



# Southeastern University

## Student Handbook

### 2008-2009

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## WELCOME

### A MESSAGE FROM PRESIDENT RUTLAND

Dear Student,

The main entrance of Southeastern University with its palm-lined boulevard and stately Mediterranean architecture is impressive indeed. That beautiful street is Prima Vista, which means first view, and in the brick and mortar and palm trees there is an important statement being made just for you.

As you enter Prima Vista, the striking residence hall to your right is Esperanza (Hope). Its twin to your left is Aventura (Adventure). The third of these gorgeous, new halls is Destino (Destiny). Your first view of this campus is an avenue of palms between hope and adventure that leads on to destiny.

With hope on your right hand and adventure on your left, you are in the perfect place to pursue not just a four-year trek to a degree, but the start of a life journey on your way to a great destiny. Have high hopes for this year at Southeastern and eternal hope for your spirit. Taste the adventure boldly with Jesus in everything you do, from chapel to class, from cheering for our athletic teams, to coffee in Mi Casa Café, from an evening stroll down El Prado to an all-night prayer meeting. Keep hope on your right and adventure on your left and stay straight on to destiny.

Enjoy this year. Live right! Rejoice in the Lord. Steer clear of anything, everything that could mar the journey. That's what a handbook is for, to help you in a university full of champions, and you are right where you belong.

Your servant at Southeastern,

Mark Rutland  
President

## A MESSAGE FROM THE VICE PRESIDENT FOR STUDENT DEVELOPMENT

Dear Student,

Welcome to Southeastern University! The Student Life staff and I have been expecting you and praying for you. It's so good to have you here! This Student Handbook is a roadmap to help you on this journey. Be sure to give it a good read. It contains information essential to Student Life at SEU.

What kind of community can you expect here at Southeastern? One that is authentic and real – our culture is alive with honesty. One that is passionate and intentional – we enjoy engaging the presence of God in worship and the opportunities he sets before us to serve. One that is shared and communal – the conviction we live by is that everything in life is better together. Best of all, you not only have the opportunity to enjoy this loving Pentecostal community – but to enhance it by your involvement.

What kind of transformation will you see? The Spirit-filled culture and community of Southeastern University will affect you. It will change you. This campus is a place for you to come face to face with truth about God, about yourself and about God's will for your life. That experience alone will change your life.

Are the rules all that important? At Southeastern, we create community not by focusing on rules, but on something much more powerful – values. Rules are necessary, but values are vital. While rules provide correction, values provide direction. There's a difference. We build our relationships and focus our efforts upon a set of convictions that are deeply important to us. You won't be here long before you will begin to hear and sense the influence of these key values. They make us unique. They make us who we are.

What will it require? Ultimately, the community you enjoy and the transformation you experience personally at Southeastern will be primarily dependent upon one thing – YOU. You, in fact, will choose how much or how little you will be enriched and changed by it. The doors are open and the table is set for a wonderful experience of learning and growing. I pray that you will make “the most of every opportunity” (Eph. 5:16) that comes your way.

You have a great year ahead of you. I am thrilled that you made the choice to live the Southeastern experience. I'm quite sure your life and your world will never be the same!

Blessings,

Dr. Robert C. Crosby

Vice President for Student Development

Creating Community That Transforms Students

## **PURPOSE AND PHILOSOPHY**

### **SOUTHEASTERN UNIVERSITY MISSION STATEMENT**

Southeastern, a dynamic, Christ-centered university, fosters student success by integrating personal faith and higher learning. Within our loving Pentecostal community, we challenge students to a lifetime of good work and of preparing professionally so they can creatively serve their generation in the Spirit of Christ.

### **STUDENT LIFE MISSION STATEMENT**

The Student Life Department is a Christ-focused team, intentionally promoting the development of the whole person by providing a growth-inducing environment. In daily interactions with a community of believers, students are challenged to integrate faith and learning in order to effectively serve their world.

### **THE CULTURE OF SOUTHEASTERN UNIVERSITY**

Culture is neither mission nor vision. Culture is the expression, in a multiplicity of ways, of our composite values. The way we build, because architecture is language, the way we talk, study, create, worship and even play are the expressions of culture. One might say the music, statuary and creative writing of a society are expressions of culture because they reveal its values. Six phrases have been identified as the cultural foundations of Southeastern University.

#### **I. Authentic Spirituality**

Genuine devotion, rather than showmanship, sensuality, and self-centeredness inform our expressions of worship, especially in public.

#### **II. A Faith-infused World View**

Though certainly not claiming an artificial unanimity on all social and political issues, there is a God-centeredness at the heart of our world view.

#### **III. Character Development for Ethics in Life**

Our Biblical value system and world view must find expression in a truly Christian ethic. That ethical system must be celebrated in relationships, business, and decision making in all of life. Ethics, as a belief system, must also find the character to be acted upon.

#### **IV. A Family-oriented Community of Servants**

Servanthood in leadership, as well as relationship, means practical kindness in the example of Christ. We do not believe it possible to fully serve God without serving humanity. We likewise believe it is not possible to fully serve humanity without serving the family of God in this place.

#### **V. Professional and Academic Excellence**

Our God is a God who “doeth all things well.” “Good enough for church work” is a repugnant phrase to us. Here at SEU and in the professions and ministries to follow, we hold excellence as being consistent with who God is.

#### **VI. Culturally Literate and Sensitive**

If we are committed to serve God and the world in the genuine love of Christ, we must understand the world and its true needs. Sensitivity to the spirit of those around Him was at the heart of Christ’s ministry. To understand and respond with sensitive love implies not compromise but compassion.

## THE SOUTHEASTERN COMMUNITY

The community of believers at Southeastern University is committed to the development of spiritual and academic excellence. A commitment to join this community obligates each believer to a code of Scriptural and civilized behavior. As a believer and member of the community at Southeastern University,

I will practice the spiritual disciplines;

I will pursue academic integrity;

I will respect the dignity of all persons and highly value the diversity of the body of Christ;

I will respect the rights and property of others;

I will discourage bigotry, slander, and gossip among the members of the community;

I will resolve conflict according to the model in Matthew 18:15-20; and,

As a representative of Christ, I will demonstrate compassion for others and a passion for the lost.

A commitment to the ideals of the community requires that each member refrain from and discourage behaviors which threaten the dignity of every individual and the integrity of the community.

## COMMUNITY LIFE

### PRINCIPLES OF COMMUNITY AND RESIDENCE LIFE

Southeastern is more than just a university. It is a community of believers seeking excellence in academics and personal and spiritual development. A commitment to join this community obligates each believer to a code of Scriptural and civilized community behavior. Members of the Southeastern student body are encouraged and expected to reflect Christian values such as honesty, integrity, respect for others, and compassion.

It is the desire of the university that a student will exercise prudent judgment in his or her decisions, thoughts, actions, and lifestyle. Additionally, students should be aware of how their actions reflect on the integrity of their Christian testimony and Southeastern University.

Since students have voluntarily chosen to become a part of Southeastern University, violations of the policies and standards of the university will subject the student to the disciplinary processes of the university. The university reserves the right to suspend or dismiss any student whose conduct is in violation of its policies and standards. Upon acceptance to the university, the student concedes to Southeastern the right to take such action.

Recognizing that it is impossible to set standards upon which each individual will agree, basic standards have been established to govern the Southeastern community. The following criteria help form the basis from which policies and standards are developed to guide the Southeastern community.

### BASIS OF SOUTHEASTERN STANDARDS

**Biblical Standards:** Regulations based on direct commands of Scripture. Such standards represent an application of the revealed will of God.

**Applied Standards:** Regulations based on Biblical principles that relate directly to the behavior involved. These standards contribute to a Biblical lifestyle and originate from applying Scripture to contemporary issues.

**Community Standards:** Regulations not based directly on Scriptural commands or principles but necessary for community living. Such standards represent an application of principles to the particular program of the school and are necessary for the harmony and efficiency of the student body.

## **BIBLICAL PRINCIPLES**

Southeastern, an Assemblies of God university, is committed to Biblical principles for guidance in matters of Christian character, behavior, lifestyle, and attitude. Some of these principles are described in the following:

### **Love for God**

Love for and accountability to God should motivate each member's conduct, as we rejoice in the certainty of His constant love for us. Deuteronomy 6:5; Romans 5:8; John 3:16

### **Love for Others**

According to the example and command of the Lord Jesus, love must determine and guide our relationships with others. 1 John 4:7-12; Ephesians 4:32-5:2

### **Glorifying God**

As Christians, we live to bring glory to God, daily conforming ourselves to the image of Christ and recognizing His Lordship in all things. Romans 12:1-2; 1 Corinthians 10:31

### **Respect of Others**

As Christians, we recognize the value of each individual as well as each member's importance in the body of Christ. We accept diversity, as we embrace unity. We practice self-control and patience and understand that Christian freedom includes the option of personal sacrifice in order to contribute to the good of the larger community. Romans 14:19-15:2; 1 Corinthians 13; John 17

### **Community Accountability**

As members of a community, we must understand that our actions are not solely a private matter. Accordingly, members of the Southeastern community must hold one another accountable for their attitudes and conduct as it directly affects the welfare of the individual and the integrity of the community.

Matthew 18:15-17; Galatians 6:1-2

### **Christian Service**

As Christians, we bear responsibility for reaching out to others in need. This includes sharing the gospel of Christ, as well as being involved by appropriate means in alleviating problems such as poverty, hunger, illiteracy, and racism. Matthew 28:19-20; Galatians 6:10; Matthew 25:31-46

### **Stewardship**

The community as a whole and members individually are responsible for the effective stewardship of abilities and opportunities, using both personal and institutional resources. Luke 19:11-27; Romans 12:3-8; Ephesians 5:15-16

### **Avoiding Worldliness**

As Christians, we have an obligation to separate ourselves from worldliness. "Worldliness" is a subtle conformity, without conscious or critical thought, to society's standards and behaviors which are contrary to God's Word. We accept God's Word as our ultimate authority and understand its standards are paramount to the daily decisions made by each individual member of the Southeastern community. Therefore, our attitude regarding such issues as materialism, secularism, security, and moral relativism must be continually evaluated. Romans 12:1-2; Titus 2:11-14; James 4:4; 1 John 2:15-17

### **Provisions for Christian Living**

As Christians, we are not asked to live the Christian life simply on the basis of our own moral character and strength. God has provided the authoritative Word of God, the power of the indwelling Holy Spirit, and the fellowship of the Body of Christ to help us live our lives pleasing to Him. II Timothy 3:16-17; Acts 1:8; Hebrews 10:23-25

### **Personal Responsibility for Christian Living**

As Christians, we are each personally responsible to study and obey the Scriptures, to cultivate a heart attitude which allows for the guidance of the indwelling Holy Spirit, and to give serious consideration to the counsel of the people of God. 1 Peter 2:2; John 16:13-15; Proverbs 15:22

## SPIRITUAL FORMATION

As a Christ-centered university, our most distinctive characteristic centers on the integration of faith and higher learning. Therefore, all students are encouraged and expected to include an active devotional life, regular church attendance, and chapel services as part of their collegiate experience at Southeastern.

### CHAPEL

Chapel services are the spiritual center of the Southeastern University community and serve as a time of corporate worship. Services are held each Tuesday, Wednesday, and Thursday between 1st and 2nd periods. Chapel services are also held on Fridays. These services are hosted by the College of Christian Ministries and Religion. Fire Fall services, those services which take place during our annual spiritual emphasis week, are usually held in October.

### CHAPEL ATTENDANCE REQUIREMENTS

- **All commuter students** (full-time or part-time) are required to attend chapel on days when they have classes before **and** after chapel. Permanent chapel excuses will not be granted on such days.
- **All residential students** (full-time or part-time) are required to attend chapel and Fire Fall (revival) services.

### PERMANENT CHAPEL EXEMPTIONS

Permanent chapel exemptions will be considered for the following reasons:

- Education practicums,
- Student teaching/internships,
- Full-time or part-time off-campus students who do not have classes before **and** after chapel, or
- Employment conflicts for residential students who do not have classes before **and** after chapel.

### TEMPORARY CHAPEL EXEMPTIONS

Temporary chapel exemptions will be considered for the following reasons:

- Approved school events during chapel,
- Any work related events that occur during Tuesday, Wednesday, or Thursday's chapel, or
- Any personal excuses will be accepted after a consecutive *two* week period (i.e. sick, doctor's appointment, hospital stay, funeral, etc.).

***It is the responsibility of the student to notify the Chapel Office regarding his or her attendance status each semester.*** Students who meet the above exemption criteria **must** file a Permanent or Temporary Chapel Excuse Form with the Chapel Office **prior to incurring any absences**. Permanent or Temporary Chapel Excuse Forms are available in the Chapel Office located on the second floor of the Panlser Building adjacent to the Sawgrass and Cypress Conference Room.

Excuse forms must be submitted to and approved by the Chapel Coordinator prior to absences being excused. ***Excused chapel credits will be pro-rated dependent upon the month in which the Excuse Form was both completed and submitted to the Chapel Office.***

Residential students should attach a pay stub and a letter on appropriate business letterhead verifying employment. Off campus students must also provide a copy of their current semester class schedule. ***Absences incurred prior to the excuse form will remain unexcused.*** Students will be notified via campus email regarding their request for a permanent chapel excuse. It is the student's responsibility to regularly inquire as to the status of their Permanent or Temporary Chapel Excuse until they have received the before mentioned e-mail.

## ATTENDANCE REQUIREMENTS

A certain number of chapel credits are required each semester; however, there are ample opportunities to obtain the required chapel credits and still allow students the opportunity to take care of personal items such as: illness, personal needs, doctor appointments, car trouble, etc. Students are encouraged to be prudent in their use of excused absences. Absences for approved university field trips and other approved university and/or faculty sponsored events will be excused, and students will be credited chapel points if these events happen during chapel on Tuesday, Wednesday, or Thursday. However, it is the responsibility of the student to provide the Chapel Office with proper documentation for such trips and/or events within five school days after the absence occurred. **Students may not leave chapel early. If they choose to leave chapel before an official dismissal is made, then that day will be considered an absence.**

*\*As a matter of respect, students are asked to be attentive and respectful during the chapel services. Failure to do so may result in loss of chapel credit for that day.*

The following information describes the number of chapel credits needed each semester:

Days Attending Chapel for <b>Upperclassmen</b>	Required Number of Chapel Credits
3 days a week.....	35 Credits
2 days a week.....	25 Credits
1 day a week.....	15 Credits
Days Attending Chapel for <b>Freshmen*</b>	Required Number of Chapel Credits
3 days a week.....	32 Credits
2 days a week.....	22 Credits
1 day a week.....	12 Credits

\*This does not reflect chapel credits obtained through First Teams unless the student has exceeded the 8 required number of credits for First Teams.

