

/// TRINITY BAPTIST COLLEGE

# PARENT GUIDE

## 2023-2024



800 Hammond Blvd. Jacksonville, FL 32221 /// 904.596.2451 /// TBC.edu

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# CALENDAR OF EVENTS

2023-2024

## Summer Session 2023

Online Summer Session A .....	May 8 - July 2
Online Summer Session B .....	June 19 - August 13

## 2023 Fall Semester

Dormitories Open for New Students .....	August 10
New Student Orientation .....	August 11
Classes Begin/Online Session A Begins .....	August 14
On campus drop/add ends .....	August 21
Labor Day (no classes) .....	September 4
Mid-Semester Examinations .....	September 28-29 - October 2-4
Fall Break (no classes) .....	October 5-6
Online Session A Ends .....	October 8
Online Session B Begins .....	October 9
Last day to withdraw without academic penalty .....	October 13
Church Ministry Conference .....	October 16-18
Veterans Day (no classes) .....	November 10
Thanksgiving Holiday .....	November 20-24
Online Session B Ends .....	December 3
Final Examinations .....	December 4-7

WINTERIM MODULE .....

December 8-Jan. 7
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## 2024 Spring Semester

Dormitories Open .....	January 4
New Student Orientation, Testing, and Registration .....	January 8
Classes Begin .....	January 9
Online Session A Begins .....	January 9
Martin Luther King, Jr. Holiday (no classes) .....	January 15
On campus drop/add ends .....	January 16
Missions Emphasis .....	February 5-7
Presidents Day (no classes) .....	February 19
Mid-Semester Examinations .....	February 26-29
Online Session A Ends .....	March 3
Online Session B Begins .....	March 4
Last day to withdraw without academic penalty .....	March 8
Spring Vacation .....	March 18-22
Good Friday (no classes) .....	March 29
Online Session B Ends .....	April 28
Final Examinations .....	April 29- May 2
Graduation Week Activities .....	May 3-4
Commencement .....	May 4

## Summer Session 2024

Online Summer Session A .....	May 6 – June 30
Online Summer Session B .....	June 17- August 11

## **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.

## **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:

<u>Program</u>	<u>GPA Requirement</u>
Associate's	2.00
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. 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 remains on 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 Department.
- The student must be approved for readmission by the Registrar and Chief Academic Officer 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 "DV" or "FV."
- 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. If the student is unable to attend a course for any reason, it is their responsibility to contact their professor and make arrangements for missed work. If they are unable to contact the professors themselves, they should reach out to their respective dean to notify their professors of their situation. However, as soon as students are able, they should contact their professors themselves. (For absences due to head injuries, see the section on Head Injury Accommodations.) At times it may be unavoidable for students to miss classes. These absences will be handled per the policy below:

A student is allowed absences equal to three weeks of class meetings. For example, a class which meets three times each week will allow up to nine absences; a class meeting twice a week allows six absences. **All** absences count in this total. This includes absences due to TBC sponsored events such as athletics. It also includes absences due to work, family activities, and illness. The only absences not included in this total are for documented military or jury duty.

Students will *not* be penalized for absences due to TBC sponsored events and will be permitted to make arrangements to complete missed work. Students should check with the individual teacher for policies on make-up work as some faculty will require work to be submitted in advance of the absence.

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

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 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.

For each absence over the allowed number, the student's final average will be reduced 5 points.

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

### **COURSE FORGIVENESS**

Course forgiveness at Trinity Baptist College allows a student in a four-year program of study to request to have up to twelve credits of courses with grades of D or F to be removed from his or her grade point average. To receive course forgiveness a currently enrolled student must complete the appropriate form in the Academic Office. The following guidelines apply:

1. The course must have been taken originally at TBC.
2. Only courses with a number beginning with 1 or 2 are eligible for consideration.
3. Students in associate degree programs are not eligible to seek course forgiveness. Students who change from a four-year program to a two year program forfeit course forgiveness. Upon changing programs, original grades previously forgiven are reinstated and apply to the GPA and cumulative hours earned.
4. A maximum of twelve credits may be forgiven. Forgiven grades are no longer calculated in the grade point average nor included in the cumulative earned hours.
5. Courses with forgiven grades will remain on the transcript. The designator "V" will be added to the grade.
6. A course may have the grade forgiven a maximum of one time.
7. Course forgiveness may not be recognized by another college or university.

