CALENDAR OF EVENTS
2013-2014

Summer Session 2013
Fast Track Classes.............................................................................................................. May 6-10
Online Summer Session A.................................................................................................. May 6-June 30
Online Summer Session B................................................................................................. June 17 - August 11

First On Campus Session
Registration........................................................................................................................... May 13
Classes Begin..................................................................................................................... May 14
Last Day for Registration with Credit.................................................................................. May 15
Final Examinations for First Session.................................................................................. June 14

Second On Campus Session
Classes Begin..................................................................................................................... June 18
Final Examinations for Second Session............................................................................. July 20

2013 Fall Semester
Dormitories Open for New Students.................................................................................... August 21
New Student Orientation, Testing, and Registration......................................................... August 22-23
Returning Student Registration............................................................................................ August 23
Classes Begin/Online Session A Begins.............................................................................. August 26
Last Day for Registration with Credit.................................................................................. August 30
Labor Day (no classes)....................................................................................................... September 2
Mid-Semester Examinations.............................................................................................. October 14-18
Online Session A Ends....................................................................................................... October 20
Online Session B Begins..................................................................................................... October 21
Fall Break (no classes)........................................................................................................ October 25
Veterans Day (no classes).................................................................................................. November 11
Thanksgiving Holiday......................................................................................................... November 27-29
Final Examinations............................................................................................................. December 10-13
Online Session B Ends....................................................................................................... December 15
Winter Fast Track Classes.................................................................................................. January 6-10

2014 Spring Semester
Dormitories Open.............................................................................................................. January 11
New Student Orientation, Testing, and Registration......................................................... January 13
Returning Student Registration......................................................................................... January 14
Classes Begin..................................................................................................................... January 20
Online Session A Begins..................................................................................................... January 20
Civil Rights Day (no classes)............................................................................................. January 20
Last Day for Registration with Credit................................................................................ January 21
Presidents Day (no classes)............................................................................................... February 17
Mid-Semester Examinations.............................................................................................. February 27-March 4
Missions Conference.......................................................................................................... March 5-9
Online Session A Ends....................................................................................................... March 16
Online Session B Begins.................................................................................................... March 17
Spring Break....................................................................................................................... March 17-21
Student Summit................................................................................................................... April 3-4
Final Examinations............................................................................................................ May 5-8
Graduation Week Activities.............................................................................................. May 8-10
Commencement.................................................................................................................. May 10
(Students permitted to leave following the conclusion of the Commencement Service.)

Online Session B Ends....................................................................................................... May 11

Summer Session 2014
Fast Track Classes.............................................................................................................. May 12-16
Online Summer Session A.................................................................................................. May 12-July 6
Online Summer Session B................................................................................................. June 23 - August 17

* There are no classes on these days; however, students are not allowed to skip any classes or chapel to extend this break.
MISSION STATEMENT

The purpose of Trinity Baptist College is to prepare Christian men and women for life and ministry. This mission will be accomplished through a higher educational program of Biblical, general, and professional studies. Education at the College is provided within the context of the local church with emphasis on Christian values, spiritual development, high academic standards and practical application to enable learners to live lives of personal fulfillment and Christian service.

A BRIEF HISTORY OF TRINITY BAPTIST COLLEGE

Responding to the leadership of the Lord, on Wednesday, February 27, 1974, Trinity Baptist Church voted unanimously to establish Trinity Baptist College as a ministry of the church. The church also authorized the utilization of the facilities formerly occupied by the church at 426 S McDuff Avenue in Jacksonville, Florida. Eighty-four students enrolled during the first year of operation, and these students were taught by sixteen faculty members.

In 1992, the church voted to call Tom Messer as pastor. Subsequently, in 1995 Pastor Messer brought Dr. Charles Shoemaker on staff to become the Executive Vice-President of the college. Under the leadership of Dr. Shoemaker, the college became accredited and the campus was also relocated from McDuff Avenue to its current location. This move occurred in the fall of 1998. Dr Shoemaker continued to serve until his resignation in May of 2010.

We are very excited about future of Trinity Baptist College and believe that God has brought some very gifted and spiritual leaders along side our college Chancellor, Pastor Tom Messer. These men include Mr. Mac Heavener who currently serves as the President of our college and also Dr. Matthew Beemer who serves as Senior Vice President.

Mr. Heavener brings to Trinity vast leadership and operational experience. He has over 40 years of experience in real estate, including 20 years he served as the President and Co-CEO of the international real estate company, ERA. His contributions at ERA helped the company grow to over 3,000 offices, operating in 23 countries. Mac's leadership capabilities will serve both our students and faculty well.

Dr. Beemer comes to Trinity with over 25 years of collegiate educational experience in the classroom and also administrative roles. He brings a wealth of experience and commitment to our school and already the results of his godly leadership and influence are being clearly seen.