## ATTENDANCE RECORDS

Attendance is tracked through an electronic scanning system. ***Students must have their Student I.D. card to be counted present for chapel.*** Attendance records are located in the Chapel Office. The report identifies a student by his/her I.D. number and includes the student's current points earned, student's required points, and the points deficient.

FIRST Teams chapel credit will not be reflected in this report. The student must check with the FIRST Teams office for information on their attendance.

## DEFICIENT POINTS

Students are encouraged to keep a personal log of their chapel attendance. When a student does not meet his/her required points, they will be assessed a \$25 fine for each of the deficient points. Students with one or more chapel point(s) deficient will be placed on chapel probation. Students with two consecutive semesters of one or more chapel point(s) deficient are subject to suspension from the university.

## CHAPEL APPEALS

Any student, who does not meet his/her required chapel credits and has a valid excuse, according to the permanent and temporary chapel exemption guidelines, needs to communicate these excuses to the Chapel Coordinator. **Any valid appeals need to be presented in the same semester in which he/she is deficient chapel credit points. This should be done before final exams.**

## **REASONS WE DO CHAPEL**

1. Inconvenience: Going to a place I didn't choose, at a time I didn't choose, for a purpose I do choose (Heb. 10:24-25).
2. Association: Associating with some people I like and others I don't like, for a purpose I believe in (Rom. 15:7).
3. Speed: Altering my pace to see what I've missed and to feel a different rhythm. Speeding up/Slowing down (Heb. 3:15).
4. Hospitality: Using my presence and "our" space to help "the other" feel welcome in my presence and in the presence of our community (1 Cor. 11:33).
5. Public Prayer, Creed and Song; Allowing our hopes, dreams, concerns, beliefs and desires to be formed and aligned with God's will...together (Rom. 15: 5-6).
6. Attentiveness: Waiting for what I may receive only by waiting expectantly (1 Peter 2:2).
7. Generosity (giving an offering): Taking great pleasure in being productive (fruitful) rather than consumptive (2 Cor. 8:7).
8. Modeling: Exposing apprentices to masters in prayer, teaching, artistry, faithfulness, service, hospitality, etc (1 Thes. 1:6).
9. Mystery: Celebrating the mystery that is our relationship with God. We do this through worship, prayer, communion, etc (1 Cor. 10:16-17, 11:23).
10. Benediction: We do this to remind ourselves that God wants to form us through partnering with His mission of love, hope and redemption.

## **FIRST TEAMS**

### **1ST CONNECTION!**

First Teams is a network of peer led required discipleship groups for all entering students. The program is designed for entering and transfer students for the purpose of assimilation, network support and discipleship. Transfer students with 24 or more credit hours (NOT including summer scholars, advanced placement, dual enrolled or other college credit hours achieved during high school) are not required to attend First Teams. Students who acquired credit hours as a summer scholars or A.P. or dual enrolled hours during high school ARE REQUIRED to attend First Teams for two (2) semesters. New students will meet their leader and team members at a First Teams session during orientation. All teams meet at either 9 a.m. or 9 p.m. each Monday during the fall and spring semester. Team members, as well as their student leaders, receive a First Team chapel credit for their attendance at team meetings. New students must earn eight (8) total First Team chapel points per semester through the First Teams program. Each First Team credit earned above the required eight will be transferred to the student's general chapel credit total. When a student does not meet his/her required eight points, they will be assessed a \$25 fine for each of the deficient points.

Exemptions may be granted by the First Teams Director when a student meets at least two (2) exemption criteria which must be documented. Criteria for exemption include married status, off campus commuter status, those working 40 hours or more per week and students who can demonstrate hardship. Exemption forms are available in the First Teams office in the Bolin Building and must be completed and submitted by the drop/add deadline published on the academic calendar. Each applicant for exemption will be interviewed individually by the Program Director before permanent program exemption is awarded.

## **MENTAL AND EMOTIONAL DISORDERS**

A student with a mental and/or emotional disorder may be referred for evaluation to an independent licensed psychologist or psychiatrist by the Vice President for Student Development or a Campus Counselor. The student will be notified in writing if an evaluation is required. Failure to comply with a request for evaluation may necessitate permanent withdrawal, interim withdrawal, or referral for disciplinary action of the student.

A student will be subject to involuntary withdrawal from the university if it is determined by the university that he/she is suffering from a potentially harmful mental and/or emotional disorder.

If a student attempts suicide or is hospitalized for mental health reasons, possible return to campus life is contingent upon an assessment by a campus counselor. Following the assessment, failure to comply with the campus counselor's recommendations will result in involuntary withdrawal from the university.

Guidelines for a hearing are as follows:

1. A student subject to involuntary withdrawal will be offered a hearing before the Vice President for Student Development or a designee. Notification will be in writing. Recommendations of the Counseling Department and other appropriate professionals may be considered.
2. Disciplinary action may be taken if a student fails to appear after proper notification.
3. The student will be notified of the decision of the Vice President for Student Development.

## RESIDENCE LIFE

Southeastern University is a residential campus and serves to create a sense of community as a part of the body of Christ. Residential living provides a unique experience of being in close proximity to students of varying personalities, interests, and cultural backgrounds. This affords a wealth of learning and an opportunity for personal growth and relationship building. Living on campus serves to complement the whole of a student's development, impacting academic, social, spiritual, and personal areas of life.

Violations of residence policies and/or principles will result in appropriate disciplinary action.

## CAMPUS HOUSING POLICIES

Single, undergraduate students who are under 22 are required to live on campus. Upon acceptance to the university, students can apply for campus housing by completing the Enrollment Confirmation form and filling out the On-campus Housing Application portion on the front side of the form. Upon check-in, each residential student is required to complete and sign a Room Inventory form and a Room Responsibility form. By signing these agreements, the student agrees to abide by the terms set forth in these documents. Most of the terms, conditions, and responsibilities of these documents are discussed elsewhere in this handbook. Therefore, students should thoroughly read and understand the policies and procedures in the Student Handbook.

It is the policy of the university to provide on-campus housing only for students under the age of 24. The university is unable to provide housing for students age 24 or over; however, exceptions are considered through an appeal process. The Housing Committee will review requests and exemptions may be made based on housing availability and individual circumstances.

The following criteria are the only exemptions to the housing policy for single students. Residents may appeal to the Director of Student Housing for exemption to the housing policy in cases where the resident believes there may be mitigating factors.

1. The student lives with immediate family members or close relatives that meet the age criteria.
2. The student is taking fewer than ten (10) academic hours.
3. The student is interning during his/her last semester and taking fewer than 10 in-class hours.

Students who meet the criteria of living with immediate family or interning during their last semester must submit a completed confirmation form to the office of the Director of Student Housing each year exemption from the campus housing policy is requested. These confirmation forms are available in the Student Housing Office. ***Students who violate the campus housing policy will be billed full housing charges for the minimum campus housing plan.***

## **HOUSING FOR CHRISTMAS BREAK AND SUMMER SCHOOL**

For assistance with campus housing when classes are not in session, a student should contact the Student Housing Office. Housing is available from the time the residence halls open for the fall semester through the end of summer school. Please see the Student Housing Office for separate applications and housing charges for Christmas Break and Summer School sessions.

## **ROOM RESERVATION GUARANTEE**

Reserved rooms are held until 5:00 p.m. on the first day campus residence halls open in the fall or spring semester. After 5:00 p.m., remaining beds are assigned on a first-come, first-served basis. The opening dates and times of campus residences are published in the current university catalog. To guarantee a room after 5:00 p.m. on the day campus residences open, a student must send a certified letter, FAX (863) 667-5200 or e-mail to [studenthousing@seuniversity.edu](mailto:studenthousing@seuniversity.edu) at least 48 hours prior to opening day to the Student Housing Office. The letter, FAX or e-mail must contain the student's name, ID number, day of arrival, the campus residence assignment, and a phone number where he/she may be reached. Without a certified letter, FAX or e-mail on file, a student may lose the reserved room and be assigned another room upon arrival.

It is assumed that when the university is notified to hold a room for a late arrival that the student will complete the check-in process. A hold-for-late-arrival cancellation fee of \$100 will be assessed if a student does not complete the check-in process.

## **HOUSING AND MEAL PLAN REFUNDS/ UNIVERSITY WITHDRAWALS**

After check-in is complete (signing for the room key upon initial semester check-in and in the spring semester returning residents signing for their room key upon return from Christmas Break), residents who leave campus housing are unable to receive refunds for housing and meal plans other than withdrawal from the university (see university catalog for withdrawal refund policies). When a resident withdraws from the university, through the withdrawal process in the Registrar's Office, that resident has 24 hours to check-out of the residence hall. Since occasionally it may take longer than 24 hours for a resident to vacate the residence hall, provision can be made to allow more than 24 hours by contacting the Resident Director and the Student Housing Office. This should only be in cases where extenuating circumstances dictate. In these cases, the following will apply:

- The university does not need the vacated bed for another student and can allow the longer period for check-out.
- The resident pre-pays in the Business Office a \$15 nightly rental.
- The Resident Director and the Student Housing office does not see a problem with extending the length of check-out beyond 24 hours.

In cases of extenuating circumstances, appeals of this refund policy can be made to the office of the Director of Student Housing.

## **CHECK-OUT PROCEDURE AND MID-YEAR RELOCATION PROCESS**

When a student checks out at the end of the semester, school year, or upon withdrawal from the university, they must follow appropriate check-out procedures. This process also applies to residents who relocate from one residence hall room to another between the fall and spring semesters. This process is communicated by memo for the fall semester and in a residence hall meeting, mandatory for all campus residents, usually held in late March, for the spring semester.

This check-out includes the removal of all personal belongings, personally returning his/her room key to their Resident Assistant, and having the room checked by their Resident Assistant for cleanliness and damages. Rooms and halls are to be left neat and clean, and all trash is to be taken to the dumpster. Students are assessed a \$100 fee for improper check-out. The university reserves the right to dispose of abandoned personal belonging and vehicles.

Residents relocating from one residence hall room to another room between the fall and spring semesters must be completed by 5 PM the Saturday after fall exams. Housing Relocations, for the spring semester, will take place on that Saturday from 12-5PM. Residents will go through the regular housing check-in/check-out process in order to relocate into their spring housing assignment. Students must not move any personal belongings before the allotted time, of 12-5PM, on that Saturday. Failure to relocate during the allotted time (Saturday 12-5PM) will result in a \$100 fee for improper check-out and possible loss of preferred housing location.

### **CHECK-OUT BETWEEN FALL AND SPRING SEMESTERS**

It is assumed that residents will check out of the residence halls before Christmas Break, if they do not plan to return to campus housing for the spring semester. A resident who plans to return to housing for the spring semester but their plans change are expected to return the day the residence halls open for the spring semester and complete the check-out process that day. These residents are encouraged to call ahead to make arrangements with the Housing Office to check out prior to Opening Day.

Personal property not removed through the check-out process by the end of Opening Day will be assessed a \$100 fee for improper check-out and a \$15/night charge from Opening Day until the items are removed.

Property will be considered abandoned if the resident does not contact their RD or Student Housing by the end of the drop/add week to make arrangements for the removal of the property.

The spring semester check-in will be considered final and complete for each returning resident when they return on Opening Day and sign for their spring semester room key. Residents who leave campus housing after this time are unable to receive refunds for housing and meal plans other than withdrawal from the university.

### **CHRISTMAS BREAK CHECK-OUT AND SPRING SEMESTER CHECK-IN**

Residents must vacate campus residence halls, except for those paying additional charges to remain during Christmas Break, by 10AM the Saturday after fall semester finals are complete. Residents are expected to follow Student Life check-out procedures.

Rooms are expected to be left in satisfactory room inspection rating and return their room key. Refrigerators must be defrosted, emptied and left unplugged. Student Life personnel will inspect each room for compliance. A \$100 Improper Christmas Break Check-out fine will be assessed for non-compliance.

Upon return to campus on Opening Day, spring semester residents must recheck into their rooms by signing for their room key in the Resident Director's office during normal, posted business hours.

### **PRIVATE ROOM FEE AND POLICIES**

Private rooms are available only if residence halls are not at full capacity at the completion of housing week for each semester and are available only in 2-person rooms (Bethany, Bauer, Aventura, Esperanza and Destino Halls). If a private room becomes available, the university will offer private rooms for an additional \$375/semester for Bethany and Bauer Halls and \$400/semester for Aventura, Esperanza and Destino Halls.

Residents requesting the private room may possibly be required to relocate into the empty room and residents with vacancies not wishing to pay the private room fee may be required to consolidate with other residents in the same situation.

Each residence hall takes private room requests upon check-in and the Housing Office will allot private rooms, as available, from that list on a first-request, first-granted basis.

### **LOST ROOM KEY**

Students are responsible for their room key. Lost room keys should be immediately reported to the appropriate Resident Director's office for replacement. There is a charge to change the lock and re-issue keys if deemed necessary for safety and security reasons; \$100 (deadbolt) or \$140 (lock lever). A simple key replacement is \$20. Please see the "Southeastern Fire Card" section for lost ID card replacement policy.

## **MANDATORY RESIDENCE MEETINGS**

Residence meetings will periodically be scheduled for students in respective residence areas. Attendance at these meetings is mandatory. Failure to attend these meetings will result in disciplinary action.

## **COURTESY HOURS**

As a courtesy to other students, excessive noise throughout the day (i.e. loud talking, musical instruments, televisions, stereos, radios, etc.) is discouraged. An intentional/unintentional disturbance created by pranks or other such behavior that violates the rights of others is prohibited. Noise levels in and around residence areas should be minimal from 11 p.m to 9 a.m.

During Final Exams Week, courtesy hours are to be observed 24 hours a day.

## **DRESS CODE**

### *Principles of Dress Code*

The Southeastern dress code is based upon the principles of neatness, modesty, cleanliness, and appropriateness. Modesty can be defined as anything that does not draw undue attention to one's self or any part of one's anatomy. The university desires to prepare students for professional careers after the collegiate experience. Therefore, the goal is for the student to be aware that churches, companies and organizations may require high standards of dress. Appearances or clothing that are extreme and exaggerated, or otherwise identify attitudes, philosophies, or segments of society that are in opposition to Christian principles, are not permitted. Extreme or exaggerated may be defined as that which is excessive, overstated, absurd, or distorted. When dealing with extreme and/or exaggerated fashions, the university reserves the right to modify its dress code policy at any time during the academic year.

### *Specific Dress Code Issues*

At all times, men and women should wear clothing that is neat, modest, clean, and appropriate. Because modesty is subjective and body types vary; if at any time a SEU official (faculty, staff or RA) approaches a student about a dress code concern, your cooperation is required.