## GRADUATION REQUIREMENTS

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

Bachelor of Arts, Biblical Studies, Pastoral Theology .....	120
Bachelor of Arts, Biblical Studies, Bible Intensive .....	120
Bachelor of Arts, Humanities.....	120
Bachelor of Arts, Humanities, Prelaw.....	120
Bachelor of Science, Biblical Studies, Church Ministries .....	120
Bachelor of Science, Biblical Studies, Christian Counseling .....	120
Bachelor of Science, Biblical Studies, Worship Arts .....	120
Bachelor of Science, Biblical Studies, Interdisciplinary Studies .....	120
Bachelor of Science, Business Administration .....	120
Bachelor of Science, Business Administration, Accounting .....	120
Bachelor of Science, Criminal Justice.....	120
Bachelor of Science, Elementary Education....	120
Bachelor of Science, Elementary Education Special Ed... ..	133
Bachelor of Science, Secondary Education .....	120
Associate of Science, Biblical Studies .....	60
Associate of Science, Early Childhood Education .....	60
Associate of Science, Interdisciplinary Studies .....	60
Associate of Science, Criminal Justice .....	60

## FINANCIAL INFORMATION

<b>Resident Students</b>	<b>Per Semester</b>	<b>Yearly</b>
Tuition (12-17 semester hours)	\$6,550.00	\$13,100.00
Housing	2,870.00	5,740.00
Student Services Fee	600.00	1,200.00
<b>Total</b>	<b>\$10,020.00</b>	<b>\$20,040.00</b>

\*Will vary based on Meal Plan choice

### **Commuter Students**

Tuition (12-17 semester hours)	\$6,550.00	\$13,100.00
Student Life Fee	600.00	1,200.00
<b>Total</b>	<b>\$7,150.00</b>	<b>\$14,300.00</b>

### **PAYMENT PLAN**

1. A student's total semester cost may be paid prior to Registration.
2. Total cost minus total aid will be divided evenly into five monthly payments.
3. Payment plans must be set up using FACTS. Information will be provided by the Business Office.

### **Fall Semester**

	<u>1<sup>st</sup> payment</u> (Aug 15)	<u>2<sup>nd</sup> payment</u> (Sept 15)	<u>3<sup>rd</sup> payment</u> (Oct 15)	<u>4<sup>th</sup> payment</u> (Nov 15)	<u>5<sup>th</sup> payment</u> (Dec 15)
Dorm	\$2,004.00	\$2,004.00	\$2,004.00	\$2,004.00	\$2,004.00
Commuter	\$1,430.00	\$1,430.00	\$1,430.00	\$1,430.00	\$1,430.00

## Spring Semester

	<u>1st payment</u> (Jan 15)	<u>2nd payment</u> (Feb 15)	<u>3rd payment</u> (Mar 15)	<u>4th payment</u> (Apr 15)	<u>5th payment</u> (May 15)
Dorm	\$2,004.00	\$2,004.00	\$2,004.00	\$2,004.00	\$2,004.00
Commuter	\$1,430.00	\$1,430.00	\$1,430.00	\$1,430.00	\$1,430.00

