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CALENDAR OF EVENTS

2018-2019

2018 Summer Session

Fast Track Classes.....	May 7 - 11
Online Summer Session A.....	May 7 - July 1
Online Summer Session B.....	June 18 - August 12
On Campus Session A.....	May 15 – June 15
On Campus Session B.....	June 18 – July 20

2018 Fall Semester

Dormitories Open for New Students.....	August 16
New Student Orientation, Testing, and Registration.....	August 17
Classes Begin/Online Session A Begins.....	August 20
On Campus Drop/Add Ends.....	August 24
Labor Day (no classes).....	September 3
Mid-Semester Examinations.....	October 4-5, 8-10
Fall Break (no classes).....	October 12
Online Session A Ends.....	October 13
Online Session B Begins.....	October 14
Last day to withdraw without academic penalty.....	October 19
Veterans Day (no classes).....	November 12
Thanksgiving Holiday.....	November 21-23
Final Examinations.....	December 4-7
Online Session B Ends.....	December 9
Winter Fast Track Classes.....	December 10-14

2019 Spring Semester

Dormitories Open.....	January 5
New Student Orientation, Testing, and Registration.....	January 7
Classes Begin.....	January 8
Online Session A Begins.....	January 14
On Campus drop/add ends	January 14
Martin Luther King, Jr. (no classes).....	January 21
Missions Emphasis.....	January 29-31
Presidents Day (no classes).....	February 18
Mid-Semester Examinations.....	February 25 - March 1
Online Session B Begins.....	March 4
Last day to withdraw without academic penalty.....	March 8
Online Session A Ends.....	March 10
Spring Vacation.....	March 11-15
Good Friday (no classes).....	April 19
Online Session B Ends	April 28
Final Examinations.....	April 29–May 2
Graduation Week Activities.....	May 2-4
Commencement.....	May 4

2019 Summer Session

Fast Track Classes.....	May 6-10
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.** 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 or LifeSong. 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%

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

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.

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 Science Degree

Church Ministries	128
Christian Counseling	128
Elementary Education	128
with Special Education	141
Secondary Education	128
Worship Music	129
Music	129
Interdisciplinary Studies	128
Business Administration	128

Bachelor of Arts Degree

Pastoral Theology	128
Missions	128
Bible Intensive	128

Associate of Science Degree

Interdisciplinary Studies	64
Early Childhood Education	64
Biblical Studies	65

FINANCIAL INFORMATION

Resident Students	Per Semester	Yearly
Tuition (12-17 semester hours)	\$5,495.00	\$10,990.00
Room and Board	3,520.00	7,040.00
Student Life Fee	<u>575.00</u>	<u>1,150.00</u>
Total	\$9,590.00	\$19,180.00

Commuter Students	Per Semester	Yearly
Tuition (12-17 semester hours)	\$5,495.00	\$10,990.00
Student Life Fee	<u>575.00</u>	<u>1,150.00</u>
Total	\$6,070.00	\$12,140.00

PAYMENT PLAN

1. The entire semester amount may be paid at 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>1st payment</u> (Aug 15)	<u>2nd payment</u> (Sept 15)	<u>3rd payment</u> (Oct 15)	<u>4th payment</u> (Nov 15)	<u>5th payment</u> (Dec 15)
Dorm	\$1,918.00	\$1,918.00	\$1,918.00	\$1,918.00	\$1,918.00
Commuter	\$1,214.00	\$1,214.00	\$1,214.00	\$1,214.00	\$1,214.00

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	\$1,918.00	\$1,918.00	\$1,918.00	\$1,918.00	\$1,918.00
Commuter	\$1,214.00	\$1,214.00	\$1,214.00	\$1,214.00	\$1,214.00

FEE LISTING

Advanced credit acceptance fee (per course)	\$50.00
Application fee	\$35.00
Athletic fee (1 st sport)	\$150.00
Athletic fee (subsequent sports)	\$100.00
Athletic Insurance (uninsured only; per semester).....	\$560.00
Audit (per hour)	\$75.00
Automobile - dormitory students (per year).....	\$80.00
Automobile - commuter students (per year).....	\$40.00
Change of course fee (per course)	\$5.00
Enrollment Reinstatement Fee	\$100.00
Food Service (lunch only plan; commuters only, per semester)	\$560.00
International Student Admissions Fee	\$150.00
Key Replacement (per key).....	\$15.00
Lab/Course Fee	See Individual Courses
Late payment fee	\$25.00
Late registration fee	\$100.00
Student ID Replacement	\$10.00
Student Service Fee – 6 or more credits (per semester)	\$575.00