*The next section explains some general dress code issues for both men and women.*

## **GENERAL DRESS CODE GUIDELINES FOR CAMPUS**

- Modest shorts are appropriate when the student is not attending class or chapel.
- For women: shirts, tank tops, and blouses must be modest and appropriate. The back, the navel, and undergarments are not to be seen.
- For men: sleeveless shirts and tank tops are inappropriate for chapel, class, and the restaurant. Shirts are required at all times.
- Women's dresses, skirts and shorts must be modest and cover the mid-thigh. In addition, pants are defined as covering the knee when sitting.
- Students may wear earrings that consist of regular posts or hoops. Students are not permitted to wear body piercing implements or earrings with excessive gages. Students may not wear piercings in their tongues, noses, lips, eyebrows, etc.
- No articles of clothing that endorse alcohol and/or narcotic products may be worn at any time.
- More details concerning dress code guidelines will be discussed at various residence halls meetings.
- Footwear: For health and safety reasons, students are expected to wear appropriate footwear at all times.
- Chapel/Classroom Standard: Dress should be neat and modest and may not include pajama pants or slippers. Individual departments and faculty members may have specific standards that apply to student's appearance while completing practicums or internships. Out of respect, we ask that no hats of any kind be worn in chapel by men or women.

## **SOCIAL LIFE**

When applying Scriptural principles to contemporary life in order to maintain integrity, honesty, and purity, the following questions may be helpful:

- Are my actions, relationships, and/or associations in harmony with Biblical standards?
- How do my actions, relationships, and/or associations reflect the Spirit of Christ?
- Do my actions, relationships, and/or associations compromise my Christian testimony?
- How do my actions, relationships, and/or associations reflect on the Southeastern University community?

Students are expected to use good judgment with regard to choices of recreational activity, television programs, movies, videos, music, internet use, and printed material. It is the desire of the university that students develop a lifestyle that is marked by excellence in character, leadership, and faith. The following information provides some of the guidelines for the social expectations of the student.

- A RA or SEU official reserves the right to address/request that a movie, music or video game be turned off if it contains questionable content and is being viewed in a public place (i.e.: residence hall lobbies).
- Public display of affection should not be distracting, offensive, or otherwise create an uncomfortable atmosphere for others. As a guideline for the Southeastern community, appropriate displays of affection should be limited to holding hands, casual hugs, brief kisses, and walking arm in arm.
- Pregnancy and Abortion: Pregnancies that occur outside of marriage, while at Southeastern, are in violation of University standards. Students will be held accountable for sexual immorality and will be subject to appropriate disciplinary actions in keeping with our policies (see Discipline Policy section). Also, in the case of such an event, Southeastern University will encourage the father and mother of the unborn child to seriously consider their actions and experience the forgiveness that comes when Luke 17:3-4 and 1 John 1:9 are practiced by the believer. Pregnant students are not allowed to live on campus due to health and safety issues. Because the Bible is clear in its teaching on the sanctity of human life, life begins at conception. We abhor the destruction of human life through abortion on demand and consider it against the values of the University. Students (male or female) participating in securing an abortion are subject to dismissal from the University. Student Development, including the Counseling Center and Health Services, stands ready to help those involved in a crisis pregnancy to cope effectively with the initial needs it presents. Those involved will be encouraged to consider the options available to them within the Christian moral framework. These include marriage of the parents, single parenthood, or placing the child for adoption.
- Engagement and marriage: Students who plan to marry during their university years should file their engagement with the Student Development office. Premarital counseling is strongly recommended for all engaged couples. It is further recommended that the students refrain from scheduling marriage ceremonies during the fall or spring semesters.
- Divorce: Regarding divorce and remarriage, Southeastern University is guided by the Constitution of the General Council of the Assemblies of God. Students who experience marital difficulties are encouraged to seek guidance and counsel through the Student Development office, a marriage counselor, or a local minister.

## **OPPOSITE SEX VISITATION**

Visitation is not allowed in Aventura Hall, Esperanza Hall, Destino Hall, South Pointe, Valencia, Mira Lago and Buttercup houses. A violation of this policy is defined as crossing the threshold of the door. Failure to comply will result in disciplinary actions. See visitation schedule for Bauer and Bethany Halls (RA office has this information).

## **SOLICITATIONS**

On-campus solicitations: Personal solicitations of funds, sales or services, on the part of students and non-students, are prohibited. Students may not act as agents, salesmen, or solicitors for any products or needs without prior approval from the Student Development office. This includes, but is not limited to, the unapproved posting of flyers, vehicle windshield stuffers or door-to-door sales in residence halls, offices or classrooms.

## **ROOM FURNITURE**

*Residence hall furniture must remain in the room where it is assigned.* The student assumes financial responsibility for loss or damage to furniture. In an effort to preserve living space, students are encouraged to limit the amount of personal furniture. For safety reasons, lofts and waterbeds are prohibited. Rearranging room furniture is limited and must be arranged in ways that adheres to safety standards. Couches, oversized/easy chairs, bookshelves/entertainment centers and other large items of furniture are prohibited in campus housing areas. All wooden products, that are small enough to comply with the size requirement, not in their original box, are permitted only after inspection by residence hall staff to ensure that the wood item is clear of insects.

Limitations and size requirements are designed to keep rooms and university property from damage by congested and overcrowded rooms and out of respect for roommate/suitemate space.

Thus, please use the following guidelines for the most common items brought into rooms:

- Refrigerators – 4 cu. ft. or less (approximately 20” x 20” footprint).
- Bean bags/satellite chair less than 36” in diameter; limited to one per room (not permitted in Bethany and Bauer Halls due to lack of floor space).

## **ROOM ALTERATIONS AND DECORATING**

Students are encouraged to personalize their rooms, making them comfortable and attractive. However, decorations that deface, damage, or destroy any part of the school property are prohibited. At checkout, the room must be left in its original condition. Room modifications (nails, paint, wallpaper, masking tape/double sided tape that leaves residue and other changes that lead to damage, etc.) are prohibited.

In order to maintain the attractiveness of the residence halls, residents must limit personal decorating to the interior of their room. Nothing may be attached to the exterior of buildings (doors or walls), and items are not to be placed in the windows. This includes message boards, taped signs, window displays, etc. Window screens should not be removed for any reason. For safety reasons, all balcony ledges must be kept free of all objects, including potted plants.

Students shall make no repairs or alterations of any kind to a campus residence including (but not limited to) the following:

1. Electrical fixtures and outlets
2. Windows and window screens
3. Plumbing
4. Walls, doors, and ceilings

## **ROOM USAGE AND FACILITY DAMAGE**

It will be assumed by the university that students have knowledge and are aware of, within reason, conditions existing in and activities taking place in their room. Accordingly, students will be held responsible for those "conditions" and "activities" found to be in violation of university policy. Any financial liability stemming from damage to the room, furniture and/or property is the responsibility of all roommate(s) unless otherwise specified.

In the event that there is furniture or property damage that takes place to university assets in public or common areas of a residence hall (lobbies, bathrooms, etc.) and the responsible person(s) are unknown and do not come forward to accept liability, the university reserves the right to assess damage charges to all residents in that section or area of that building.

Items must not be dyed in the residence areas, as permanent discoloration may occur. Hanging items from the fire sprinkler is not permitted.

Due to humidity issues that can bring mold and mildew growth, doors and windows must remain closed and A/C units must remain on at all times. Propping a door open with the deadbolt, which can cause damage to the locking mechanism, is a Level One infraction. Additionally, damage charges will be applied as necessary. Thermostat temperature ranges are preset. Residents are not to tamper with or attempt to change these internal settings. All thermostat adjustments must stay within the preset temperature range.

In order to create a safe living and learning environment and to prevent potential damage, residents should refrain from playing sports inside buildings (hallways, bedrooms, lobbies, etc).

## **ROOM PRIVACY**

A student is not to enter another student's room or use another student's personal possessions without receiving his/her prior approval. Unauthorized possession of keys or unauthorized entry to any room or building is a violation of the Student Code of Conduct.

Ordinarily, rooms are not entered unless the student is present. However, the university reserves the right to enter and/or search rooms whether the student is absent or present for general maintenance purposes, weekly room checks, occasional bed checks, or to inspect the rooms for contraband and other prohibited items wherein the university has any reason to believe that contraband or other prohibited items are in the rooms. Such inspections for contraband and other prohibited items will be conducted by Student Life personnel in consultation with the Director of Student Life.

By applying to the university and being accepted, students consent to any inspection of their rooms by university personnel and expressly waive any objections thereto.

Stolen property, such as street signs, store property, shopping carts, Chartwell's property, etc., is not permitted in rooms. Obscene literature, pictures, videos, and posters of questionable nature are not permitted in the rooms. Alcohol, drugs or drug paraphernalia are not permitted in the residence halls. The university reserves the right to confiscate any unauthorized articles or articles the university deems unacceptable and implement disciplinary action or actions as it deems appropriate, including immediate termination of on-campus housing privileges.

## **RESIDENCE HALL PERSONAL PROPERTY LIABILITY**

ROOMS SHOULD REMAIN LOCKED AT ALL TIMES WHEN RESIDENTS ARE GONE FROM THE ROOM. The university is not responsible for money, valuables, or personal property left in public or private places. Students should take measures (renters' insurance or parents' homeowners' insurance policy) to ensure and safeguard personal belongings against misappropriation, theft, loss, or loss due to damage or dispossession. Students should immediately report any loss to the appropriate Resident Director or the Safety and Security Department.

## **ROOM INSPECTIONS**

To ensure that the university provides an environment that is safe, healthy and conducive to learning, Student Housing and/or Student Life personnel are authorized to enter a room for inspection on a regular basis (usually once per week, but more frequently if needed). It is assumed that residents want to maintain such a living environment and will respect university property. Since residents must live with others, rooms should be neat and clean at all times.

An incentive system that rewards Excellent room inspection ratings includes monthly drawings for reserved campus parking and two tickets to amusement parks such as Walt Disney World.

In most residence areas, housekeeping will vacuum rooms twice per week; thus floors and sinks must always be clear and free from clothes and other items. When Housekeeping is unable to accomplish their daily cleaning responsibilities (i.e. regular vacuuming and bathroom cleaning), an immediate inspection from Student Housing will occur. Since rooms are to always be in a neat and clean condition, other departments (i.e. Student Life, Environmental Services, Safety and Security, etc.), who may enter a room, may report an unsatisfactory condition leading to an immediate inspection from Student Housing.

Room inspections are graded on a scale from Excellent to Failure. Evaluation is based upon criteria such as floors, odors, trash and other standards of cleanliness. A point system evaluating eight areas of criteria will determine the grade. Excellent, Good and Fair are satisfactory ratings, and grades of Poor and Failure are unacceptable ratings. Rooms that receive a Poor or Failure rating must be in a satisfactory condition by 8 a.m. the next morning for a follow-up inspection.

Rooms will receive an automatic failure if it is judged by Housing staff that Housekeeping staff cannot perform their daily duties (cluttered floors and sinks or overflowing trash).

#### Room Inspection Rating and Sanctions:

Rating	Sanction	Additional Communication
1st Poor	Warning citation	Memo spelling out a specific course of action to avoid subsequent fines.
2nd and Subsequent Poor	\$25 fine	Memo specifying cleaning that is needed to avoid additional penalties.
Consecutive Poor	\$50 fine	

Rating	Sanction	Additional Communication
1st Failure	Warning citation	Memo spelling out a specific course of action to avoid subsequent fines.
2nd Failure	\$25 fine	Memo specifying cleaning that is needed to avoid additional penalties.
3rd Failure	\$50 fine	Memo specifying cleaning that is needed to avoid additional penalties.
4th Failure	\$100 fine	Memo specifying cleaning that is needed to avoid additional penalties.
5th Failure	Suspension	

Note: The above charts reflect sanctions during one school year (fall and spring semesters). The grading does not automatically revert to a warning for the spring semester.

To document the condition of a room that has received an unsatisfactory room inspection rating, photos are taken of relevant areas of the room. These photos are for documentation only and are not otherwise published, shared or distributed in any manner.

Common areas in the 4-room suites of Aventura, Esperanza, and Destino Halls will be given an independent and additional grade and will be graded in the same manner as individual rooms.

Residents are responsible for the proper disposal of all garbage from their rooms. Residents who live in South Pointe or Valencia are responsible for the appearance of the patio area in front of their residence area. All trash is to be placed in proper receptacles and stairwell areas must be kept clear.

Residents must store bikes, motorcycles or other property in approved locations. Unapproved locations include in rooms, lobbies, hallways or under stairwells. Due to fire, safety and insurance issues, grills of any type are not permitted on campus.

Bikes found in residence hall rooms will automatically generate a failure room inspection rating. Please contact the Housing Office for further information.

## **APPLIANCES AND ELECTRONIC EQUIPMENT**

Residence halls are not equipped for excessive use of electrical appliances; therefore, most appliances considered to be cooking devices are not permitted in student rooms. Small appliances and electronic equipment, such as coffee makers, mini-refrigerators (4 cubic feet or less), small microwave ovens, slow cookers, stereos, televisions, computers, clothes irons and fans are permitted. Cooking appliances with open burners or appliances with grease runoff such as toaster ovens and Forman-type grills are prohibited in the residence halls.

Due to existing electrical circuit ratings in the residence hall rooms (fire code issues), resident rooms are limited to appliance wattage limits of 20 amps in bedrooms. Breakers will trip when overloaded. Thus, it is best not to use high wattage items such as hairdryers, curling irons, etc. in the bedroom where any other appliances are currently running. Use of these items in the common bathrooms, or the sink beside the bathroom in 2-room suits, is recommended, as there are less items on that circuit. See “Wattage List of Commonly Used Items” brochure found in the residence hall rooms at check-in.

Electrical power strips should be used only with computer configurations. All other items (such as microwaves and mini-refrigerators) must be plugged directly into wall outlets.

Also, due to local fire codes, oil-based deodorizers that plug into electrical outlets are not permitted in the residence halls.

## **ANIMALS**

Animals are prohibited in residences at any time. Only fish in small fish tanks (10 gallons or less) are allowed.

Prior to set-up, all fish tanks must be registered with the Student Housing office to ensure accountability of tank size and to identify the resident responsible for potential damage. Fish tanks are limited to one per room and are not permitted to be set up in common areas.

## **BABYSITTING**

Babysitting is prohibited in the residence areas. Small children with their families are allowed in the residence halls for a short visit.

## **VISITATION GUIDELINES**

### ***Overnight Guests***

On-campus students who desire to have overnight guests must make arrangements with their Resident Director. The Resident Director, with the consent of the roommate(s), may approve overnight visits. Overnight guests are limited to a two-night stay. Visitation beyond that length of stay will be subject to a \$15/night charge, payable to the Cashier in the Business Office. Overnight guests, who are minors, must be at least 12 years of age and have a letter of parental consent. All guests are subject to university and residential policies.