## FEE LISTING

Advanced credit acceptance fee (per course) .....	\$50.00
Application fee .....	\$35.00
Athletic fee (per sport) .....	\$450.00
Athletic Insurance (uninsured only; per semester) .....	\$560.00
Audit (per hour) .....	\$75.00
Change of course fee (per course) .....	\$5.00
Enrollment Reinstatement Fee .....	\$100.00
Expedited Admissions Fee (after 7/15).....	\$125.00
ID Replacement fee.....	\$10.00
International Student Admissions fee .....	\$150.00
Key replacement .....	\$15.00
Lab/Course fee .....	See individual courses
Late payment fee.....	\$25.00
Late registration fee .....	\$125.00
Student Services fee - six or more credits (per semester).....	\$600.00
Student Services fee - five or less credits (per semester).....	\$340.00
Student Services fee - online only, six or more credits.....	\$350.00
Parking Violation .....	\$25.00
Private music/speech lessons (per credit per semester) .....	\$350.00
Parking Fee, H-Building Parking Lot (per semester) .....	\$75.00
Parking Fee, College Parking Lot (limited/semester) .....	\$150.00
Payment Plan fee per semester .....	\$25.00
Reservation deposit .....	\$150.00
Re-enrollment fee .....	\$25.00
Residence Hall, Damages .....	Based on repair estimate
Residence Hall, improper check-out .....	\$225.00
Residence Hall, improper check out cleaning.....	100-\$300
Residence Hall, White Glove inspection failure .....	\$100.00
Residence Hall, failed inspection (weekly) .....	\$10 - \$30
Returned check fee.....	\$30.00
Housing.....	2,870.00
Meals .....	*Varies
Technology fee (per online session and/or semester) .....	\$77.50
Transcript Evaluation fee (non-applicant) .....	\$50.00
Transcript fee (per transcript) .....	\$5.00
Tuition - 12-17 credits (per semester).....	6,550.00
Tuition - per credit (1-11 on-campus).....	\$550.00
Tuition - per credit (over 17 on-campus).....	\$250.00
Tuition - per credit (online) .....	\$376.00

Additional fees may be included based on the fee schedule.



## **SATISFACTORY ACADEMIC PROGRESS**

The U.S. Department of Education requires each institution participating in Federal Student Aid programs to publish and adhere to a Satisfactory Academic Progress (SAP) standard. The U.S. Department of Education reviewed and approved the quantitative and qualitative measurements included in TBC's SAP policy:

- I. Qualitative – overall cumulative grade point average (GPA) calculated by the TBC Academic Office
  - a. Associate's Degree (2-year degree programs)

<u>Attempted Credits</u>	<u>Required GPA</u>
0 to 60	2.0

- b. Bachelor's Degree (4-year degree programs)

<u>Attempted Credits</u>	<u>Required GPA</u>
0 to 23	1.75
24 to 35	1.90
36 to 120	2.00

- II. Quantitative – each student must maintain a 67% or higher completion rate for all attempted credit hours. Adhering to the quantitative standard ensures a student is progressing toward degree completion within Federal Student Aid guidelines.

After each enrollment period, the Financial Aid Office completes a review of each student's academic progress and a student must achieve the qualitative and quantitative requirements to meet the SAP standard. A student who fails to meet the SAP standard in multiple enrollment periods moves through progressive SAP policy stages: Warning, Probation, and, finally, Suspension from financial aid program participation.

### **WITHDRAWAL: Fee Adjustment and Return of Financial Aid Funds**

TBC considers a student withdrawn when the student ceases all academic activity. The Academic Office determines a student's last date of academic activity, and the Business and Financial Aid Offices use the last date of academic activity to prorate tuition and fee expenses and adjust financial aid awards. Note: the last date of academic activity may be earlier than the student's date of official withdrawal notification or the date the student moves out of campus housing.

- I. Withdrawal before classes begin
  - a. Fee adjustment – the Business Office refunds 100% of all tuition, housing, and direct education expenses for a student who provides written

notification of withdrawal before the first day of class. The exception to this policy is the non-refundable \$150.00 Reservation Deposit. The Business Office will not adjust a student's indirect education expenses such as textbooks and meals.

- b. Return of financial aid – the Financial Aid Office returns all federal, state, and institutional funds to aid sources.

