services to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, a crime that was reported only to the Tennessee Rape Crisis Center would not be included in the MSCC crime statistics.

## Voluntary Reporting

If you are the victim of a crime and do not want to pursue action within the College System or the criminal justice system, you may still want to consider making a confidential report. With

your permission, the Director of Student Services can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

## Preventing and Responding to Sex Offenses

The University educates the student community about sexual assaults and date rape through an annual seminar delivered by a specialist. The Shelby County Rape Crisis Center offers sexual assault education and information programs to College students and employees upon request. Literature on date rape education, risk reduction, and College response is available through the Department of Student Services.

### Steps to Take After Sexual Assault

1. Get to a safe place, far away from your attacker(s)
2. Call 9-1-1 or the Shelby County Rape Crisis Center (RCC) hotline at (901) 222-4350
3. If physically injured, go immediately to the nearest hospital emergency department
4. Don't bathe or change clothing
5. Don't brush your teeth
6. If you have to urinate, keep the urine in a container to give to RCC staff when you present to the center
7. If you are assaulted orally, don't eat or drink until seen by RCC staff
8. If you don't want to report the assault, you can still receive services from 8:30 am to 5:00 pm, Monday through Friday
9. Anyone sexually assaulted within Memphis or Shelby County is eligible to receive counseling that is free and confidential, whether or not you chose to report the assault, and regardless of when it occurred.

College disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the Student Handbook. A student found guilty of violating the College's sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the University for the first offense.

Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

## Security Awareness Programs

Dorm Orientation: At the beginning of each new semester, resident students are required to attend an orientation to the dorms, where students are informed about the existence of criminal activity in the area and of steps the College is taking toward security as well as their own responsibilities. Similar information is presented to new employees.

Security Presentation: MSCC arranges with local security personnel for an annual presentation on security issues as well as crime prevention and the prevention of sexual assault (rape and acquaintance rape).

Printed Materials: MSCC provides security awareness information in the Student Handbook and in occasional security alert posters.

Timely Warnings: When time is of the essence, information is released to the university community through security alerts posted prominently throughout campus, through computer memos sent through Populi, and through the Call-em-all text message system.

## Fire Safety

Fire safety education programs for all students living in on-campus student housing and all employees that have any association with on-campus student housing are held at the beginning of each semester. These programs are designed to: familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the college's fire safety policies. Everyone is also provided with maps of each on-campus student housing facility that illustrate evacuation routes and fire alarm equipment locations. During these programs, trainers emphasize that participating in fire drills is mandatory. Students with disabilities are given the option to have a "buddy" assigned to them.

Fire safety education and training programs are taught by local fire authorities.

If a fire occurs, students are instructed to leave hazardous areas per the evacuation routes and get to a predetermined location before calling 911 for help. They are to remain in that location so that the zone marshall or someone from the Student Services office has documented that the student has left the building. RAs are instructed to pull the fire alarm as they are leaving the building if they can do so without risking their safety.

The information provided during the fire safety programs is also available online at [www.midsouthcc.org](http://www.midsouthcc.org).

## Safety in Student Housing

The Department of Student Services in coordination with Facilities Maintenance performs health and safety inspections in the Residence Hall three times a year, once in the fall, spring and summer. Inspections will be announced only during the first round of the fall semester. All other inspections are unannounced. The health and safety inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with the MSCC Student Handbook, which includes the health and safety inspections and all other rules and regulations for residential buildings. The inspections include, but are not limited to, a visual examination of electrical cords, smoke detectors, fire extinguishers and other life safety systems.

In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords, halogen lamps; portable cooking devices in non-kitchen areas; etc.) or prohibited activity (e.g. smoking in the room; tampering with life safety equipment; possession of pets; etc.). This inspection will also include a general assessment of food and waste storage and cleanliness of the room. Prohibited items will be immediately disabled with a locking device or confiscated and donated/discarded if found, without reimbursement.

## Missing Student Notification

It is the policy of Mid-South Christian College to encourage the College community to immediately notify the appropriate College authorities in the case of a suspected missing student, at which point the College authorities will investigate and, if deemed necessary, inform the student's parents and the Memphis police.

**1.** If a member of the College community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify a member of the emergency response team in the order given below:

- 1.1. Director of Student Services
- 1.2. President
- 1.3. Academic Dean
- 1.4. Business Administrator
- 1.5. Director of Church Relations