### ***Overnight Sign-out Procedure***

Residence hall students who are planning to be out of the building overnight are required to fill out an Overnight Sign-out form. Failure to do so will result in a Level One infraction. The university does not take responsibility for locating students or for their safety on campus or when off-campus on personal trips.

Students are not permitted to be out overnight in mixed gender groups without permission in advance from their RD. Failure to comply will result in a Level Two infraction.

## **CURFEW**

Sunday through Saturday. . . . . 1:00 a.m.

Curfew is 1:00AM for all students; however, for juniors and seniors (identified by their academic standing), the curfew is 2:00AM on Fridays and Saturdays if the student meets the following conditions (ALL):

1. The junior or senior has a cumulative Grade Point Average (GPA) of a 2.5 or higher.
2. The junior or senior is in good standing with the chapel attendance policy for the previous semester.
3. The junior or senior has received NO Level 2 infractions in the current semester.

## **CURFEW VIOLATION POLICY**

Students who are not in their residence halls by the stated curfew time (1:00 a.m.) will be subject to a Level One infraction (up to 30 minutes late). Anyone more than 30 minutes late will be subject to a Level Two infraction.

If an emergency prevents a student from adhering to curfew, he/she should immediately call his/her Resident Assistant and/or see his/her Resident Director within one school day of the curfew violation.

Regular curfew hours are in effect during holidays, summer school, and any other time students are on-campus. All curfew extensions must receive prior approval from the appropriate Resident Director.

Special Note: During curfew hours, students are not allowed outside their residence hall and in the case of Valencia, South Pointe, Aventura Hall, Destino Hall and Esperanza Hall outside of their room. Off-campus students and guests are expected to abide by the guidelines of the university and leave the premises by curfew. After-curfew visits must be approved by the Student Life staff prior to the visit.

Students found in violation of this policy are subject to the disciplinary sanctions outlined in this handbook.

## **RESIDENCE HALLS ARE LOCKED AT CURFEW**

To ensure the safety of the residents and to ensure the security of university facilities and the personal belongings of the students, the residence halls are locked at curfew. All other facilities on campus are locked by curfew in order to allow students to return to their housing areas before the doors are locked.

Students who need to enter their residence area after curfew must follow the appropriate check-in procedure through the Campus Safety and Security Department.

## **ILLEGAL RESIDENCE HALL EXIT/ENTRY**

After curfew, students are required to use main entry doors of residences and enter the residence hall using their ID card. Students entering or exiting campus after curfew are required to sign in or out with security and include their name, ID number, time, and reason for being late or leaving. No student is to leave his/her residence or the campus after curfew without proper authorization from his/her Resident Director.

Any other means of entry or exit, or assisting another person's entry or exit, is not permitted and is subject to disciplinary action. Curfew infractions will be given in addition to illegal residence hall exit/entry infractions.

# **DISCIPLINE POLICIES AND PROCEDURES**

## **PHILOSOPHY OF DISCIPLINE**

The values and principles contained in the Student Handbook provide a basis upon which students integrate their faith and learning both in and out of the classroom. The procedures found in the Handbook are designed to promote fundamental fairness and will be adhered to as faithfully as possible. If exceptional circumstances dictate variation from these procedures, the variation will not invalidate a decision unless it prevented a fair hearing or abrogated the rights of the student. The objectives of the discipline processes at Southeastern are to:

1. Teach personal responsibility for actions;
2. Develop a sense of accountability among community members;
3. Discourage behavior that infringes upon the dignity and integrity of the community;
4. Discourage behavior that violates university policies and civil law; and,
5. Value acts of restitution as part of the restorative process.

Discipline is the responsibility of every member of the community. The highest form of discipline is self-discipline, which is inextricably linked with a growing Christian lifestyle. However, when an individual does not execute self-discipline, it becomes the responsibility of the university community. The following policies and procedures are not inclusive but describe the types of behavior which are inappropriate for the university community. Disciplinary action may be taken if a student is found to be in violation of the values and principles of the university.

## **SEU STUDENT AMNESTY POLICY**

### **Philosophy**

The university Amnesty Policy is designed to allow a student who has committed a violation of the student Code of Conduct to approach Dr. Bill Hackett, the appointed faculty/staff member, to confess their fault and submit to a restoration process. We recognize that it is the work of the Holy Spirit to convict and lead an individual to repentance resulting in the gift of God's goodness and mercy.

By taking responsibility for their inappropriate behavior before it comes to attention of the campus Judicial Review Board (JRB), the student not only voluntarily submits to accountability and enters into a restoration process, but they also avoid any possible disciplinary sanctions that they otherwise would have been subject to and instead receive redemptive mercy.

### **Eligibility**

- Amnesty is available to a student one time in their SEU career.
- Application must be made prior to the initiation of a disciplinary investigation into the incident by the Student Development department.
- The student must not currently be on disciplinary probation for prior Code of Conduct infraction.

### **Procedure**

- The student is to initiate contact with Dr. Bill Hackett. An in-office personal appointment is strongly preferred but in approved situations, a phone call or email may be utilized. If a time deadline has been issued by a staff member or student leader (usually 24 hours), failure to meet that schedule could render the student's subsequent application ineligible.
- In a meeting with Dr. Hackett, an Amnesty Contract will be discussed, agreed upon and signed by the student. This contract will establish all conditions and future responsibilities involving the amnesty process.
- Dr. Hackett will confirm with the Student Development department that the student is not currently under disciplinary investigation or on disciplinary probation.
- The student must fulfill all conditions and responsibilities stated in the Amnesty Contract. Failure to do so will subject the student to JRB review and all applicable disciplinary sanctions.

## **CODE OF CONDUCT**

### **Community Standards: Infractions and Sanctions**

1. These regulations are set forth in writing in order to give students general notice of prohibited conduct and are not designed to define misconduct in all-inclusive terms.
2. All University students are expected to abide by the Code of Conduct while both on and off campus throughout the duration of the academic year (August through June).
3. Students may be accountable to both civil authorities and to the university for acts which constitute violations of the law and the Conduct Code. Disciplinary action at the university may occur during the pending of criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

4. Any behavior which may have been influenced by a student's mental state (regardless of the ultimate evaluation) or use of drugs or alcoholic beverages shall not in any way limit the responsibility of the student for the consequences of his/her actions.
5. Within the SEU community standards for student conduct, there are three types of infractions: Level One, Level Two, and Level Three. Any student found to have committed one or more acts in violation of these standards will be subject to disciplinary action according to the appropriate level of sanctions as follows:

#### **Level One Infractions**

1. Dress code violation
2. Curfew violation
3. Housing violation
4. Improper dorm sign-out
5. Missed mandatory meeting
6. Courtesy hours violation

#### **Level One Sanctions**

1. First infraction - Written warning
2. Second infraction - \$20 fine
3. Third infraction - \$30 fine
4. Fourth infraction - \$40 fine
5. Fifth infraction - Automatic Level Two infraction (\$50)

#### **Level Two Infractions**

1. An accumulation of any five or more Level One infractions.
2. Acts of dishonesty, including but not limited to the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty.
  - b. Furnishing false information to any university official, faculty member, or office.
  - c. Forgery, alteration, misuse of any university document, record, or instrument of identification.
  - d. Tampering with the election of any university-recognized student organization.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
4. Unauthorized taking or keeping of items of university property, items rented, leased, or placed on the campus, property leased by the university, items belonging to students, faculty, staff, or guests of the university, using another student's ID number, or possession of suspected stolen property.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, or admission into, affiliation with, or as a condition for continued membership in a group or organization.
6. Deliberate refusal to comply with clearly stated policies or directives issued by any university official, including RAs and security personnel, acting in the performance of his/her duties. This includes, but is not limited to, failure to evacuate a building during a fire alarm, refusal to present proper ID upon request, failure to appear when summoned for an official meeting or falsification/lying to a university official.
7. Unauthorized possession, duplication, or use of keys to any university premises or unauthorized entry to or use of university premises.
8. Violation of published or posted university policies, rules, or regulations.
9. Violation of federal, state, or local law on university premises or at university sponsored or supervised activities.

10. A zero tolerance policy in regards to use, possession or distribution of:
  - a. Narcotics or other controlled substances, except as expressly permitted by law.
  - b. Alcoholic beverages.
  - c. Tobacco products.

**\*\*Please note that zero tolerance indicates that no additional warning will be given to any student who violates this policy. A first offense is considered to be a serious violation of the Code of Conduct and will subject an individual to all appropriate disciplinary sanctions.**
11. Possession of firearms, explosives, other weapons, or dangerous chemicals. Firearms, explosives, other weapons, and dangerous chemicals are not permitted on university premises.
12. Participation in a campus demonstration which disrupts the normal operations of the university and infringes upon the rights of other members of the university community. Breach of peace or aiding, abetting, or procuring another person to breach the peace on university premises or at functions sponsored by or participated in by the university.
13. Conduct which is disorderly, lewd, or indecent.
14. Violation of the Chapel attendance policy.
15. Coarse, profane, or other language that is offensive to others.
16. Viewing, possession and/or distribution of inappropriate material, including but not limited to, material that is obscene, sexually explicit or pornographic, in the form of videos, movies, books, internet or web cam use, and/or magazines.
17. Propagation of unsound doctrine and practices, including but not limited to, occult practices, witchcraft and/or other doctrine/practices that are perceived as unscriptural by the Assemblies of God fellowship and/or the administration of the university.
18. Immoral behavior, including but not limited premarital/extramarital sexual conduct and/or homosexuality.
19. Any type of gambling activity. Gambling is defined as any gaming activity that includes the wagering or exchanging of monies or material wealth.
20. Attending places of questionable amusement, including but not limited to, bars, dance clubs, casinos, adult entertainment clubs, and/or X-rated establishments.
21. Any improper entrance or exit of the university campus. This includes returning to the campus more than thirty minutes past curfew.
22. Any activity that violates the policies stated in the Information Technology section of the Student Handbook.
23. Abuse of the Judicial system, including but not limited to the following:
  - a. Failure to obey the summons of a judicial body or university official;
  - b. Falsification, distortion, or misrepresentation of information before a judicial body;
  - c. Disruption or interference with the orderly conduct of a judicial proceeding;
  - d. Attempting to discourage an individual's proper participation in, or use of, the judicial system;
  - e. Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding;
  - f. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding;
  - g. Failure to comply with the sanction(s) imposed under the Code of Conduct.
24. Aiding, abetting, or conspiring with another person to become involved in inappropriate behavior. Being present when another student violates university policy and behaving in such a way that constitutes permitting or condoning the violation.

25. Conduct that is not in keeping with the values of the Southeastern community. It should be understood that any attempt to circumvent the principle of any university regulation without actually violating the letter of the law is considered a violation.
26. Any violation of the opposite sex visitation policy.
27. Being out overnight with members of the opposite sex without prior approval from a RD.

### **Level Two Sanctions**

In recommending or determining a sanction, a judicial body or judicial official shall consider all relevant factors including the nature of the offense, the severity of any damage, injury, or harm resulting from the offense, the student's current demeanor, and the student's past disciplinary record.

1. The following sanctions may be imposed upon any student found to have violated a Level Two infraction of the Code of Conduct:
  - a. Warning: A notice in writing to the student that the student is violating or has violated institutional regulations.
  - b. Probation: A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
  - c. Loss of Privileges: Denial of specified privileges for a designated period of time.
  - d. Fines: Precedence and previously established fines may be imposed.
  - e. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - f. Discretionary Sanctions: Work assignments, service to the university, or other related discretionary assignments. Any assignments must have the prior approval of the Judicial Review Board (JRB).
  - g. Other Sanctions: Other sanctions may be imposed instead of or in addition to those specified above (imposition must be related to the nature of the violation), including but not limited to the following:
    1. Educational or research projects;
    2. Mandated counseling or therapy; and/or substance abuse assessment.
  - h. University Suspension: Separation of the student from the university for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
2. More than one of the Level Two or Level Three sanctions may be imposed for any single violation.
3. In each case in which the JRB determines that a student has violated the Code of Conduct, the sanction(s) shall be determined and imposed by the recommendation of all members of the judicial body. Following the JRB decision, the JRB chairman or his appointed designee shall advise the accused in writing or verbally of the determination and of the sanction(s) to be imposed.
4. All disciplinary sanctions (i.e. fines, work assignments, research projects, etc.) must be completed before students will be permitted to receive their current semester grades or register for classes the following semester. Fines not paid by the due date will incur a \$5 late fee.
5. Students who are expelled or suspended from the university shall be denied access to the residence areas, to the campus (including classes), and all other university activities or privileges for which the student might otherwise be eligible, as the JRB may determine to be appropriate.

6. Other than university expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than university suspension or university expulsion, upon the student's application to the JRB. Cases involving the imposition of sanctions other than university suspension or university expulsion shall be expunged from the student's confidential record one year after final disposition of the case.

### **Level Three Infraction**

A Level Three infraction is defined as any severe or overt violation of the Code of Conduct. It may also include the accumulation of two or more Level Two infractions within one semester.

### **Level Three Sanction**

University Expulsion: Permanent separation of the student from the university. Recommendations for a university expulsion are referred to the Vice President for Student Development. In consultation with the university President, the Vice President for Student Development may impose a university expulsion or reduce the sanctions. The decision of the Vice President for Student Development is final, and there shall be no subsequent hearing or appeal.

### **Interim Suspension**

1. In certain circumstances, university officials may impose a university suspension upon a student prior to the next scheduled meeting of the Judicial Review Board. Interim suspension may be imposed only:
  - a. To ensure the safety and well-being of members of the university community or preservation of university property.
  - b. To ensure the student's own physical or emotional safety and well-being.
  - c. If the student poses a definite threat of disruption of or interference with the normal operations of the university.
2. During the interim suspension, students shall be denied access to the residence areas and/or to the campus (including classes) and/or all other university activities or privileges for which the student might otherwise be eligible, as the university may determine to be appropriate.
3. Failure to comply with the guidelines of the interim suspension may result in further disciplinary action.

### **Suspensions and Expulsions**

Be aware that when suspension occurs for the remainder of the academic semester, or if expulsion occurs, the student will not be allowed to finish classes and will be asked to leave campus within 24 hours. The student is responsible for following the withdrawal process that begins in the Registrar's Office. The grade of "W" is assigned in each of the student's courses, and credit is not earned. Furthermore, tuition for the un-earned credits will not be reimbursed.

Southeastern has a no alcohol policy. This policy states that even small consumptions of alcohol, or other behaviors not keeping with the culture of Southeastern University and its handbook, may result in serious suspensions or an expulsion.