II. Withdrawal within the Drop/Add period

- a. Fee adjustment – the Business Office refunds 100% of all tuition, housing, and direct education expenses for a student who provides written notification before the end of the Drop/Add period ends. The exception to this policy is the \$150.00 Reservation Deposit. The Business Office will not adjust a student's indirect education expenses such as textbooks and meals.
- b. Return of financial aid – a student may be required to return all or a portion of awarded financial aid. Return policies vary by source.
  - i. The U.S. Department of Education establishes a statutory schedule that determines the portion of federal funds a student earns for the period they were enrolled. TBC must return all unearned funds to the U.S. Department of Education.
  - ii. The State of Florida does not require TBC to return need-based funds. TBC must return all merit-based aid, like the Bright Futures Scholarship program.
  - iii. TBC follows the federal statutory schedule for prorating need-based and some non-need-based institutional awards. The Financial Aid Office returns 100% of Florida Bright Futures matching scholarship funds to the institution.

III. Withdrawal after the Drop/Add period

- a. Fee adjustment – the Business Office prorates housing for the number of days of residence in campus dormitories but does not prorate other education fees. The Business Office uses the following schedule to adjust the tuition expense:

<u>Instructional Days Enrolled</u>	<u>Proration Percentage</u>
Less than 5% (before the end of Drop/Add)	100%
5 to 10%	90%
11 to 20%	80%
12 to 25%	75%
26 to 35%	60%
36 to 50%	50%
Greater than 50%	No proration

- b. Return of financial aid – a student may be required to return all or a portion of awarded financial aid. Return policies vary by source.

- i. The U.S. Department of Education establishes a statutory schedule that determines the portion of federal funds a student earns for the period the student was enrolled. TBC must return all unearned funds to the U.S. Department of Education.
- ii. The State of Florida does not require TBC to return need-based funds. TBC must return all merit-based aid, like the Bright Futures Scholarship program, to the source.
- iii. The U.S. Department of Education establishes a statutory schedule that determines the portion of federal funds a student earns for their enrollment period. TBC must return all unearned funds to the U.S. Department of Education.

IV. **Withdrawal from a class(es) without complete withdrawal from TBC**  
 A student may withdraw from a single class or classes through the Academic Office. Dropping single or multiple courses may affect a student’s full-time, ¾-time, ½-time, or less-than-half-time enrollment status and could affect financial aid eligibility. A student should consult the Financial Aid Office before withdrawing from one or multiple classes.

**DEPARTMENT OF DEFENSE TUITION ASSISTANCE (TA) FUND RETURN POLICY**

Trinity Baptist College has a policy that returns any unearned TA funds on a proportional basis through at least the 60 percent portion of the enrollment period for which the Department of Defense provided funds to the student’s military Service Branch. A student earns TA funds proportionally during an enrollment period with unearned funds returned. Trinity Baptist College calculates earned/unearned proportions based on the date of last attendance. When a service member stops attending due to a military obligation, TBC will work with the affected service member to identify solutions that will not result in student debt for returned unearned portions of funds.

A student receives TA funds based on the assumption that the student will attend the entire enrollment period. Once the student stops attending, TBC must return a portion of the funds back to the service branch that provided the funds, according to the following schedule:

<u>Instructional Days Attended</u>	<u>Amount of Refund (for VA only)</u>
Less than 6% (before the end of Drop/Add)	100%
6 to 16%	90%
17 to 27%	80%
28 to 39%	70%
40 to 50%	60%
51 to 60%	50%
Greater than 60%	0%

This policy has been reviewed and approved by the U.S. Department of Defense

# STUDENT LIFE

## **CURFEW NOTIFICATIONS**

Curfew notification forms must be submitted in advance by all resident students for extended curfew, overnight stays and/or out of town trips.

To submit a Curfew Notification, go to the college website at [WWW.TBC.EDU](http://WWW.TBC.EDU)

If student athletes are going to be late for curfew or off campus overnight due to traveling for a game, the Coaches will notify the Student Life Office in advance.