PRIVACY RIGHTS OF STUDENTS

In 1974, The Family Education Rights and Privacy Act (Buckley Amendment, also known as FERPA) was enacted. This bill created certain rights for families and individuals and certain responsibilities for educational institutions. Under this bill, college students retain privacy rights relative to their personal school records. We notify parents of a student’s grades, school bill, discipline status, etc., only if a student has authorized us to do so, or a student is a dependent child as defined by IRS tax law.
ACADEMIC POLICIES

ACADEMIC STANDING (all students)

In order to complete any curricular program, each student must maintain good academic standing. This is measured by the following standard:

I. A student must maintain the following averages on courses taken:

<table>
<thead>
<tr>
<th>Program</th>
<th>GPA Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate’s</td>
<td>2.00</td>
</tr>
<tr>
<td>Bachelor’s (after two semesters) (0-23 credits)</td>
<td>1.75</td>
</tr>
<tr>
<td>Bachelor’s (after three semesters) (24-35 credits)</td>
<td>1.90</td>
</tr>
<tr>
<td>Bachelor’s (after four semesters) (36 or more credits)</td>
<td>2.00</td>
</tr>
</tbody>
</table>

II. A student who fails to meet the standard will be subject to the following:

1. **Academic Warning:** A student who fails to maintain the required GPA, as noted, will be placed on academic warning.

2. **Academic Probation:** A student who fails to meet the required GPA following academic warning will be placed on academic probation. The undergraduate may take a maximum of 13 credits.

3. **Academic Suspension:** A student on academic probation who fails to remove his probation in the next semester of attendance will be subject to suspension. If the student desires to return to TBC, he must contact the Registrar in writing. The Registrar will determine a plan that may prepare the student for re-entry.

4. **Academic Dismissal:** A student who does not raise his cumulative GPA to the minimum required by his level before the end of the semester in which he returns will be dismissed and not allowed to return unless he qualifies for the academic amnesty program.

5. **Academic Amnesty:** A student who has been academically dismissed from Trinity Baptist College may be allowed to return under the following guidelines:
   - The student must not have been enrolled at Trinity Baptist College for a period of five years.
   - The student must be declared eligible to return by the Business Office and Student Services.
   - The student must be approved for readmission by the Registrar and Academic Dean after submitting a written request.
   - The student will be admitted on probation and must follow all stipulations of the policy.
   - Grades “A,” “B,” and “C” previously earned will calculate in the GPA. Grades “D” and “F” will be changed to “Q.”
   - The academic amnesty student is not eligible for graduation with honors.
ATTENDANCE POLICY

Education is costly, in both monetary and time commitment. To gain the most from their education, students need to be in class. For the benefit of students and faculty at Trinity Baptist College, a consistent attendance policy is needed so that all students understand the expectations of faculty in all their courses. In general, regular and punctual attendance is expected of all students. At times it may be unavoidable for students to miss classes. These absences will be classified as either excused or unexcused and will be handled per the policy below:

Excused Absences
Students will be allowed an unlimited number of excused absences if those absences fall into one of the following categories:

- Absences due to TBC-sponsored events, including athletic competition or other administration-approved event, will be excused.
- Absences due to medical illness that are accompanied by a doctor’s note or dean’s note will be excused.
- Absences due to family situations such as death in the family or a severe medical condition will be excused. The student affairs office will confirm these absences with faculty.
- Required jury duty or military duty will be excused with appropriate documentation.

Students will not be penalized for excused absences and will be permitted to make arrangements to complete missed work.

Unexcused Absences

- Students will be allowed unexcused absences equal to the number of times a course meets weekly. (For example, if a course meets three times a week, three unexcused absences are permitted.)

- Absences are considered unexcused until the student provides the necessary documentation that the absence is excused. Students have one week to provide such documentation to the faculty member. Any student not satisfied with the faculty member’s decision may appeal to the academic office within one week of the faculty member’s decision.

- Students who are late for class 10 minutes or less are considered tardy but present for the class. If a student misses in-class work due to tardiness, the faculty member may choose not to allow the student to make up this work. Three class tardies will be counted as one unexcused absence.

- Students who are more than 10 minutes late for class or who leave more than 10 minutes before the end of class are considered absent. This is an unexcused absence.
For each unexcused absence over the permitted number, the student’s final average will be reduced as follows:

- 5% for classes that meet 3 times per week
- 7.5% for classes that meet 2 times per week
- 15% for classes that meet once per week

Extraordinary circumstances regarding excessive absences will be addressed by the student with the faculty member and senior vice president as required.

Each individual teacher for each course will determine the makeup policies for each course. This policy is included in the syllabus of each course.

REPEATING CLASSES FAILED DUE TO OVER ABSENCE
Students who fail courses due to over absences are not allowed to repeat the course by “independent study” (formerly TBA). They must repeat the course by attending regularly scheduled classes.