## JUDICIAL STRUCTURE

### Judicial Authority

1. The Vice President for Student Development shall determine the composition of the Judicial Review Board (JRB) and other judicial bodies. He will also determine which judicial body shall be authorized to hear each case.
2. The Judicial Review Board is responsible for reviewing and acting upon all information and evidence presented concerning multiple Level One violations or any Level Two violation of the Code of Conduct by a university student. The Director of Student Development or the official designee of the Vice President for Student Development shall act as chairperson of the JRB.

### Judicial Procedures

While the university judicial process is not meant to mirror the proceedings of a criminal or civil court of law, the process is intended to be characterized by judicial prudence and fairness. Ideally, discipline will be resolved at the lowest possible level. The following is a description of the university judicial process:

### Charges and Hearings

1. Any member of the university community (faculty, staff, or student) may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Director of Student Development. Any charge should be submitted as soon as possible after the event takes place, preferably within 48 hours.
2. The Director of Student Development may conduct an investigation to determine whether the charges have merit and/or whether they can be disposed of administratively by mutual consent of the parties involved. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent or if the circumstances warrant possible disciplinary action, the Director of Student Development shall refer the matter to the Judicial Review Board.
3. The Judicial Review Board shall meet regularly to review and act upon all student disciplinary charges that are brought before them. The JRB shall review all interviews, statements, reports, and other evidence that is available to determine if a student has violated the Code of Conduct. The JRB's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Conduct Code. By means of a majority vote, if it is the determination of the JRB that an infraction has occurred, they will also determine the appropriate level of sanction that is to be applied.
4. All disciplinary decisions of the JRB shall be clearly communicated to the involved student(s) in a timely fashion.
5. A student may appeal a disciplinary action taken against him or her according to the following protocol:

#### Discipline action:

- Level One infraction
- Decision of RD
- Decision of JRB
- Decision of DSD

#### Appeal to:

- Resident Director(RD)
- Judicial Review Board(JRB)
- Director of Student Development (DSD)
- Vice President for Student Development (VPSD)

All appeals must be made in writing to the appropriate office by the student within 24 hours of receiving disciplinary notification. All decisions of the office of the VPSD are final and there shall be no subsequent appeals.

6. The chairperson of the JRB shall designate one member of the judicial body to record minutes of all official meetings. The record shall be the property of the university.

## Parental Notification

Consistent with federal law, the Student Development department of Southeastern University is prohibited from sharing a student's counseling or judicial records with parents, faculty, administrators, and other students—unless the student has given expressed consent. Student Development can disclose some student information to parents or guardians during extreme circumstances.

The Vice President for Student Development, or his designee, reserves the right to notify the parents or guardians of a student in the following circumstances:

1. The student presents a serious danger, or is perceived to be a danger, to himself/herself physically, mentally or in any other way.
2. The student is transported to the hospital in a life-threatening emergency or that a professional in the Student Development department determines that a student is an immediate risk to himself/herself or another person.
3. The student is a victim of a crime.
4. The student commits a disciplinary violation that results in a suspension or expulsion.
5. The student is found purchasing, distributing, using, or possessing alcohol or controlled substances.
6. Or, when the university deems necessary.

## Plagiarism

Plagiarism is defined as “literary theft” and consists of any of the following:

- Unattributed quotation of the exact words of a published or unpublished text;
- Piecing together sections of the work of others into a new whole without attribution;
- Unattributed borrowing of original ideas by paraphrase from a published or unpublished text;
- Unattributed use of the form, structure, and/or style of a secondary source;
- Submission of an assignment that has been written by anyone else, including another student, unless joint authorship is an expressed part of the assignment.

A paper already submitted for a grade in another course may be resubmitted unless the professor specifically states otherwise. Sources must be attributed by means of the appropriate citation procedure for any of the following:

- Books;
- Articles;
- Oral sources;
- Digital and/or electronic sources.

Only widely known facts and first-hand thoughts and observations original to the student do not require citations. For both instructional and evaluation purposes, each student will be responsible, as directed by the professor, for electronically submitting all essays to Turnitin® (an online resource for educators and students for developing quality writing and research skills by preventing and detecting plagiarism).

## Punishment

Because plagiarism may be intentional or unintentional, every effort will be made by faculty to teach the student the appropriate acknowledgement of sources. The following procedures will be invoked if, in the opinion of the professor, a student's work contains any form of plagiarism:

1. *First instance:* The professor will meet with the student to discuss and explain the problem(s) with the work. The student must rewrite the assignment to correct the problem(s) in order to receive a grade. The professor must document the incident with the Director of Academic Success. In addition, the professor may submit a tutoring referral form to the Academic Assistance Center, stating that the referral is to aid in plagiarism avoidance. The Director of Academic Success will document all incidents and tutoring session(s) attended. This documentation will be kept on file for five years.

2. *Second instance:* The student must meet with the professor and the department chair of the department through which the course is offered. The assignment in question must be rewritten to correct all citation problems. The assignment will then receive a 40% grade penalty. The professor must document the incident with the Director of Academic Success. The student may receive additional tutoring on plagiarism avoidance from the Academic Assistance Center.
3. *Third instance:* The student must meet with the Vice President for Academic Affairs, or the VPAA's designated representative, the Director of Academic Advising, the Director of Academic Success, the professor, and the Director of Student Development to discuss his or her future at Southeastern University. Disciplinary action up to and including expulsion may be taken. The student will receive a failing grade in the course.

These instances apply to the student's entire career at Southeastern University, not just to a single course. For example, if a professor submits documentation through the Office of Academic Success, and there are already two such incidents on file for the same student from other professors or courses, the occurrence will be the third instance.

If a student submits an entire paper written by another as if it were his/her own (i.e. 90% or more plagiarized), an exception to the plagiarism process will occur, and the third step of the process will be invoked immediately.

The remediation procedures explained here and the assistance of the Turnitin® website, which may be used by the student at any time to check citations on an assignment, will allow the diligent student to learn the procedures for correct citations and build a strong foundation for continued scholarship.

## STUDENT AND CAMPUS EVENTS

### ELIGIBILITY REQUIREMENTS

Extracurricular activities play an important part in the life of a university student. Involvement is the key to quality education. Those students involved in one of the following activities must meet and maintain certain requirements to remain eligible to:

1. Hold an office in any student organization, including clubs and class positions;
2. Participate in any drama production;
3. Serve as a Resident Assistant, FIRST Teams Leader, or any SBLC position;
4. Participate in any university-approved activity, including tour groups and ministry teams, which are not meeting the academic requirement for a course.

**Minimum requirements to be qualified for participation in the above extracurricular activities are as follows:**

1. The student must be enrolled for a minimum of 12 credit hours during the semester of participation.
2. The student must maintain a cumulative grade point average of 2.0.
3. The student must have passed 24 credit hours in the academic year preceding the semesters of participation.
4. Freshmen must have passed 12 credit hours during any previous semester of attendance.
5. New students who participate in extracurricular activities must maintain a 2.0 grade point average for the first eight weeks of their first semester.
6. The student must be in good standing with the university by adherence to university principles and policies.

**To participate in intercollegiate sports, a student must meet the following criteria:**

1. The student must meet eligibility requirements as set forth by the National Association of Intercollegiate Athletics and the National Christian College Athletic Association.
2. The student must be in good standing with the university by adherence to university principles and policies.

**To be elected to any Student Body Leadership Council position, which includes S.G.A., a student at the time of election must also meet the following criteria:**

1. The student must meet the class social eligibility requirements by the end of the election semester.
2. The student must have a grade point average of 2.75 at the time of election.
3. The student must be enrolled in a minimum of 12 credit hours each semester they are in office.
4. The student must have completed one semester at SEU, except for freshman class officers.
5. The student must obtain the signature of 200 individuals from their respective class, or obtain 350 signatures for the SBLC presidential position.
6. The student must be declared “eligible” to run for election, following a formal interview with the Campus Activities Director and a member from the Student Development Team.

**Social membership in a class is determined as follows:**

1. Sophomore-24 semester hours and two semesters of university enrollment.
2. Junior-48 semester hours and four semesters of university enrollment.
3. Senior-72 semester hours and six semesters of university enrollment.

Two three-week summer terms will count as one semester. No student is permitted to hold more than one major student office or leadership position at any given time. Names of all electoral candidates for student organizations must be submitted to the Campus Activities Director. Candidates must be cleared academically and socially before participation will be permitted. Continuation in approved activities is contingent upon the student's maintaining the required academic and social qualifications.

**STUDENT LEADERSHIP POSITIONS**

The following is a list of on-campus student clubs, organizations, and positions with an indication of whether the leadership position is appointed or elected.

**Leadership Positions**

Elected = E                      Appointed = A

**Student Body Leadership Council**

Student Body President.....	E
Student Body Vice President.....	A
Student Body Administrator/Finance Manager (2).....	A
SGA Senior Class President.....	E
SGA Junior Class President.....	E
SGA Sophomore Class President.....	E
SGA Freshman Class President.....	E
Head Project Manager.....	A
Project Managers (2).....	A
Assistant Project Managers (2).....	A
Marketing/Promotion Managers (4).....	A

\*Scholarships provided for all SBLC positions

## **Senate Members**

### *Clubs Supported by SBLC*

- Habitat for Humanity
- S.I.F.E.
- D.O.C.
- Circle K
- Cross Fire Quiz Bowl
- Mu Kappa
- Florida Public Relations
- CMENC
- College Republican
- I-Tech
- Phi Alpha
- P-31
- FERPA
- AACC
- Ner Tamid
- SMA
- PSI

### *Organizations*

- Chapel Producers
- FIRST Teams Leaders
- Intramural Athletic staff
- Music Leadership Positions
- Resident Assistants
- Community Leaders
- FIRE Network

## **STUDENT BODY LEADERSHIP COUNCIL (S.B.L.C)**

This association, composed of representatives from the classes and various associations approved by the university, seeks to serve the student body as a connecting link with the university administration. SBLC is comprised of two areas: Student Government Association and Project Management. Members of the Project Management Team plan activities and event for the student body. The officers of SGA are elected by the student body preside over regularly scheduled meetings of the Senate and meetings of the student body. The Student Body Leadership Council office is located in the Student Activities Center.

### *Clubs/Campus Activities:*

Request to host activities are submitted through an “Event Proposal Form,” which is turned in a semester in advance, thus allowing the Campus Activities Director the appropriate time to secure dates and market properly. Exceptions are made for selective organizations within each semester; however, “Event Proposal Forms” must be submitted no less than one month in advance, no exceptions. All student organizations and clubs must have their “Event Proposal Form” signed by their faculty advisor.

## **RESIDENT ASSISTANTS**

Resident Assistants are students selected to serve the student body as leaders, facilitators, and mediators. A Resident Assistant is assigned to a campus housing area to assist the Resident Director in administration of housing and programming of activities, implementation of emergency procedures, and maintaining policies of the university. Resident Assistants are selected by the Student Life Staff upon completion of an interview process during the spring semester. RA/RD offices are located in each residence area.

## **COMMUTER ASSISTANTS**

Commuter Assistants are students selected to serve the off-campus student body as leaders, facilitators and mediators. A Commuter Assistant is assigned to assist the Commuter Life Coordinator in administration of programming activities, provided pastoral care and maintaining policies of the university. Commuter Assistants are selected by the Student Life Staff upon completion of an interview process during the spring semester.

## **ATHLETICS**

### *Intercollegiate Athletics*

Southeastern University is a member of the National Christian College Athletic Association (Division II) and the National Association of Intercollegiate Athletics. The intercollegiate athletics program is under the supervision of the Director of Athletics. Southeastern competes in men's and women's soccer, women's volleyball, men's and women's basketball, men's baseball, women's tennis and men's golf. Cheerleading is also under the Director of Athletics.

The intercollegiate athletics program is non-scholarship and open tryouts are available to all Southeastern students who meet the academic eligibility requirements. The athletic office is located in the Sportsplex.

### *Intramural Athletics*

Southeastern provides a variety of intramural sports activities that are available to all students who are taking six (6) or more credit hours. Intramurals are under the supervision of the Director of Athletics and the Intramural Director. Intramural sports include: flag football, dodgeball, indoor soccer, beach volleyball, tennis, water polo, powder-puff football, basketball and indoor volleyball.

## **STUDENT WORSHIP AND MINISTRY ARTS TOUR TEAMS**

Southeastern sponsors four touring groups: Southeastern Singers, Charisma, the Josh Hiers Band and the Call. The Josh Hiers Band and the Call are two teams out of the Ministry Arts Department that will focus on ministry through the areas of praise and worship and drama. They minister in churches across the southeast during the semesters and at youth camps across the nation during the summer months. Southeastern Singers is a 16-voice choir accompanied by a live 8-piece band. This group specializes in praise and worship along with special music ranging from black gospel to southern gospel. They tour throughout the semesters to churches and events all over the country. Charisma is an 8-voice ensemble, made up of Southeastern Singers; the group is accompanied by the same 8-piece band. These students travel to churches and events during the semester and also embark on a 3-week tour during the summer months. All of our teams are made up of incredibly anointed students who desire to serve the Lord and His people through servant leadership and musical excellence.

With eleven worship services a week on campus, there are multiple opportunities for students who are interested in leading praise and worship to participate in the music ministry of Southeastern University.

## **ORGANIZATIONAL STRUCTURE AND SPONSOR RESPONSIBILITIES**

All student organizations must be approved by the Student Body Vice President and have a faculty sponsor. The name of the faculty sponsor and the names of the new officers must be submitted to the Student Body Vice President for final approval. Faculty sponsors for approved organizations have the following responsibilities:

1. Advising the group.
2. Approving projects and activities of the group.
3. Seeking approval from the Vice President for Student Development for projects and activities that are not listed as accepted projects and activities.
4. Approving expenditures by the group.

Someone other than a faculty member may serve as the sponsor of a group if the constitution for the group allows this provision. The name of the sponsor must be submitted to the Campus Activities Director.

## **CONTRACTUAL OBLIGATIONS**

All contracts must be approved by and signed by the Vice President for Finance and Administration.

## **BULLETIN BOARDS/OFFICIAL CALENDARS/ PRINTED MATTER**

Student job openings are posted on a bulletin board in the Spence lobby, Bolin lobby, and in the Steelman Library. These job openings are updated weekly.

The academic calendar for the school year is published in the university catalog. Changes in the calendar are announced in advance to allow students time to make plans accordingly. The University Facilities Management Calendar is kept in the Housing and Conference Services office and is distributed periodically to campus departments by e-mail and/or inner-campus mail.

The Student Activities Calendar is kept in the Campus Activities office and is updated and published monthly. Student activities are submitted through an “Event Proposal Form,” which must be turned in a semester in advance; allowing the Campus Activities Director the appropriate time to secure dates and market the event properly. Exceptions to the one semester deadline may be made occasionally in certain situations; however “Event Proposal Forms” must be submitted no less than one month in advance, without exception.