## **OVERVIEW OF ACCOUNTABILITY SYSTEM**

The desire of the college is that personal growth and self-discipline will be realized in the life of each student. The Accountability 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.*

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**Appropriate Conduct:** All students are expected to follow Christ's example in every aspect of their life. Additionally, students are required to uphold local, state, and federal law. 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 oneself to ensure that he/she is meeting community expectations.
- 2- Invite others in the community to communicate expectations of appropriate conduct to oneself.
- 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 back into community those 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. Levels 4-6 carry over to the next year; however, there is opportunity to decrease levels based on behavior.

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 Requested 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](mailto:INFO@CSIPROTECTION.COM)

Go to [WWW.COLLEGESTUDENTINSURANCE.COM](http://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 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 Life Office in instances where students are involved in general disorder or destruction of college property. Officers can also contact Student Life if students are observed behaving in any way which violates the Student Handbook.

Campus security officers will also contact local law enforcement regarding 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 area 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 Vice President of Academic Affairs 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 Vice President of Academic Affairs 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 Vice President of Academic Affairs, they will notify any necessary personnel appropriate to the type of emergency being dealt with.

The Director of Campus Security and the Vice President of Academic Affairs will then be responsible to contact the Director of Communications in order to initiate the Emergency Notification System. The Campus Security Director, Vice President of Academic Affairs and Director of Communications will be responsible for 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
- Vice President of Academic Affairs
- Director of Communications

The procedures for disseminating emergency information to the larger community is as follows. Trinity Baptist College using Populi will alert all students, faculty, and staff of TBC via text messaging and TBC email. All students, faculty, and staff members are advised that it is their personal responsibility to ensure that the appropriate contact number in Populi has been verified so that they will be notified promptly of an emergency.

## **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 Administration. 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 and texts sent to all students and faculty through Populi, 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**

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.
2. If a student is not returning to the residence halls by curfew, they must submit a Curfew Notification. This can be found on the college website [www.tbc.edu](http://www.tbc.edu)
3. At curfew each night the RA (Resident Advisor) 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 RA *visually confirms* that each student can be accounted for.
4. If a person cannot be visually identified, the RA must confirm if this individual has submitted a Curfew Notification. If this is not the case, then the RA must notify the DA.
5. The DA must attempt to contact the student to verify his/her status. If there is no contact number available, then the DA should notify one or more of the following individuals via a phone call:
  - Dean of Men/Women
  - Vice President of Academic Affairs
6. If the missing student has not been accounted for by the following morning, a Dean will attempt to contact a parent or guardian.

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 person's 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 Life 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
- Vice President of Academic Affairs

## 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

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



## **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 Department 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. Frequent 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](http://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/](http://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 1<sup>st</sup> - November 30<sup>th</sup>. 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.