GRADUATION REQUIREMENTS
The minimum number of credits required for graduation is as follows:

**Bachelor of Arts Degree**
- Pastoral Theology & Missions 128

**Bachelor of Science Degree**
- Church Ministries 128
- Elementary Education 128
- With Special Education 142
- Secondary Education 128
- Church Music 129
- Counseling 128
- Management & Ethics 128
- Interdisciplinary Studies 128

**Associate of Science Degree**
- Office Administration 66
- Interdisciplinary Studies 64
## FINANCIAL INFORMATION

### Resident Students

<table>
<thead>
<tr>
<th></th>
<th>Per Semester</th>
<th>Yearly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (12-17 semester hours)</td>
<td>$4,395.00</td>
<td>$8,790.00</td>
</tr>
<tr>
<td>Housing and Food</td>
<td>2,760.00</td>
<td>5,520.00</td>
</tr>
<tr>
<td>Student Services Fee</td>
<td>525.00</td>
<td>1,050.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$7,680.00</strong></td>
<td><strong>$15,360.00</strong></td>
</tr>
</tbody>
</table>

### Commuter Students

<table>
<thead>
<tr>
<th></th>
<th>Per Semester</th>
<th>Yearly</th>
</tr>
</thead>
<tbody>
<tr>
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<td>$8,790.00</td>
</tr>
<tr>
<td>Student Services Fee</td>
<td>525.00</td>
<td>1,050.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$4,520.00</strong></td>
<td><strong>$9,840.00</strong></td>
</tr>
</tbody>
</table>

### PAYMENT PLAN

1. The entire semester amount may be paid at Registration.
2. The Payment Plan is total cost minus total aid divided by four for the fall semester and total cost minus total aid divided by five for the spring semester.
3. There is a $50 administrative Payment Plan Fee per semester.

### Fall Semester

<table>
<thead>
<tr>
<th></th>
<th>1st payment (Registration)</th>
<th>2nd payment (Sept 15)</th>
<th>3rd payment (Oct 15)</th>
<th>4th payment (Nov 15)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident</td>
<td>$1920.00</td>
<td>$1920.00</td>
<td>$1920.00</td>
<td>$1920.00</td>
</tr>
<tr>
<td>Commuter</td>
<td>$1130.00</td>
<td>$1130.00</td>
<td>$1130.00</td>
<td>$1130.00</td>
</tr>
</tbody>
</table>

### Spring Semester

<table>
<thead>
<tr>
<th></th>
<th>1st payment (Dec 15)</th>
<th>2nd payment (Jan 15)</th>
<th>3rd payment (Feb 15)</th>
<th>4th payment (Mar 15)</th>
<th>5th payment (Apr 15)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident</td>
<td>$1536.00</td>
<td>$1536.00</td>
<td>$1536.00</td>
<td>$1536.00</td>
<td>$1536.00</td>
</tr>
<tr>
<td>Commuter</td>
<td>$904.00</td>
<td>$904.00</td>
<td>$904.00</td>
<td>$904.00</td>
<td>$904.00</td>
</tr>
</tbody>
</table>

### CONDITIONAL FEES

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automobile - dormitory students (per year)</td>
<td>80.00</td>
</tr>
<tr>
<td>Automobile - commuter students (per year)</td>
<td>40.00</td>
</tr>
<tr>
<td>Change of course fee (per course)</td>
<td>5.00</td>
</tr>
<tr>
<td>Course acceptance request fee</td>
<td>50.00</td>
</tr>
<tr>
<td>Late registration fee</td>
<td>100.00</td>
</tr>
<tr>
<td>Late payment fee</td>
<td>25.00</td>
</tr>
<tr>
<td>Lost dormitory key (per key)</td>
<td>30.00</td>
</tr>
<tr>
<td>Private music lessons (per credit per semester)</td>
<td>350.00</td>
</tr>
<tr>
<td>Reservation Deposit</td>
<td>350.00</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>30.00</td>
</tr>
<tr>
<td>Student Services Fee (6+ Credits; per semester)</td>
<td>525.00</td>
</tr>
<tr>
<td>Student Services Fee (5- Credits; per semester)</td>
<td>265.00</td>
</tr>
<tr>
<td>Transcript fee (per transcript)</td>
<td>5.00</td>
</tr>
</tbody>
</table>
WITHDRAWAL AND REFUND POLICY

1. Recipients of Federal and/or State Student Aid - A statutory schedule is used to determine the amount of federal and/or Florida State funds a student has earned when he or she ceases attendance based on the period the student was in attendance. Up through the 60% point in each payment period, a pro rata schedule is used to determine the funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the federal and/or state funds.

2. Fees - During the first week of class all non-consumed fees are refunded less a $25 administrative fee. After the first week of class all fees are nonrefundable.

3. Housing - Refunds are prorated on a weekly basis.

4. Cancellation prior to commencement of classes by student - Written notice is required from the student. Dormitory deposits are nonrefundable.

5. Withdrawal after commencement of classes by the student - Tuition will be refunded based on the last day of attendance to class and the following schedule:

<table>
<thead>
<tr>
<th>Amount of Refund</th>
<th>1st week of classes</th>
<th>2nd week of classes</th>
<th>3rd week of classes</th>
<th>4th week of classes</th>
<th>5th week of classes</th>
<th>6th week of classes</th>
<th>7th week of classes</th>
<th>After the 7th week of classes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100%</td>
<td>90%</td>
<td>80%</td>
<td>70%</td>
<td>60%</td>
<td>50%</td>
<td>40%</td>
<td>0%</td>
</tr>
</tbody>
</table>

6. TBC scholarships - These scholarships will be rescinded based on the amount of the refund.

7. All refunds will be completed within 15 office days of the official notification of withdrawal.

8. When a student withdraws, any money owed to the college is due upon withdrawal. A late charge of 1 1/2% per month will be charged on any unpaid balance beginning 30 days after the withdrawal date. Unpaid balances are subject to being sent to a collections agency.