All student organizations and clubs must have their “Event Proposal Form” signed by their faculty advisor. Possession and distribution of unauthorized printed materials is not permitted on campus.

## **CAMPUS ADVERTISING, PROMOTION, AND PUBLIC DISPLAY POLICY**

Southeastern University students, student organizations, faculty and staff may display material regarding school functions, meetings, and class information, etc., that has been approved through the Housing and Conference Services Office. Materials to be approved also include banners and other large items not intended for campus bulletin boards.

Outside organizations such as churches, ministries, and community service organizations may also promote or announce specific events. These organizations must have all promotional material approved by the Housing and Conference Services Office.

Groups or organizations not associated with Southeastern University **are not allowed** to survey or solicit on the Southeastern University campus.

The display and removal of all material will be the responsibility of the group or individual requesting approval. Failure to remove material by the date indicated will result in the possible loss of further promotional privileges by that student group, club, or individual.

Any poster or campus promotional material publicizing an on-campus student activity open to the general public must be approved by the Campus Activities Director.

All group and class-related poster or campus promotional material must be approved by the appropriate faculty or staff member before the Campus Advertising, Promotion and Public Display Agreement is submitted for Housing and Conference Services approval.

Approved Bulletin Board Locations:

Bolin Building (2) – One item per bulletin board

Spence Hall/Outside Registrar's Office (1) – One item per bulletin board

Steelman Library main entrance (1) – One item per bulletin board

Residence area lobbies (5) – One item per bulletin board, as approved by Resident Directors

## **SAFETY AND SECURITY**

Southeastern University has a Campus Safety and Security Department that maintains safety of the campus community. The personal safety of each student and security of university property is of utmost concern. Safety and Security Officers are available 24 hours a day, 365 days a year. Students can contact the Campus Safety and Security department for non-emergencies by calling (863) 667-5190 and (863) 712-3950 (cellular phone) for emergencies only.

Students should be familiar with the services and programs offered by the Safety and Security Department. The Director of Safety and Security meets with students as needed.

### **DRIVING AND PARKING PRIVILEGES**

Policies and procedures have been established to provide for the safety and welfare of the Southeastern community. These rules are outlined in the "Traffic and Parking Regulations" brochure, which is available at the main Safety and Security Office. All vehicles parked on SEU property must be registered (either with a temporary, visitor, student or staff registration). All students (on and off campus) with motor vehicles must have a current parking permit. The permit must be displayed prominently according to the instructions. Students are allowed to park their motor vehicles in non-reserved parking spaces. Students should refrain from parking in designated handicapped spaces and areas that must be kept clear because of fire regulations, such as the drive between the Student Activities Center and Bauer Hall. Students are not to park in the circle in front of the Addison Hall Administration Building. Due to the large concentration of people in a small geographical area, extra care should be exercised while driving on or near the campus. Maximum speed on campus is 15 miles per hour. Parking fees are identified in the Traffic and Parking Regulations brochure. Fees should be paid within fourteen days of the violation. Collection procedures for parking and moving violations will be as follows:

1. All citations will be charged to the student's account.
2. Violation fees are to be paid in the Business Office.
3. Receiving over five or more vehicle violations will result in the lost of campus motor vehicle privileges.
4. Student will be notified by email.
5. A student with five or more violations will be permitted to park on Gordon Property only. If the student chooses to park on the main campus, the vehicle will be relocated by the main Safety and Security Department. The student will incur the towing charges.

A traffic appeal must be submitted within five days of when the citation was written. Students have a right to attend a meeting with the Traffic Appeals Committee to appeal a parking or moving violation. The request for attending the meeting must be made in person when submitting the completed appeal at the Main Security Office from 8:00AM to 4:30PM, Monday through Friday. The appeal form can also be submitted via the campus mail system. The committee is the final authority. Students will be emailed with the committee's decision.

Students are required to carry auto liability insurance.

## **PERSONAL PROPERTY AND LIABILITY**

The university is not responsible for personal belongings (money, valuables, etc.), personal property on campus, or goods, cars, bikes, etc., stored or left on campus. Students should take measures (renter's insurance or parents' homeowners' insurance policy) to insure and safeguard personal belongings against misappropriation, theft, or loss due to damage or dispossession. Please report losses to the appropriate Resident Director and the Campus Safety and Security Department. A written statement should be emailed to the Safety and Security Department at [security@seuniversity.edu](mailto:security@seuniversity.edu). Southeastern University does not assume any liability for the care and/or protection of any vehicle or its contents while parked on campus. All vehicles should remain locked when parked on campus.

## **FIRE SAFETY/FIRE DRILLS**

All residence halls are equipped with fire detection and prevention equipment. Residence hall staff will conduct periodic fire drills to acquaint the students with emergency evacuation procedures. Fire or suspicion of fire in a building should be reported at once to a Student Life staff member, Security Officer, or Administration. Unlawful obstruction of doors, windows, and building exits is prohibited and will result in suspension from the university. Any unauthorized use or destruction of fire safety equipment or alarms will result in a \$250 fine and possible suspension from the university. Any violation of federal or state fire regulations will be reported to the Polk County Fire Department.

Unauthorized use of an open flame (i.e., fires, candles, lighters, BBQ grills, etc) is prohibited on campus and may result in suspension from the university.

In the case of an emergency (whether a drill or actual emergency), students are required to follow the directions of Student Life and Safety and Security staff members.

## **WEAPONS AND FIREWORKS**

Weapons such as, but not limited to, firearms/guns, BB guns, pellet rifles, paint-ball guns, airsoft guns, throwing knives, knives with blades longer than three inches, martial arts weapons are not permitted on campus. The manufacturing, possession, or use of explosive devices or fireworks is prohibited. The university reserves the right to immediately suspend and remove any student for the possession or use of such weapons and devices. Students are not permitted to burn incense, candles, or any similar substance in the residence halls.

Violations will result in disciplinary action that may include suspension from the university.

## **VEHICLE MAINTENANCE AND PARKING PROCEDURES**

### **Vehicle Maintenance**

Vehicle maintenance and repair such as oil change, replacing/overhauling engines, painting/body repair, brake repair/replacement are not permitted on campus. Minor vehicle maintenance such as changing a flat tire, charging/replacing/jump-starting a battery, changing air filters, etc. is permitted. However, the student is responsible for proper disposal of used equipment. Violation of the vehicle maintenance policy may result in a \$250 fine.

### **Parking Procedures**

Students are permitted to park in non-reserved parking spaces. Do not block driveways or dumpsters. Student vehicles are not permitted to park on the grass around the residence areas. Please see the "Traffic and Parking Regulations" brochure for further information. All vehicles must be registered and permitted within 48 hours of bringing a vehicle on campus.

### **Multiple Vehicles**

Only one vehicle per student is allowed on-campus. Trailers, jet-skis, boats, etc. are not allowed on campus and must be stored off campus. Trailers can be brought on campus to unload personal belongings and then parked off campus.

### **Abandoned Vehicles**

Vehicles that are abandoned will be disposed of at the owner's expense. It is the responsibility of the student to properly dispose of non-operating vehicles, and to notify the Campus Safety and Security Department.

## **Skateboarding, Roller Blades and Roller Skates**

No person shall ride or operate a skateboard, rollerblades, or roller skates within or upon properties owned, leased, or under the control of Southeastern University, including, but not limited to buildings, plaza areas, sidewalks, streets, and parking areas.

## **Bicycles and Mopeds**

No bicycles or mopeds may be parked in any university building, nor shall any moped or bicycle be chained, tied, or affixed in any manner to a railing adjacent to a sidewalk or stairs leading to a building or any other portion of the building that is used for entrance or egress. The university reserves the right to remove any bicycle or moped parked in this manner and shall have the right to cut or physically remove any locking device attached to the bicycle or moped to remove it for the safety of pedestrians and or violation of state fire codes. The university assumes no responsibility for replacement of any locking device, nor does the university assume responsibility for real or assumed damage to bicycles or mopeds during removal or storage operations. All bicycles and mopeds must be registered with Southeastern University's Safety and Security Department. A charge will not be assessed for registering your bicycles and mopeds with the Safety and Security Office.

## **SAFETY TIPS**

1. Always follow well-lighted paths. Stay out of the shadows.
2. Walk with a group whenever possible.
3. Tell a friend or roommate where you are going and when you expect to return. Do not post this information on the outside of your door.
4. If you must walk through the campus alone at night, call the University Safety and Security Department and request an escort.
5. Park your car in well-lighted areas and as close as possible to your destination. If you feel uncomfortable walking to your dormitory, stop at the Security Office first and request a transport to your dorm from the lot.
6. Residence Halls are only as safe as the residents make them. Take your share of the responsibility for yourself and others. Resident assistants and staff are there to help you if you need them.
7. Always keep entrance doors to the building locked. If you find a door propped open, close it.
8. If you see a stranger in your residence hall, remember your right to question him/her. Asking, "May I help you?" lets them know that you've noted their presence. This alone is likely to discourage criminal activity. Get additional residents involved in "helping" the stranger.
9. If strangers call for their friends, ask them to wait outside while you relay the message. Do not invite them in.
10. Always keep your room locked whether you are there or not, especially late at night or when you are sleeping.
11. Never post personal information on the internet, such as: residence hall name, room numbers, phone numbers, etc.

## **YOUR RIGHT TO KNOW**

Your personal safety and the security of the campus community are of vital concern to Southeastern University. A copy of the school's annual security report is available upon request.

The above report includes statistics for the most recent three-year period concerning reported crimes that occurred on campus, and in any off-campus buildings or property owned or controlled by Southeastern. The report also includes information regarding crimes committed on property immediately adjacent to our property which is not obstructed to us. Our website also includes an email address for the state sex offender registry.

The annual report is also available on line at the following address: [www.seuniversity.edu](http://www.seuniversity.edu). If you experience difficulty obtaining the report online, you can obtain a copy of the annual crime statistic report by contacting the Director of Safety & Security, Southeastern University, 1000 Longfellow Blvd., Lakeland, FL 33801.

You may request a copy by phone by calling 863-667-5190.

### **HURRICANE WARNING OR EVACUATION ORDER**

1. In the event of a hurricane, Resident Assistants will go room-to-room to inform students of canceled classes, or if needed, an evacuation order; they also will maintain a record of each student on a Hurricane Roster.
2. All students should quickly prepare their rooms and belongings.
3. Students planning to go home or to the home of a friend or relative should check out with the Resident Director or Resident Assistant to verify their destinations before leaving, their departure time, and arrival time.

They should call parents BEFORE getting on the road.

4. Students planning to stay on campus during an evacuation may be required to report to either Bauer Hall or Bethany Hall when the Resident Directors give them permission to do so. Students who stay on campus MUST follow all emergency procedures provided by the Student Life Staff.
5. All students, whether evacuating or staying on campus, are required to fill out the proper paperwork with their Resident Assistant in order to maintain an accurate account of the student body.
6. For updated information on returning to campus and classes resuming after an evacuation, please either visit Southeastern's website at [www.seuniversity.edu](http://www.seuniversity.edu) or call 863-667-5000.
7. Approximately 12 hours before the storm is expected to pass over Lakeland, the students will be instructed not to leave the campus.

### **INSTRUCTIONS FOR SECURING ROOM**

1. All furniture, including beds, should be pulled away from windows. All windows shall be closed.
2. All objects on the floor should be placed off the floor.
3. All loose objects should be placed in drawers or closets.
4. Electrical equipment (TV, stereo, computer) should be unplugged and placed off floors, preferably in a closet.

\* The university is not responsible for loss of, or damages to, personal property.

### **STUDENT SERVICES**

Absences, Class.....	Instructors
Absences, Chapel.....	Chapel Attendance Coordinator, Chapel Office
Academic Reports.....	Registrar's Office, Student Information Log-on
Accident.....	Safety and Security, Student Life Staff, Student Development Office
Admissions Requirements.....	Admission Office
Auto/Bicycle Registration.....	Safety and Security Office
Calendar/Student Activities.....	SBLC Office
Campus Clubs/Organizations.....	SBLC Office
Change of Class Schedule.....	Registrar's Office, Student Information Log-on
Chapel Attendance.....	Chapel Attendance Coordinator, Chapel Office, VPSD
Check Cashing.....	Cashier, Business Office
Christian/Community Service.....	Faculty (Academic) Advisor

Counseling:

Academic .....	Instructors, VP for Academic Affairs
Financial .....	Financial Aid Office
Personal .....	Campus Counselors
Spiritual .....	Campus Counselors
Vocational .....	Coordinator of Career Services
Degree Requirements .....	www.seuniversity.edu
Dining Hall Costs .....	Business Office
Drama Teams .....	Sponsor of Drama Ministries
Dropped from Class .....	Instructor, Registrar's Office
Emergencies .....	Security Office, Student Life Staff
Employment .....	Bulletin Boards, Coordinator of Career Services, Human Resources
Engagement Registration .....	Student Development Office
Examinations .....	Instructors
Fees .....	Business Office
Financial Aid .....	Financial Aid Office
Fire Card .....	Fire Card Office
FIRST Teams .....	FIRST Teams Office
Grades .....	Student Information Log-on
Graduation/Requirements .....	Registrar's Office
Health Services .....	Nurse, Student Development Office
International .....	ISRO Office
Loans .....	Financial Aid Office
Lost and Found .....	Student Development Office
Marriage .....	Student Development Office
Ministry in Chapel:	
Preaching .....	President, VP for Student Development
Music .....	Student Worship Department
Off-Campus Housing .....	Housing Office
Orientation .....	VP for Student Development
Placement Services .....	Academic Affairs Office
Preview Days .....	Admission Office
Public Relations .....	Development Office
Residence Hall Guests .....	RD in Residence area
Scholarships .....	Chairman of Scholarship Committee
Scholastic Aid .....	Student Development Office, Tutoring, Alpha Chi
Seminary Degrees .....	A.G.T.S.
Signs/Posters/Banners Approval .....	Housing Office
Singing Groups .....	Student Worship and Ministry Arts Tour Teams Department
Stamps .....	Campus Mail, University Bookstore
Student Body Leadership Council .....	S.B.L.C. Office
Testing/Tutoring .....	Director of Academic Services
Traffic and Parking Security .....	Campus Safety, Security Department

Transcripts.....	Registrar’s Office, <a href="http://www.seuniversity.edu">www.seuniversity.edu</a>
University Development.....	Development Office
University Publications:	
Torch Yearbook .....	Yearbook Sponsor/Editor
Southeastern Times Newspaper.....	Newspaper Sponsor/Editor
University Catalog.....	<a href="http://www.seuniversity.edu">www.seuniversity.edu</a>
Withdrawal from Class .....	Instructors, Registrar’s Office
Withdrawal from School.....	Registrar, Student Life Staff

**Frequently Called Numbers**

Main .....	5000
Student Life Office.....	5069
RD of Bethany .....	5895
RD of Bauer .....	5084
RD of South Pointe .....	5497
RD of Valenica/Mira Lago .....	5143
RD of Aventura .....	5702
RD of Esperanza .....	5255
RD of Destino .....	5937
RA Office of Bethany .....	5038
RA Office of Bauer .....	5701
RA Office of South Pointe .....	5038
RA Office of Valencia/Mira Lago.....	5481
RA Office of Aventura .....	5036
RA Office of Esperanza .....	5189
RA Office of Destino .....	5935
Chapel Office .....	5124
Business Office .....	5031 or 5035
Financial Aid Office.....	5022
Registrar’s Office.....	5015
Chartwell’s .....	5058
Counseling Office .....	5073 or 5898
Housing Office.....	5068
Academics Office.....	5004
SBLC Office .....	5271
Environmental Office.....	5056
Housekeeping Office.....	5257
Sportsplex .....	5046
Weight Room/Wellness Center .....	5825
Safety and Security Office.....	5190
Information Technology.....	5165
Development Office.....	5400
Admission Office .....	5081
ISRO Office .....	5215
Fire Card Office .....	5315

## F-1 NON-IMMIGRANT INTERNATIONAL STUDENTS

Note: Student and Exchange Visitor Information System (SEVIS) updates subsequent to current catalog print date supersede information within this section. Contact the International Student Advisor for updates.