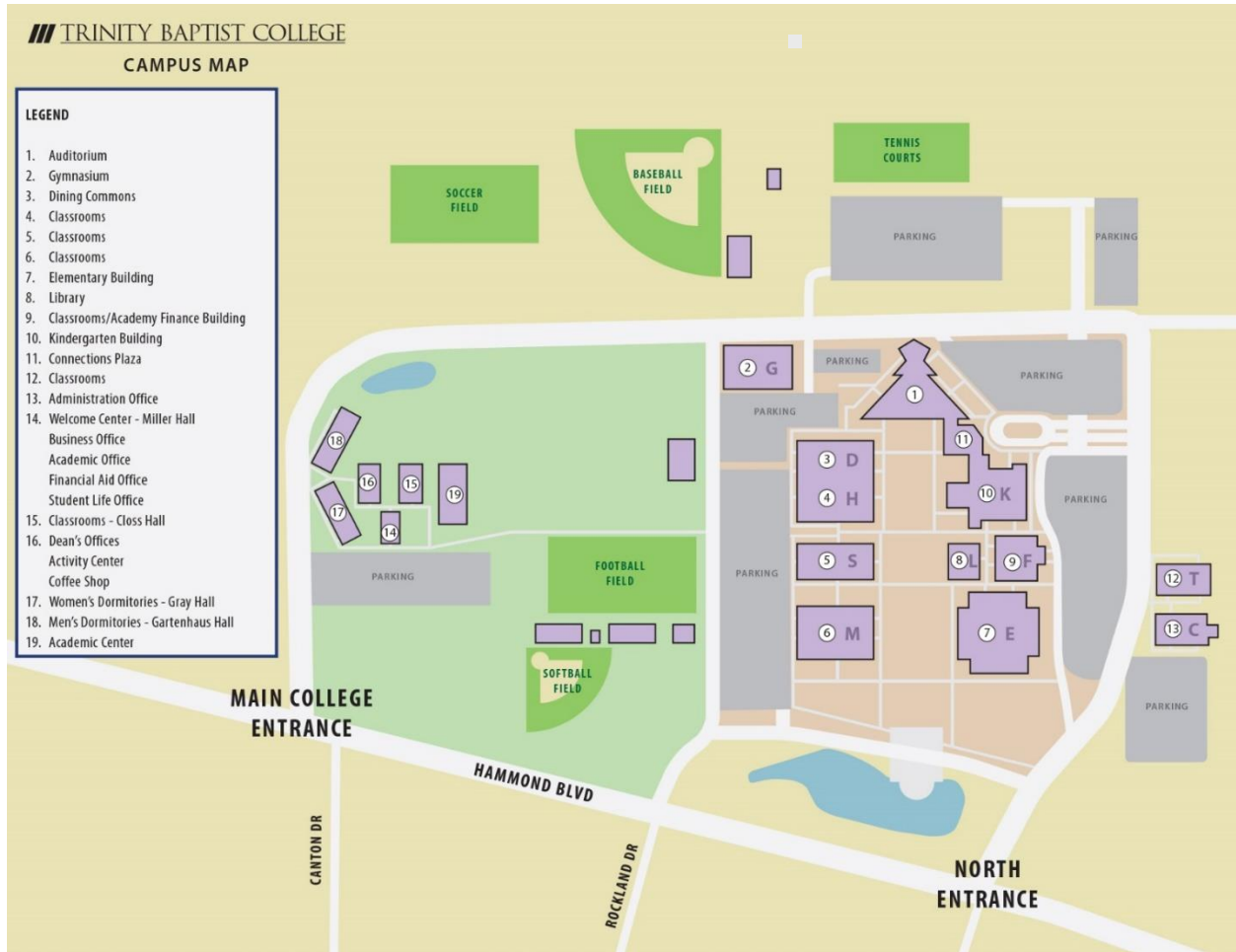
**Can my child stay at the residence of a family member that lives within the Jacksonville area if a hurricane is approaching?**

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.



## IMPORTANT TELEPHONE LISTINGS

Front Desk .....	Welcome Center .....	904-596-2451
Academic Office.....	Miller Hall .....	904-596-2450
Athletics .....	Athletic House .....	904-596-2335
Business Office .....	Miller Hall .....	904-378-5995
Dean of Men .....	Activity Center .....	904-596-2302
Dean of Women.....	Activity Center .....	904-596-2334
Enrollment Management .....	Welcome Center .....	904-596-2451
CAO/VP of Academic Affairs.....	Miller Hall .....	904-596-2453
Financial Aid Administrator .....	Miller Hall .....	904-596-2445
All Seasons Foods .....	D-Building .....	904-596-2483
Library .....	L-Building .....	904-596-2508
College President.....	Academic Building.....	904-596-2414
Registrar .....	Miller Hall .....	904-596-2457
Security.....	F-Building.....	904-596-2444
Student Life Office .....	Miller Hall .....	904-596-2300
Technology Support.....	F-Building.....	904-596-2515

# CAMPUS MAP



 TRINITY BAPTIST COLLEGE

800 Hammond Blvd. Jacksonville, FL 32221  904.596.2451  [TBC.edu](http://TBC.edu)