FINANCIAL AID

SATISFACTORY ACADEMIC PROGRESS STANDARDS (SAP)
(Financial aid recipients only)

In order to continue to receive financial aid each student must maintain Satisfactory Academic Progress (SAP). The Financial Aid Office calculates SAP at the end of each academic semester to determine a recipient’s eligibility for the coming academic semester. SAP is measured by the qualitative and quantitative standards described below.

1. Qualitative - A student enrolled at Trinity must meet the following cumulative GPA requirements, as calculated by the Academic office:

<table>
<thead>
<tr>
<th>Program</th>
<th>GPA Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate’s</td>
<td>2.00</td>
</tr>
</tbody>
</table>
Bachelor’s (after two semesters) (0-23 credits) 1.75
Bachelor’s (after three semesters) (24-35 credits) 1.90
Bachelor’s (after four semesters) (36 or more credits) 2.00

II. Quantitative - A Student must complete an academic program within an equivalent of one hundred fifty percent (150%) of the published time i.e. a two-year (64 credits) program must be completed within 96 attempted hours. A four-year (130 credits) program must be completed within 195 attempted hours.

A. All credits that transfer from other institutions and courses taken at Trinity Baptist College are used for SAP calculation.

B. Withdrawals, incomplete courses, and repeated courses are calculated in this total.

C. A student must successfully complete an equivalent of at least 67% of the hours attempted each academic year to remain eligible, ensuring that he or she will be able to graduate within the one hundred fifty percent requirement.

III. A student must meet SAP to continue to financial aid.

A. A student becomes ineligible to receive financial aid at the point he or she fails to meet SAP.

B. A student may receive financial aid in the semester following the point that SAP is met.

IV. A student who falls short of the SAP requirements may make an appeal to the Academic Office.

A. An appeal must be requested in writing with sufficient documentation to the Chief Academic Officer, who will in turn contact the student and the Financial Aid Office with a written decision. An appeal may be made if a student falls short of SAP standards due to one or more of the following situations directly hindering schooling efforts:

1. Severe illness;
2. Severe injury;
3. Death of a near relative or close friend;
4. Study changes due to employment;
5. Other circumstances subject to the decision of the Academic Dean.

Appeals must be submitted and received by established deadlines in order to be considered for the coming academic semester.

B. Classes determined to be directly affected by traumatic circumstances (above) may be overlooked until repeated, in regard to qualitative requirements, and may be eliminated from quantitative portion of SAP calculation for the remaining portion of a student’s attendance at Trinity.

C. At the discretion of the Academic Office, a student may be placed on a temporary probationary status for a period of one semester. A student who fails to bring his or her SAP back up to the required level will no longer be eligible for financial aid until SAP is met. A student may only be placed on probationary status one time.
Permission is needed for occurrences that are listed below. (These consist of freshmen, out-of-town, overnight, or extended curfew.) All these permissions must be signed by a respective dean before one is allowed to follow through with his/her activity. Failure to obtain the proper permission will result in disciplinary action from the student service office.

Off-Campus Groups and Dating
The following policies are intended for Resident Students who are leaving campus with members of the opposite sex. This includes both dating and non-dating situations. Commuter students should be aware of these policies in order to avoid placing a campus student in a situation where they are in violation.

Freshmen (Less than 32 credit hours)
First Semester
- May leave campus with a member of the opposite sex in a Mixed Group-(see guidelines below).
- Dating is only allowed with an approved chaperone or as a double date with an approved couple.

Sophomores, Juniors, Seniors, or students at least 21 years of age. (32 Credit Hours or More)
- May leave campus with a member of the opposite sex in a Mixed Group (see guidelines below).
- May single date anyone at a sophomore level and above or a person 21 years of age or older.

Mixed Group Guidelines
- Any mixed group of at least (3) or more students may go off campus without any permission form needed.
- Any mixed group must contain at least (2) females
- At no point in time should any female be alone in a mixed group

Any student participating in a mixed group activity must understand that they have personal responsibility to report any inappropriate activities or behaviors performed by anyone in the group to the dean's

Overnight Trips
No chaperone is needed for freshmen students if the couple is going to the home of either student or that couple may stay in the same home provided the parents are present. Both sets of parents must contact the student service office before permission will be granted.

Permission Process
1. Go to WWW.TBC.EDU, click on the "Current Students" link.
2. On the left-hand side of the page, click on the link named "Permission Form."
3. Fill out the permission form completely and click submit!
4. Please allow 24 hours for the form to process.
5. When permission is approved an email will be sent to the student, the respective dean, and respective RA.
DISCIPLINE SUMMARY

The desire of the College is that personal growth and self-discipline will be realized in the life of each student. The discipline system utilized by Trinity Baptist College is designed with the concepts of accountability, mentoring and restoration at its core.

Trinity Baptist College represents a community of professing Christians pursuing goals that are spiritual, academic, and vocational in nature. As such, every member of the community is held responsible to each other for the growth and development of the community in a way that honors Christ and maintains institutional goals.

Appropriate Conduct: Students are expected to do what the Bible requires, abstain from what the Bible forbids, and seek to discern God’s will in every area of life. Additionally, students are required to uphold local, state, and federal law except on rare occasions when compliance with government authority may be in conflict with the Scriptures. Finally, students are expected to adhere to institutional standards which, though not necessarily biblical in nature, are designed for the benefit and/or functionality of the community.