### International Student Check-in

F-1 non-immigrant international students at Southeastern University must **check-in with the International Student Advisor at the beginning (within 15 days) of each semester**. The required SEVIS semester registration will not be completed until after the student has checked in. **Failure to check in could result in termination within SEVIS and loss of international student status.**

Present the following original documents to the International Student Advisor at check in:

1. Form I-94
2. Form I-20 A-B
3. Valid Foreign Passport
4. Valid Visa

### International Student Check Out

F-1 non-immigrant international students at Southeastern University must **check-out with the International Student Advisor** for Form I-20 endorsement and updates:

- before travel during break periods
- before departing campus for emergency travel
- at the end of each semester, if travel is anticipated
- prior to degree program completion

Present the following information to the International Student Advisor at check-out:

1. Travel itinerary
2. Form I-94
3. Form I-20 A-B
4. Valid Foreign Passport
5. Valid Visa

## STUDENT EXCHANGE AND VISITOR INFORMATION SYSTEM (SEVIS)

### Student Certification

- Carefully read and understand Form I-20, page 2. Be sure to consult the International Student Advisor if there are any questions.
- The non-immigrant student's signature certification on the Form I-20 indicates awareness and understanding of content.
- As a non-immigrant student, it is very important to comply with terms and conditions of admission and stay in the United States. (Refer to Form I-20, page 2).
- **The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact.**

### Admission

A non-immigrant student may be admitted for duration of status:

- As long as **student maintains legal status**, that individual may remain in the United States for the entire length of full-time enrollment in an educational program.
- This includes authorized practical training plus 60 days.

Progression from one educational level to another is permitted.

- Student must **maintain legal status** through progression from one academic level to another.

- Proper procedures for school transfers must be followed.
- Examples of progression include completion of a high school program and subsequent enrollment in a bachelor's degree program or completion of a bachelor's degree program, followed by enrollment in a master's degree program, etc...
- A non-immigrant student must **maintain a valid foreign passport while in the United States**, unless there is a passport exemption.

### **School**

For initial admission, permission is granted to attend only the school specified on the Visa.

Failure to attend a school specified on the visa will subject the student to:

- Loss of student status
- Deportation

### **Re-entry**

A non-immigrant student may be readmitted to the United States, after **temporary absence of five months or less**, if the student is otherwise admissible.

Readmission documents needed:

- New Form I-20 A-B
- Valid Foreign Passport
- Valid Visa

OR

- Properly endorsed (page 3) of current Form I-20 A-B
- Valid Foreign Passport
- Valid Visa

### **Transfer**

A non-immigrant student may transfer to another school. Here are the SEVIS transfer procedures:

- Notify SEVIS Designated School Official (DSO) at current school regarding intent to transfer.
- Provide current SEVIS DSO with copy of letter or admission/acceptance to new school.
- Obtain Form I-20 A-B from the new school.
- Submit Form I-20 to SEVIS DSO at new school within 15 days of beginning attendance.
- SEVIS DSO at new school will then report transfer to Immigration and Naturalization Service

### **Extension of Stay**

Contact the International Student Advisor for details regarding extension of stay if:

- Currently in legal student status
- At least 15 days and not more than 60 days remain before expiration of authorized stay.

### **Employment**

Contact the International Student Advisor about steps to on-campus employment. Some basic requirements for on-campus employment are:

- Enrollment in full-course load
- Current legal non-immigrant student status
- Letter of job offer from prospective on-campus employer
- Eligibility letter from the International Student Advisor
- Physical possession of United States Social Security card before beginning on-campus employment

- 20 hour maximum per work week during semester
- 40 hour maximum per work week during breaks
- F-1 non-immigrant students are not allowed to work off-campus or engage in business without specific employment authorization.

### **Notice of Address Change**

Please submit notice of change of address within 10 days to the ISRO. Failure to report changes could result in penalties.

### **Full-Time Enrollment-Full Course Load**

Full time F-1 non-immigrant student status requires:

- 12 credit hours per undergraduate semester, with a maximum of 3 credit hours online permitted.
- 9 credit hours per graduate semester, with a maximum of 3 credit hours online permitted.

## **ADMINISTRATIVE SERVICES**

### **OFFICE HOURS AND APPOINTMENTS**

The administrative offices are open from 8:00 a.m. to 4:30 p.m., Monday through Friday, during the academic year. Appointments with the administrative officers of the university may be made with the appropriate administrative assistant. The university phone number is (863) 667-5000.

### **LIBRARIES**

The Mary M. Stribling Collection is located in the Steelman Library. The library contains approximately 100,000 books and subscribes to 780 periodicals. Students are encouraged to acquaint themselves with the materials that are available for additional educational activities and recreational reading, viewing, and listening. A curriculum lab of textbook materials is provided for the students majoring in education. The library also houses over 4,000 audio-visual materials. The library normally is open during the fall and spring semesters from 7:30 a.m. – 12:00 a.m. Monday through Thursday; 7:30 a.m. – 7:30 p.m. Friday; 12:00 p.m.– 8:00 p.m. Saturday; and 2:30 p.m.-11:00 p.m. Sunday. Holidays, break periods, and summer hours will be posted. All circulating books may be checked out for a period of two weeks. Books may be renewed if no one has placed a hold on them. Books must be returned to the Library desk or the book drops outside the library. A fine for overdue materials will be assessed for each day an item is overdue. Students are also responsible for lost or damaged books checked out to them. A student will be held responsible for everything checked out to his or her I.D.; therefore, a lost I.D. should be reported immediately. At the end of the semester, unpaid fines will be sent to the Business Office, and grades may be withheld until all financial obligations are cleared. Reference books and periodicals do not circulate. The Library also provides space for study and research. Loud noises and other disruptions inconsistent with a quiet study atmosphere are strongly discouraged. See the Library website for complete information and online resources.

### **LABS**

The Computer Lab and Multi-Media Lab are located in the Graves Building, and the Academic Assistance Center is located in the Steelman Library. These labs are available for students to use during the fall and spring semesters. The Academic Assistance Center is open each day of the week from 10:30AM- 8:00PM, except during chapel. The center is available to all students for peer editing of papers, makeup testing, and tutoring.

### **COUNSELING**

A Student Development Counselor is available to the student body. Our mission is to provide professional clinical counseling within a Christian atmosphere, creating a safe environment wherein the student is able to work through issues or situations. Our goal is to work alongside the student, assisting them in learning new skills that will enable them for their future.

The Student Development Counseling office provides individual and group sessions, free screenings, and a resource library for students who are interested in more information on a variety of issues. For further assistance, students may contact the Counseling Office, Director of Student Life, or their Resident Director. Students seeking career counseling may seek consultation with the Director of Academic Success or see a faculty member in their major field of study.

## **HEALTH SERVICES**

The Health Services Center, located in the north end of Smith Hall, is staffed by an RN with hours Monday through Friday. No appointment is necessary. Services are limited to the scope of a Registered Nurse with referrals made to other local medical professionals as needed. Health Services is also responsible for protecting the health of the campus, and as a part of this duty maintains immunization records for all traditional students. Students are required to submit the following medical forms prior to registration: Health Form, Notarized Consent Form and Information Release Form. In addition, we require documentation of the following immunizations as required by the State of Florida and recommended by the ACHA: (2) MMRs (measles, mumps and rubella) for all students born after 1956, (3) Hepatitis B and (1) Meningococcal Meningitis vaccines. Another way we protect campus health is through dealing with communicable disease, we will coordinate with the Polk County Health Department to ensure proper channels are followed in notifying those at risk of exposure and, if necessary, providing appropriate testing and treatment.

In accordance with the academic attendance policy, faculty does not accept excuses for absences, and Health Services will not issue excuses. If you have a significant illness or injury that requires absences greater than a consecutive week, we will be happy to assist you in providing documentation to the Academic Department. However, decisions regarding absences will be at the sole discretion of the Academic Department.

As of 2008, Southeastern University is adopting a mandatory health insurance policy. Often, group medical coverage through a parent's employer can be maintained while the student remains in college. Students enrolling for the first time in August 2008 and all international students will automatically be enrolled in Southeastern's group coverage contracted through United Healthcare unless they submit proof of comparable insurance by July 1, 2008. Insurance coverage will be verified by the Health Services Center. All students are strongly encouraged to have health insurance to cover any incurring medical costs, and the school's insurance is available to returning students as well. Students should have a copy of their insurance card with them on campus.

### *Lakeland Medical Facilities*

Southside Medical Clinic (low-cost, cash only for the non-insured)  
1707 E. Edgewood Drive  
Lakeland, FL 33805  
(863) 688-9219

Watson Clinic/ Urgent Care  
1600 Lakeland Hills Boulevard  
Lakeland, FL 33805  
(863) 680-7000

Nite Owl Pediatrics, Urgent Care and Adults  
3432 S. Florida Avenue  
Lakeland, FL 33803  
(863) 644-7337

### *Hospitals*

Lakeland Regional Medical Center  
1324 Lakeland Hills Boulevard  
Lakeland, FL 33805  
(863) 687-1100

Bartow Memorial Hospital  
1239 East Main Street  
Bartow, FL 33830  
(863) 533-8111

Heart of Florida Behavioral Center  
(863) 682-6105

Peace River Center for Personal Development  
(863) 499-2520

### **CAREER SERVICES**

Southeastern University maintains a Career Services Office located in the Spence Lobby. This office assists students, alumni, and the university community with their vocational needs. A wide variety of part-time, full-time, and internship positions can be found on the Southeastern Career Services Web-Site: <http://www.seuniversity.edu/joblist.php>. Also provided are Career Planning Workshops, including resume writing and interview skills. The Coordinator of the Career Services Center can be contacted for personal vocational counseling and personal assistance in resume and interview preparation. The Center also offers a variety of personality tests and occupational testing. Career Fairs and on-campus interviews will be scheduled throughout the school year to allow students to meet and interview with employers.

Important career resources can be found on the bulletin boards located in the Steelman Library, the Spence Lobby, and the Bolin Lobby. Further information and resources can be located at the Career Services website: [www.seuniversity.edu/services/career/index.php](http://www.seuniversity.edu/services/career/index.php).

### **ATHLETIC FACILITIES**

The athletic facilities are available to Southeastern students, faculty, staff and alumni. The Fire Sportsplex includes tennis courts, soccer complex, baseball diamond, arena, athletic offices, weight room, Center Court Café, pool and intramural fields. The Sportsplex facilities are located on the south end of the campus, just off Crystal Lake Road.

### **WELLNESS CENTER RULES & POLICIES**

The Wellness Center is open to all current students, faculty and staff with the appropriate Southeastern ID card. A Wellness Center member must present their school ID card as well as sign in and out each time they use the Wellness Center or Aerobic Room. The following rules apply to all members:

1. A valid student ID must be provided to weight room attendant to enter, **no exceptions!**
2. No eating or drinking allowed! Water is allowed.
3. Proper attire must be worn in order to work out: no jeans, sandals, midriiffs, open-toed shoes, or bare feet allowed.
4. Appropriate manner must be maintained at all times in the weight room: no horseplay, or use of foul words.
5. Fifteen minutes allowed on all cardiovascular equipment, if individuals are waiting to use the equipment.
6. Please wipe off equipment after use.

7. Replace all weights in their proper racks after usage. Do not leave plates on the bars!
8. Must use a spotter when using heavy weights. Ask a weight room attendant if you need one.
9. Report all injuries to the weight room attendant immediately.
10. All trash must be put in the proper container.
11. No one is permitted to use the weight facilities without the presence of a weight room monitor or member of the Athletic Department.

### *Weight Room Hours*

Monday – Friday      6:00 a.m. – 9:00 a.m. and 11:00 a.m. – 10:00 p.m.

Saturday              10:00 a.m. – 10:00 p.m.

Sunday                3:00 p.m. – 10:00 p.m.

## **AQUATIC CENTER**

### **Pool Rules & Regulations**

- Do not enter pool unless a lifeguard is on duty.
- Showering is required before entering the pool.
- Lifeguards have full authority over patrons using the pool area and may enforce rules not listed as circumstances warrant.
- No food, drink or glass in pool or on pool deck. Only food & drink in non-breakable containers are allowed on the patio and surrounding areas, at least 12' from pool edge.
- For your safety, please walk at all times. No running on the pool deck.
- No roughhousing or unsafe swimming.
- Proper swim attire is required for use of the pool, deck, or the whirlpool.
- Infants must wear tight-fitting plastic swim pants.
- Please do not hang or sit on lane lines, lifelines, or dividers.
- Animals are not allowed in the pool area.
- No children under 16 are allowed in the swimming pool, without notifying the lifeguard.
- Patrons exhibiting skin afflictions, open wounds, deep cuts, sores, or gashes are not permitted to enter the water.
- Boom boxes and radios are not permitted, but headphones are acceptable.
- Southeastern University is not responsible for lost or stolen items.
- Maximum number of persons in the pool – 88.
- Pool Hours: M-F 2:00 p.m. to 8:00 p.m.; Saturday 12:00 p.m. to 8:00 p.m.; Sunday 3:00 p.m. to 8:00 p.m.
- Pool hours will be limited during the cold months of December through March.
- NO DIVING.