Student Service Fee – 5 or less credits (per semester)	\$315.00
Student Service Fee – online only, 6 or more credits (per semester)	\$350.00
Payment Plan fee per semester	\$25.00
Private music/speech lessons (per credit per semester)	\$350.00
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-\$300.00
Residence Hall, White Glove Inspection Failure	\$100.00
Returned Check Fee	\$30.00
Room and Board (3 meals/day; per semester)	\$3520.00
Technology Fee (per online course block)	\$50.00
Transcript Evaluation fee (non-applicant)	\$50.00
Transcript fee (per transcript).....	\$5.00
Tuition – 12-17 credits (per semester)	\$5495.00
Tuition – per credit (1-11 on-campus)	\$458.00
Tuition – per credit (over 17 on-campus)	\$229.00
Tuition – per credit (online)	\$315.00

Withdrawals: Fee Adjustments & Return of Financial Aid Funds

Students are considered withdrawn after ceasing all enrollment activity at TBC. Proration of tuition and fee expense and adjustment to awarded financial aid funds are calculated based on the last day of enrollment. Students are responsible for paying any outstanding balance remaining after proration of tuition and fees and financial aid adjustments. All outstanding balances are due on the date of withdrawal.

Fee adjustments:

Complete withdrawal before classes begin: tuition and fee expenses are fully refunded for students providing written notification of withdrawal prior to the first day of class. The exception to this policy is the non-refundable reservation deposit.

Complete withdrawal within the Drop/Add period:

On-campus tuition expense is fully refunded and fee expense are prorated based on the last day of attendance for students providing written notification of withdrawal during the Drop/Add period. The exception to this policy is the non-refundable reservation deposit.

Online-only tuition expense and fee expense is fully refunded for students providing written notification of withdrawal during the 5-day Drop/Add period. The exception to this policy is the non-refundable reservation deposit.

Complete withdrawal after the Drop/Add period:

On-campus tuition and fee expense is adjusted based on the last day of attendance (below) for students withdrawing through week eight of the semester. The exception to this policy is the non-refundable reservation deposit.

On-campus tuition and fee expense is not adjusted for students withdrawing after week eight in a 16-week semester.

Online-only tuition and fee expense is adjusted based on the last date attended in an 8-week session, for students withdrawing through week four of the session. The exception to this policy is the non-refundable reservation deposit.

Online-only tuition and fee expense is not adjusted, in an 8-week session, for students withdrawing after week four of the session.

Instructional Days Attended	Amount of Refund
<5% (through the end of Drop/Add week)	100%
5 - 10%	90%
11 - 20%	80%
21 - 25%	75%
26 - 35%	60%
36 - 50%	50%
>50%	0%

Return of Financial Aid Funds

Students completely withdrawing from TBC before a semester is complete may be required to return a portion, or all, of awarded financial aid. Policies for the return of awarded funds vary by financial aid source.

A federal statutory schedule is used to determine the portion of Federal Student Aid (FSA) funds earned by students for the portion of the semester students are enrolled. All funds for unearned portions of FSA awards, as determined by the federal schedule, must be returned by TBC to the U.S. Department of Education.

Need-based financial aid funds awarded through the State of Florida are not required to be returned to the state for students withdrawing before the completion of a semester. All merit-based financial aid funds awarded through the State of Florida must be returned to the state for students withdrawing before the completion of a semester.

Awarded institutional financial aid will be adjusted based on the award. General award funds are adjusted based on the earned percentage for the portion of the semester students are enrolled, according to the federal schedule. Awarded scholarships matching State of Florida merit-based awards will be adjusted to zero.

Dropping Classes: Fee Adjustments & Return of Financial Aid Funds

Students may withdraw from individual classes through the Academic Office. It is important to note that dropping individual courses may affect financial aid eligibility. Students should consult with the financial aid office before withdrawing from individual courses.

Tuition charges are based on total hours enrolled at the end of the drop/add period. Tuition and fees are not adjusted for classes dropped after the drop/add period ends.

Return of Financial Aid Funds

Federal Student Aid (FSA) may be affected when dropping individual courses moves students into ¾-time, ½-time, or less-than-half-time enrollment status.

- For students dropping courses *and* changing enrollment status before the end of the Drop/Add period, FSA is adjusted and funds are returned to the U.S. Department of Education.
- For students dropping courses *and* changing enrollment status after the end of the Drop/Add period, FSA is not adjusted and no funds are returned to the U.S. Department of Education.

Need-based financial aid awards received from the State of Florida are not required to be returned to the state for students dropping courses and changing enrollment statuses. All awarded merit-based aid funds for dropped courses must be returned to the State of Florida. Students participating in merit-based programs may only receive funds for courses in which they will be enrolled at the completion of the semester.

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 service 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 that provided the funds, according to the following schedule:

Instructional Days Attended	Amount of Refund
<6% (through the end of Drop/Add week)	100%
6 - 16%	90%
17 - 27%	80%
28 - 39%	70%
40 - 50%	60%
51 - 60%	50%
>60%	0%

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.

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

<u>Program</u>	<u>GPA Requirement</u>
Associate's	2.00
Bachelor's (0-23 credits)	1.75
Bachelor's (24-35 credits)	1.90
Bachelor's (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 (128 credits) program must be completed within 192 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. Circumstances subject to a decision by 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.