In the spirit of community responsibility, every student is responsible to...

1- Examine one’s self to ensure that he/she is meeting community expectations.
2- Invite others in the community to communicate expectations of appropriate conduct to one’s self.
3- Correct any behaviors that are not in compliance with appropriate conduct.
4- Communicate community expectations of appropriate conduct to others in the community.
5- Restore brothers or sisters who are in violation of these expectations.

Conduct Standing: Trinity Baptist College utilizes a system of standing designed to give students opportunities to correct behaviors, while still holding them accountable.

Conduct Levels are listed below:
Level 1- Good Standing
Level 2- Suggested Change in Conduct
Level 3- Requested Change in Conduct
Level 4- Notice of Required Change in Conduct
Level 5- Final Notice of Requested Change in Conduct
Level 6- Termination of Community Membership
RENTER’S INSURANCE FOR COLLEGE STUDENTS

Since Trinity Baptist College is not responsible for damage to or theft of personal property, we highly recommend that you and your child look into acquiring renter’s insurance specifically designed for the needs of college students.

CSI Insurance Agency is a world leader in providing this type of insurance. You will find their information listed below and we will also distribute a brochure provided by CSI which will explain in detail what is available through this company.

- CSI Insurance Agency Inc., offers highly specialized insurance programs designed to meet the unique needs of students
- The policies which CSI offers deliver extensive coverage with very low deductibles and the most affordable annual premiums
- CSI operates from offices in Alpharetta, GA and is currently licensed in every state except for Alaska and Hawaii
- CSI is underwritten by the Fireman’s Fund Insurance Company, which has been in operation since 1863.

CSI Insurance Agency Inc.
(888)-411-4911
INFO@CSIPROTECTION.COM

Go to WWW.COLLEGESTUDENTINSURANCE.COM for a free quote. You will find Trinity Baptist College listed in their directory of Florida colleges.

SAFETY INFORMATION

LAW ENFORCEMENT POLICIES

The campus of Trinity Baptist College is monitored 24 hours a day 7 days a week by our Campus Security department. Campus Security officers may be reached at any time by calling 904-596-2444. These officers are responsible for maintaining general order on campus as well as monitoring all buildings and grounds in an attempt to ensure the safety of our students.

The officers of our Campus Security department do not have the authority to make arrests and are very limited in any action they take to detain a suspect. The primary function of our officers is to maintain control on campus by communicating with the Student Services office in instances where students are involved in general disorder or destruction of college property. Officers can also contact Student Services if students are observed behaving in any way which violates the Student Handbook.
Campus Security Officers will also contact local law enforcement in regards to any situation they deem necessary. Our Campus Security Department does not have any written working relationship with local or state law enforcement offices.

Any student, faculty or staff member of Trinity Baptist College who is witness to any crime committed on or near the campus of TBC is encouraged to promptly report this information to the Campus Security Office and to appropriate law enforcement agencies.

**EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

The potential of disastrous fires, bomb threats, and other emergency situations have intensified concerns for the safe and rapid evacuation of occupants and students from either areas involved or an entire building. This is coupled with the necessity of being able to quickly and safely alert all members of the Trinity Baptist College community if such an event were to occur.

Any potential emergency situation should be reported promptly to the Director of Campus Security or a Security Officer and also to the Dean of Students. Immediately upon the confirmation of a significant emergency or disastrous situation involving an immediate threat to the health or safety of students or employees on the campus of TBC, the campus community will be notified.

Trinity Baptist College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The Director of Campus Security and/or the Dean of Students will confirm that there is a significant emergency based upon their understanding of the situation. The Director of Campus Security will also contact local law enforcement officials if necessary to assist in making this decision. Once a decision has been made by the Director of Campus Security and/or the Dean of Students, they will notify any necessary personnel appropriate to the type of emergency being dealt with.

The Director of Campus Security and the Dean of Students will then be responsible to contact the Communications Director in order to initiate the Emergency Notification System. The Director of Campus Security, Dean of Students and Communications Director will be responsible for the determining the content of the notification and activating the Emergency Notification System.

This is a list of the persons responsible for carrying out this process:
- Director of Campus Security
- Dean of Students
- Director of Communications

The Procedures for disseminating emergency information to the larger community is as follows. Trinity Baptist College uses a program titled Emergency Notification
System which is a mass notification system. This system will alert all students, faculty and staff of TBC who have provided appropriate contact information via the following mediums: Text messaging, automated message to both cell phone and/or land lines, and email.

All students, faculty, and staff members are advised that it is their personal responsibility to ensure that the appropriate contact numbers and email addresses are on file and that all necessary information is accurate so that they will be promptly notified by the Emergency Notification System.

If a student, faculty, or staff member wishes to update contact information or ensure the accuracy of their personal information they may visit the Student Services office during regular business hours Monday- Friday.

This Emergency Notification System will be tested annually and description of the exercise as well as the date and time of the exercise and whether it was announced or unannounced will be documented in the Student Services office.

This annual testing will include a mock fire drill and/or campus lock down situation. The procedures for the Emergency Notification System along with campus evacuation procedures are published in the Student Handbook.

TIMELY WARNINGS

If the administration of Trinity Baptist College is ever made aware of a Clery reportable crime which has occurred on or near the campus of TBC, then a “timely warning” will be issued to all students, faculty and staff members involved in the campus community. Other reported offences or items considered to be worthy by the Administration may also result in a timely warning.

The purpose of the timely warning is to alert all individuals connected to TBC of potentially threatening situations and is an attempt to prevent the same types of crime from reoccurring.

The issuing of a timely warning will be determined by the President, Senior Vice President, and/or the Dean of Students. The messaging for a timely warning will include appropriate details that will serve to warn the college community and will provide enough information to promote the safety and personal protection of all individuals receiving the warning.

The issuing of a timely warning may be accomplished through any one of the following mediums or a combination thereof: the Emergency Notification System, an update on the college website, emails sent to all student/faculty addresses, chapel announcements, placement of flyers in college mailboxes, posting of flyers in obvious locations around campus.

Local law enforcement officials have the contact numbers for our institution and will often provide information to the college Administration concerning crimes that may be occurring or have occurred in the immediate geographical area of our campus. The receipt of this type of information may also necessitate a timely warning.
MISSING STUDENT NOTIFICATION

In an effort to identify when a student is missing and to notify proper personnel in a timely manner the following procedures have been set into place for all resident students.

1. All resident students are required to be in the Residence Halls at or before curfew each night. The curfew times can be found in the Student Handbook.

2. If a student cannot return to the Residence Halls by curfew because of a conflicting work schedule the following process must take place:

The student must report their normal work schedule to their Resident Assistant and must also advise the Resident Assistant if there is any significant change to the reported work schedule.

Any student returning from work after the established curfew time must check in with the Resident Assistant on duty. If no such officer is on duty then the student must report to his/her Student Supervisor.

3. If a student cannot return to the Residence Halls because Over-night or Out-of-Town permission has been granted then that student must ensure that a copy of the Permission Slip with a dean’s signature has been provided to the Resident Assistant. Full procedures concerning these permissions can be found in the Student Handbook.

4. At curfew each night the Resident Assistant for each floor of the Residence Halls will complete a “Curfew Sheet” which is a list of each person residing on a particular floor. This sheet requires that each name be checked off as the Resident Assistant visually confirms that each student can be accounted for.

5. If a person cannot be visually identified, the Resident Assistant must confirm if this individual has reported a work schedule which requires them to remain off-campus beyond curfew. If this is the case, then the Resident Assistant must ensure one of the following steps is taken:

The Resident Assistant can give the name(s) of any individual who has scheduled work hours beyond curfew to the Resident Assistant who will ensure that these students return to the Residence Halls before their work shift is completed (typically 2a.m.).

If no Evening Resident Assistant is on duty, the Resident Assistant must be responsible for checking students with late work hours into the Residence Halls.

6. If in the process of completing the Curfew Sheet a Resident Assistant cannot visually confirm the presence of a student and that student has not reported late work hours and/or an out-of-town/overnight permission slip has not been turned in then the Resident Assistant must take the following actions:
The Resident Assistant must attempt to contact the student in order to verify his/her status. If there is no contact number available then the Resident Assistant would move to the next step.

The Resident Assistant must notify one or more of the following individuals via a phone call:

- Dean of Men/Women
- Dean of Students
- Student Services Assistant

If none of these individuals can be reached then the Resident Assistant must contact the Security Officer on duty at ext. 2444 and report that there is a student who cannot be accounted for.

7. If no appropriate Dean can be reached, Campus Security will continually attempt to contact a Dean once they have been notified of a missing student. If for any reason a Dean cannot be reached and the student has been missing for a period of at least 24 hours then the Campus Security Department must report the missing student to local law enforcement officials.

8. Upon a Dean’s receiving word that a student has not been identified at the curfew check the following actions must be taken:

   Campus Security must be notified.

   An attempt must be made to reach the student in question.

   If no response is gained from the missing student within a (1) hour time-frame then the parent(s) or guardian(s) of the student will be notified.

   If a student is over the age of 18 then no parents/guardians will be contacted. If the student is over 18 years of age and has registered a confidential contact person to be notified in the case that he/she is missing then that individual will be contacted at this time.

   After a student has been missing for a period of at least 24 hours then an appropriate Dean will contact local law enforcement authorities and file a missing persons report.

**Related Items:**

1. Any student over the age of 18 who resides on campus has the option of registering a confidential contact person who will be notified in the event that he/she has been determined to be missing. Only authorized college officials and law enforcement officers involved in the investigation of the missing person in question will have access to this information. Students over 18 years of age wishing to register a confidential contact person may do so in the Student Services Office.

2. All students should be advised that even if they have not registered a contact person local law enforcement officials will be notified if a student is missing.
3. Parents or guardians of any student reported missing who is under the age of 18 will be notified.

4. Official missing student reports must be referred immediately to campus security and/or local law enforcement with jurisdiction in the area of 800 Hammond Blvd. Jacksonville, FL.

5. If it has been determined that a student who resides on campus has been missing for at least 24 hours, the following actions must be taken. These same actions may be taken if a student has been missing for less than 24 hours if the institution deems it necessary:

   Campus Security and local law enforcement officials must be notified.