STUDENT LIFE

CURFEW NOTIFICATIONS

Curfew notification forms must be submitted **in advance** 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. Locate the Curfew Notification form under "Quick Links" or "Current Students."

After filling out the form completely just click "Submit."

The form will automatically be sent via email to the respective dean and RAs.

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.

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 others 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 Department 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 Director of Communications in order to initiate the Emergency Notification System. The Campus Security Director, Dean of Students 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
- 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 Department 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 Communications Department.

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 Success Guide.

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.
2. If a student cannot return to the Residence Halls by curfew because of a conflicting work schedule, the student must communicate with an RA to advise of their delay.
3. If a student is not returning to the residence halls due to permission being granted for an over-night or out-of-town trip, the student must ensure that the respective RA knows not to expect them at curfew.
4. At curfew each night the CA (Community 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 CA visually confirms that each student can be accounted for.
5. If a person cannot be visually identified, the CA must confirm if this individual has reported a work schedule which requires them to remain off-campus beyond curfew. If this is not the case, then the CA must notify the DA.
6. The DA must attempt to contact the student in order to verify his/her status. If there is no contact number available then the DA would notify one or more of the following individuals via a phone call:
 - Dean of Men/Women

- Dean of Students

7. If the missing student has not been accounted for by the following morning, a Dean will attempt to contact a parent or guardian. If the student is over the age of 18, then no parents/guardians will be contacted. The confidential contact person that the student has registered with the college will be notified in the case that he/she is missing.

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 Department.

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

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

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. 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

CareSpot walk-in medical clinic
5964 Normandy Blvd.
904-531-4525
2140 Kingsley Ave, Ste. 15
904-306-7711
Hours: M-F 7am-9pm, Sat &
Sun 8am-8pm

UF Family Practice Center
8093 Normandy Blvd
904-633-0640

Baptist Primary Care
810 Lane Ave S.
904-783-9680

St. Vincent's Primary Care
7016 Normandy Blvd.
904-783-2405

Hyde Park Medical Center
6671 Hyde Grove Ave
904-783-3700

Dr. Amir Wind
7764 Normandy Blvd., Ste. 24
904-786-5141

Dr. Gandionco
865 Cassat Ave
904-388-8611

Dentists

Normandy Dentistry
7885 Normandy Blvd.
904-783-1633

Argyle Dental Center
6001 Argyle Forest Blvd.
904-771-6838

Dr. Thomas Barket, DDS
3965 Confederate Point Rd
904-772-0508

OB/GYN

Dr. Wade Barnes
836 Prudential Dr., Ste. 1202
(Baptist Hospital)
904-399-4862

Dr. Martin Garcia
836 Prudential Dr., Ste. 1103
(Baptist Hospital)
904-398-9499

3 Shircliff Way, Ste. 200
(St. Vincent's Hospital)
904-384-3699

Podiatrists

Drs. Friedman & Greenhut
2561 Riverside Aveue
904-308-7909

Optometrists

Dr. Paul Fulghum
4225 Lakeside Drive
904-387-5704

Wal-Mart Vision Center
6830 Normandy Blvd.
904-786-2234
6767 103rd St.
904-772-0011

Pearl Vision
1911 Wells Rd-6
(across from OP mall)
904-269-9500

Oral Surgeons

Dr. Imray
2047 Park Ave.
904-388-7665

Hospitals

Baptist Medical Center
800 Prudential Dr.
904-202-2000

St. Vincent's Medical Center
1 Shircliff Way
904-308-7300

Orange Park Medical Center
2001 Kingsley Avenue
904-276-8500

Memorial Hospital
3625 S. University Blvd.
904-399-6111

UF Health Jacksonville
655 W. 8th St.
904-244-0411

STORAGE FACILITIES

GATEWAY MINI STORAGE 8892 Normandy Blvd.	904-783-1833
ATLANTIC SELF STORAGE 7020 Normandy Blvd.	904-693-0003
PUBLIC STORAGE 979 S. Lane Ave. S.	904-701-7250
U-HAUL 5481 Normandy Blvd.	904-786-2424
U STOR 3698 Lane Ave. S. 24 hour alarm	904-771-1000

*The college does not endorse any of the above listings. We simply provide them as a source of information.

IMPORTANT TELEPHONE LISTINGS

Main Switchboard	904-596-2400
Academic Secretary	904-596-2457
Academic Vice-President	904-596-2432
Athletics	904-596-2335
Book Store	904-807-1538
Business Office	904-378-5991
Dean of Men	904-596-2302
Dean of Students	904-596-2333
Dean of Women	904-596-2334
Financial Aid	904-596-2445
President	904-596-2414
Parent Permission Hotline	800-275-3997
Pastor Messer	904-596-2411
Registrar	904-596-2452
Security	904-596-2444
Senior Vice-President	904-596-2443
Student Life Office	904-596-2300
Technology Support	904-596-2515

CAMPUS MAP