   A parent/guardian of the missing student must be notified if the student is under the age of 18. If the missing student is over the age of 18 then any registered confidential contact person must be notified.

   The following is a list of persons to which individuals should report that a student has been missing for 24 hours.

   - Campus Security Director
   - Dean of Men/Dean of Women
   - Dean of Students
INFORMATION CONCERNING HURRICANES

In the state of Florida, the potential for dealing with a hurricane does exist. As a parent of one of our students, Trinity Baptist College wants you to know that we have carefully thought through the situations that a hurricane may present and we are committed to the safety and well-being of our students.

Though we do not wish for this situation, it is our desire that proper planning and preparation for this type of event would allow us to respond accordingly and effectively communicate information to both our students and their families should the threat of a hurricane prove imminent.

Saffir-Simpson Hurricane Scale

<table>
<thead>
<tr>
<th>Scale Number (Category)</th>
<th>Sustained Winds (MPH)</th>
<th>Damage</th>
<th>Storm Surge</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>74-95</td>
<td>Minimal: Unanchored mobile homes, vegetation and signs.</td>
<td>4-5 feet</td>
</tr>
<tr>
<td>2</td>
<td>96-110</td>
<td>Moderate: All mobile homes, roofs, small crafts, flooding.</td>
<td>6-8 feet</td>
</tr>
<tr>
<td>3</td>
<td>111-130</td>
<td>Extensive: Small buildings, low-lying roads cut off.</td>
<td>9-12 feet</td>
</tr>
<tr>
<td>4</td>
<td>131-155</td>
<td>Extreme: Roofs destroyed, trees down, roads cut off, mobile homes destroyed. Beach homes flooded.</td>
<td>13-18 feet</td>
</tr>
</tbody>
</table>

In the Event of a Hurricane

1. “The Cone of Uncertainty“- The National Hurricane Center (NHC) uses different models to track the projected path of hurricanes and tropical storms. This projected path is often referred to as “The Cone of Uncertainty”. This cone, along with the projected path of the hurricane, normally extends out over a 3-5 day period so that advance warning of potential danger can be possible.

2. If the projected path of a hurricane or tropical storm has the potential of impacting the Jacksonville, FL area we would allow our dormitory students to follow the wishes of their parents as to whether they should remain on campus or come home. Parents
should feel free to contact the Student Services office with questions related to making the appropriate decision.

3. Should you wish for your child to leave campus and return home, a permission slip must be filled out and a parent must call (800)-275-3997 in order to leave a voice message stating that their child is allowed to leave. Students should be aware that traffic flow leaving and re-entering the Jacksonville area will be heavy and should expect extended delays.

4. As the path of the hurricane/storm becomes more certain, a decision will be made as to when we will move remaining dormitory students to the “H” Building on the main side of Trinity’s campus. This building is our designated hurricane shelter and is also accessible to food and beverages. Adequate supervision would be provided during this time and all meals would be served as normal. The “H” building and several others on Trinity’s campus have been designated by the city of Jacksonville as Hurricane Evacuation Shelters.

5. Frequenting monitoring of information provided by the NHC will take place throughout this time and appropriate decisions will be made by the administration based on this information. Parents will be kept up-to-date on weather conditions and decisions made by the administration via the college website, www.tbc.edu, or, they can call 1-800-786-2206 to hear an automated voice message which will be updated on a regular basis.

6. Hurricanes are classified into five categories based on their wind speed, central pressure, and damage potential. Hurricanes which are Category (3) and higher are considered major hurricanes, though Categories One and Two are still extremely dangerous and warrant your full attention.

For More Information

Additional helpful information concerning hurricanes and issues related to hurricanes can be found at NOAA’s National Hurricane Center website WWW.NHC.NOAA.GOV/

Help? Questions?

For general questions about Trinity Baptist College’s hurricane policies and procedures, please contact Jeremiah Stanley, Dean of Students, at 904-596-2333.

Frequently Asked Questions

What is the difference between a Hurricane Watch and a Hurricane Warning?

- A hurricane watch means a hurricane is possible in your area. Be prepared to evacuate. Monitor local radio and television news outlets or listen to NOAA Weather Radio for the latest developments.
- A hurricane warning is when a hurricane is expected in your area. If local authorities advise you to evacuate, leave immediately.
**During what time of the year are hurricanes most likely to occur?**
The Atlantic hurricane season officially runs from June 1st - November 30th. Although hurricanes have occurred outside of these six months, 97% of all tropical activity occurs within this time-frame.

**Where can I go to find out what information the city of Jacksonville, FL makes available concerning hurricanes?**
Information from the city of Jacksonville, FL concerning hurricanes and emergency preparedness can be found at [WWW.COJ.NET](http://WWW.COJ.NET).

**Does the campus of Trinity Baptist College fall in a potential storm surge zone if a hurricane were to hit Jacksonville?**
No. According to information provided by the city of Jacksonville, Trinity's campus lies west enough of the Atlantic Ocean and the St. John's River so that we would not be impacted by a storm surge.

**How likely is it that a category (3) hurricane or higher would actually make landfall in Jacksonville?**
While it is impossible to make predictions concerning the number of storms produced in a season or their severity, Jacksonville has only received one direct hit from a hurricane since 1871. The most recent storm to majorly impact the Jacksonville area was a category 2 storm (Hurricane Dora) back in 1964.

**Can my child stay at the residence of a family member that lives within the Jacksonville area if a hurricane is approaching?**
This decision would be up to you as the parent. If it is decided that this is the appropriate step, a permission slip must be filled out by the student and a parent must call 1-800-275-3997 in order to leave a voice message allowing your child to leave campus.
MEDICAL LISTINGS

This listing is provided for your convenience. Trinity Baptist College does not recommend nor endorse any of the following lists of Doctors, Dentists, Hospital, etc. The listings are offices located in close proximity to the college. The yellow pages in the telephone book contain a complete listing for the Jacksonville area. Students are to make their own choice for a medical provider and are to make their own appointment. The nurse will provide assistance as requested. Students should be prepared to pay at the time of their visit. Most health care providers will file your insurance claim and then have your insurance company reimburse you.

Family Practice
Care Spot walk-in medical clinics
2140 Kingsley Ave
213-0600

5915 Normandy Blvd.
378-0121
Hours: M-F 7am-9pm.
Sat & Sun 8am-8pm

Shands Family Practice Center
8093 Normandy Blvd
786-1525

Baptist Primary Care
810 Lane Ave S.
783-9680

St. Vincent's Primary Care
5915 Normandy Blvd
783-2405

Family Medical Center
2726 St. Johns Ave.
355-3556

Hyde Park Medical Center
6671 Hyde Grove Ave
(Behind the Lane Ave Hess Station)
783-3700

Dr. Wind
10250 Normandy Blvd.
786-5141

Dr. Gandionco
865 Cassat Ave
388-3229

Dentists
Argyle Dental Center
1295 & Blanding
771-6838

Dr. Barket
3965 Confederate Point Rd
772-0508

OB/GYN
Dr. Wade Barnes
836 Prudential Dr.
(Baptist Hospital)
399-4862

Dr. Greene
836 Prudential Dr.
(Baptist Hospital)
399-4862

Dr. Martin Garcia
836 Prudential Dr.
(Baptist Hospital)
398-7654

Podiatrists
Drs. Friedman & Greenhut
3655 Hendricks Ave.
399-3666

Optometrists
Dr. Fulghum
4225 Lakeside Drive
387-5704

Wal-Mart Vision Center
6830 Normandy Blvd.
786-2234
6767 103rd St.
772-6669

Pearl Vision
(across from OP mall)
1911 Wells Rd
269-9500

Oral Surgeons
Dr. Amato
5913 Normandy
786-9200

Dr. Imray
2047 Park Ave.
388-7665

Hospitals
Baptist Medical Center
800 Prudential Dr.
E.R. 202-2046
Information 202-2000

St. Vincent's
1800 Barr St.
E.R. 308-7395

Orange Park Medical Center
2001 Kingsley
276-8550

Memorial Hospital
3625 S. University
399-6111

St. Luke's Hospital
4201 Belfort Rd.
290-3700

Shands Medical Center
655 W. 8th
549-5000

Information
904-308-7300
STORAGE FACILITIES

GATEWAY MINI STORAGE
8892 Normandy Blvd.  783-1833
Air Conditioning   NO
Provide your own lock (sold at the storage facility)

ATLANTIC SELF STORAGE
8204 Normandy Blvd.  783-2004
Air Conditioning   NO
Provide your own lock

PUBLIC STORAGE
979 S. Lane Ave.  786-5823
Call 7 days prior to reserving a unit to see if there are any specials
Provide your own lock

U-HAUL
5481 Normandy Blvd.  786-2424
Air Conditioning   NO
Provide your own lock

U STOR
3698 Lane Ave  771-1000
Air Conditioning   NO
24 hour alarm
Provide your own lock

*The College does not endorse any of the above listings. We simply provide them as a source of information.*
## IMPORTANT TELEPHONE LISTINGS

All numbers are in the “904” area code

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Switchboard</td>
<td>596-2400</td>
</tr>
<tr>
<td>Academic Secretary</td>
<td>596-2457</td>
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<td>Academic Vice-President</td>
<td>596-2432</td>
</tr>
<tr>
<td>Athletics</td>
<td>596-2335</td>
</tr>
<tr>
<td>Book Store</td>
<td>596-2446</td>
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<tr>
<td>Business Office</td>
<td>596-2424</td>
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<tr>
<td>Dean of Men</td>
<td>596-2538</td>
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<tr>
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<td>Dean of Women</td>
<td>596-2334</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>596-2445</td>
</tr>
<tr>
<td>President</td>
<td>596-2443</td>
</tr>
<tr>
<td>Pastor Messer</td>
<td>596-2411</td>
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<tr>
<td>Registrar</td>
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<tr>
<td>Security</td>
<td>596-2444</td>
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<tr>
<td>Senior Vice-President</td>
<td>596-2443</td>
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<tr>
<td>Student Services Office</td>
<td>596-2300</td>
</tr>
<tr>
<td>Technology Support</td>
<td>596-2515</td>
</tr>
</tbody>
</table>
CAMPUS MAP

MAP TO CAMPUS