### **Whirlpool Rules & Regulations**

- Showering is required before entering the whirlpool.
- Maximum water temperature – 104 F; spa capacity – 14.
- Children under 12 must have adult supervision.
- Pregnant women, small children, people with health problems and people using alcohol, narcotics or medications that cause drowsiness should not use the spa without first consulting a doctor.
- A time limit of 15 minutes must be observed due to the fatiguing effects of prolonged use of the whirlpool.

## BOOKSTORE

The Southeastern University Bookstore is located on the first floor of the Pansler-Alumni Student Union. In addition to books and Bibles, items such as collegiate sportswear, backpacks, school supplies, music, greeting cards, books of stamps, and personal hygiene items may be purchased. The Bookstore is able to special order books and CDs upon request and also provides Fed Ex service to students, faculty, and departments. The Southeastern University Bookstore accepts MasterCard, Visa, American Express and Discover cards in addition to cash and checks. Students wishing to charge their purchases to their financial aid may have funds transferred from their account onto their Fire Card, which will act as a declining balance card. Funds are not available until the Business Office transfers them. The Bookstore is open year around except for holidays. Operating hours are Monday-Friday from 8:30 a.m.-6:00 p.m.

The Bookstore may extend its hours for special campus events. Customers may purchase textbooks, clothing and gifts, and academically priced software 24 hours a day through the Bookstore website ([www.seuniversity.bkstr.com](http://www.seuniversity.bkstr.com) or [www.efollett.com](http://www.efollett.com)).

Website purchases can be made by credit card or Fire Card.

The Bookstore offers buyback every day. Students, faculty and staff are encouraged to sell their unwanted textbooks back to the Bookstore for cash. Prices offered are based upon the national market value and may vary throughout the year based upon supply and demand.

The end of the term buyback promotion, when the Bookstore is acquiring textbooks for the upcoming term, is usually the time to receive the best prices. The textbook return policy is posted outside the bookstore and near each register and is distributed by the cashiers after each transaction. Textbooks may be returned for full refund until the drop/add deadline set by Southeastern University. DCAE students may return their textbooks for a full refund with proof of withdrawal from their class. Purchases made after the drop/add deadline must be returned within two business days to be eligible for a refund. A receipt is required to receive the refund. **NO EXCEPTIONS!** All new textbooks must be returned unmarked. Books sold in shrink-wrap must remain unopened to qualify for a refund. No refunds will be issued the week of final exams. All books that do not qualify for a refund may be bought back by the Bookstore at current buyback prices.

## CAMPUS MAIL SERVICE

The university provides mail services five days a week, year-round (except holidays) through the Campus Mail Department. It is located on the first floor in the Pansler-Alumni Student Union. Each on-campus student is assigned a box at the time of registration, and this box is to be used for all incoming mail. Mailboxes are accessible from 6:30 a.m. to 12:00 a.m. daily. Mail should be addressed as follows:

Student's Full Name  
Campus Box Number  
Southeastern University  
1000 Longfellow Boulevard  
Lakeland, FL 33801

Outgoing mail can be mailed through the U.S. mailbox in the cul-de-sac by the Chapel. Postage stamps, express mail, Airborne, and Fed Ex services are available through Campus Mail. Address changes should be reported immediately to Campus Mail, as well as the Registrar's Office, the Business Office, and the Financial Aid Office. Failure to report changes could result in mail not being forwarded or going to the wrong person or address. Each student is on his/her honor not to open another student's mailbox.

Taking letters, magazines or other materials from a box other than one's own is a violation of federal law and will carry a severe penalty.

## LAUNDROMAT

Campus laundry facilities (Fire Card and coin-operated) are located in most residence halls and in the Environmental Services building. The locations of washers and dryers in residence halls are the two corner rooms of the first floor of Aventura Hall, the two corner rooms of the second floor of Esperanza and Destino Halls, and the first and second floors of Bethany Hall and Bauer Hall. Washer and dryer cash refunds are handled through the Environmental Services office. Fire Card and machine issues should be reported to the Fire Card office.

## TELEPHONE AVAILABILITY AND RESPONSIBILITY

Phone service is available in every dorm room campus wide. Each room will be assigned a phone number and voice mail boxes by the Resident Director that is responsible for that residence hall. Local calls can be made from the student's phone at no charge. Long distance service is not provided. Calling cards can be used by the students for long distance phone calls. Students will need to provide their own phone, which will be plugged into the receptacles in the dorm rooms. Any problems related to the phone system (not including the physical phone owned by the student) should be directed to the Information Technology Department located on the first floor of Addison Hall.

## BUS SERVICE

The city bus service provides a stop in front of Addison Hall. Please see the receptionist for schedules.

## STUDENT EMPLOYMENT

### On-Campus

The Financial Aid Office provides information and position availability for Federal Work-Study employment. These positions are partially funded by the U.S. Department of Education and Southeastern University. To be considered for Federal Work-Study employment, students must submit a Free Application for Federal Student Aid ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) and be approved to receive financial aid. For Federal Work-Study employment or information, please contact the Financial Aid Department.

For on-campus employment that is not Federal Work-Study related, please contact the Human Resources Department.

### Off-Campus

Part-time jobs are listed on the Bulletin Board on the eastern exterior wall of the Steelman Library and the Spence lobby as employers throughout the community call the university seeking students for employment positions. These **off-campus** job listings are coordinated through the Career Services Office. Students are to use discretion in selecting employment.

One's employment should be consistent with his/her testimony and should not reflect negatively on his/her testimony or on the Christian faith. If in doubt, talk to your Resident Director or the Director of Student Life.

## SOUTHEASTERN UNIVERSITY FIRE CARD (STUDENT ID)

The Fire Card (student ID card) has many functions. It is the meal card, laundry card, library card, printing card, "ID card" for permission to be on campus, and grants access to residence halls.

All students will be required to obtain a new Fire Card at the beginning of the fall semester. Lost or stolen cards should be replaced immediately for financial and security purposes. Replacement cards may be obtained in the Fire Card office for the cost of \$15 (tax included).

The Fire Card can be used in both of the cafés on campus and in the main dining hall. Students may also use the card in the Campus Bookstore.

Instead of keeping cash, students may use the Fire Cards as a debit card here on campus. Students can add money to their general account anytime (see instructions below) or transfer extra financial aid to the balance:

1. To transfer money to a Fire Card from a student account or from expected financial aid, please visit a Student Accounts Counselor, located in the Business office.
2. To add money to the general account of a Fire Card with cash or credit card, please see the Cashier, located in the Business office. Students may also use our online services when using a credit card to add money to their Fire Card's general account.
3. After transfer requests are completed, approved transfer forms will be given to the Fire Card Office so that the funds can be added to the student's account. **Please allow up to 24 hours for the transfers to be made to your account.**

#### **Adding money to Fire Card online with a credit card:**

1. Go to the Southeastern website: [www.seuiversity.edu](http://www.seuiversity.edu)
2. Click on **Current Student Tools** in the gold box.
3. Click on **Student Information Login** on the left side.
4. Enter student ID number in the **User Name** field. Enter password. Then click **Login**.
5. Click on the tab **Student Finances**.
6. Under the heading Fire Card Instruction, click on the **Southeastern Fire Card Office** link.

#### **Meal Plans**

Meal plan forms are returned to the Fire Card Office. SEU offers "Fire Funds" with the 10, 14, and 20 meal plan options. Fire Funds are free money that can be used in the Mi Casa Café and Center Court Café, *but not in the Bookstore or Restaurant*.

On-campus students must choose a meal plan. There are no exceptions to this policy. Once a meal plan form is turned in for the semester, only **one** change can be submitted through the drop/add date. **No changes can be made to the meal plan after the drop/add date of each semester.**

Meals cannot be accumulated or transferred to another person. Students with special dietary considerations should contact that Director of Food Service.

If a student's housing assignment is cancelled for any reason, the meal plan will automatically be cancelled. If a student wishes to keep a meal plan as off-campus student, a new meal plan form must be completed and returned to the Fire Card Office.

Off-campus students who have chosen a meal plan for the fall semester will automatically have the same meal place for the spring semester. If they wish to change or cancel their meal plan, they must complete a meal plan cancellation form by the drop/add date, or they will be charged for the entire semester.

#### **Meal Plan Offerings**

1. Carte Blanche- This meal place provides 20 meals per week with multiple accesses during meal time hours. Additionally, only this plan offers extended lunch hours which are 1:45-2:30 p.m. Monday-Friday. During this extended time period, Sandwich Central, Garden Emporium and the Center of Refreshment are offered.
2. 20 Meal Plan- This plan provides 20 meals per week with access to the restaurant one (1) time a meal period.
3. 14 Meal Plan- This plan provides 14 meals per week with access to the restaurant one (1) time a meal period.
4. 10 Meal Plan- This plan provides 10 meals per week with access to the restaurant one (1) time a meal period.
5. Commuter Meal Plan – This plan provides 5 meals per week with access to the restaurant one (1) time during a meal period. This plan is **ONLY** available to commuter students.

**Reminder:** Every student has two separate "money accounts" on the Fire Card. One account is for the "Fire Funds" only, which students cannot increase. The general account is where students place money to be using in the bookstore and cafés.

## **Remaining Balances**

The balances from a student's Fire Card's general account carry over each school year; however, the money cannot be refunded or transferred until a student withdraws from SEU or graduates. **Unused Fire Funds expire at the end of each semester.**

SEU is not responsible for lost or stolen cards. Students should not allow anyone to use their Fire Card for any purposes.

## **BUSINESS POLICIES AND PROCEDURES**

### **REGISTRATION AND PAYMENT OPTIONS**

Payment may be made in cash, check, credit card (MasterCard, Visa, American Express, or Discover), by approved financial aid, approved scholarships or a combination of these. If payment cannot be made in full, the Southeastern University Payment Plan must be used to assist you in completing the financial registration process. Payment of tuition and other fees is due and payable as follows:

#### **Fall Semester**

Payment in full is due August 1st. If using the payment plan option, first payment and payment plan enrollment fee is due July 1st.

#### **Spring Semester**

Payment in full is due December 15th. If using the payment plan option, first payment and payment plan enrollment fee is due December 1st.

#### **Summer Semester**

Summer classes must be paid in full at the time of registration.

A student's classes will be removed if they fail to meet payment deadlines. Students will not be allowed to register for the current semester if any unpaid balance remains from a prior semester.

#### **Finance Charge**

A 1.25% finance charge is added monthly (15% annual) to any unpaid balance more than 30 days old unless the student is enrolled in the Payment Plan.

#### **Late Payment and Termination**

A student may not complete the registration process for a new semester or receive a transcript until accounts have been satisfactorily settled. If a student account is delinquent and it becomes necessary to submit the account to a collection agency, all charges and fees incurred for the collection process will be added to the outstanding balance and will adversely affect your credit report.

#### **Payment Requirements for Graduation**

A student will not be allowed to participate in graduation ceremonies unless their account balance is paid in full.

#### **Payment Requirements for Special Programs**

Students enrolled in Independent Study courses or special study programs, not part of the regular semester, are required to make payment in full by the first day of classes.

#### ***Southeastern University Payment Plan***

The Southeastern University Payment Plan is provided by the university as an alternative way to pay educational costs. Students whose expenses are not paid in full at the beginning of each semester must enroll in the Southeastern University Payment Plan.

#### **Payment Terms**

University-billed expenses for the coming year may be paid in regular monthly payments. Three payment plans are offered to meet the individual need.

## **Annual Payment Plan**

Budgeted in ten (10) equal monthly payments for the student attending fall and spring semesters. First monthly payment plus the enrollment fee are due by July 1. Payments are due on the first of each month.

## **Fall Payment Plan**

Budgeted in five (5) equal monthly payments for the student attending fall semester only. First monthly payment plus the enrollment fee are due by July 1. Payments are due on the first of each month.

## **Spring Payment Plan**

Budgeted in five (5) equal monthly payments for the student attending spring semester only. First monthly payment plus the enrollment fee are due by December 1. Payments are due at the first of each month.

The Southeastern University Payment Plan provides the benefits of a monthly payment plan without finance charges. The only cost is the enrollment fee to cover administrative expenses.

## **How to Enroll in Payment Plan**

A completed worksheet used to calculate the monthly payments, the completed enrollment form, the first monthly payment, and the enrollment fee should be submitted to Tuition Management Systems by July 1 for the fall semester and by December 1 for the spring semester. To enroll or to obtain additional information, please visit [www.afford.com](http://www.afford.com) or call 1-800-356-8329.

## **Late Payment and Termination of Payment Plan**

A late fee of \$25.00 will be assessed against any account for a payment received after the due date. In the event of failure to pay any two consecutive payments, enrollment in the Southeastern University Payment Plan will be terminated and any remaining balance will be due in full.

## **Adjustments to Payment Plan**

Financial aid obtained subsequent to the calculation of the installment amount will be credited against the remaining balance of the Plan amount. Succeeding monthly payments can be reduced accordingly. Students must contact payment plan provider to adjust payment amount.

## **Cancellations and Withdrawals from Payment Plan**

If a student on the Southeastern Payment Plan withdraws during the term, a refund will be made of any amount paid which is greater than charges to the student's account as of the date of the withdrawal.

Any outstanding balance will continue to be billed accordingly.

For more information, please call the Business Office at (863) 667-5018 or e-mail [businessoffice@seuniversity.edu](mailto:businessoffice@seuniversity.edu).

## **BILLING**

Students may access their account information online. Parents may access the student's account information online with permission from the student. Students are responsible for viewing their monthly statement online.

### *How to View Your Account*

1. Go to the Southeastern website ([www.seuniversity.edu](http://www.seuniversity.edu))
2. Click on "Current Student Tools."
3. Click on "Student Information Login."
4. Enter your student ID number in the "User Name" field. Enter your password. Then click "Login".
5. Click on the tab called "Student Finances."
6. Then click on "My Balances."
7. To review your account detail, click on the highlighted dollar amount. The most recent transactions are at the top.

### *How to Make a Payment*

1. To make a payment, click on “Make a Payment.”
2. Click on “Make a payment on my student account.”
3. At the On-line Payment Screen, click on “Student Account Payment.”
4. Enter the amount you wish to pay, and then click on “Update Shopping Cart.”
5. If you wish to proceed with your payment, click on “Checkout.”  
\*If you wish to change the amount you want to pay, click on “Edit,” change the amount you wish to pay, then click on “Add to Shopping Cart” and “Checkout.”  
\*If you do not want to make the payment, click “Delete.”
6. Enter your credit card information and click “Continue Checkout.”
7. Review your credit card information. Make changes, if necessary.
8. Click on “Submit Payment” to process the payment.
9. Your card will be processed immediately and the authorization code indicated on the screen. You will receive an email receipt by clicking on the “View Printable Receipt” button.
10. Click on the “Sign out” button to return to your Student Account screen.

### **CHECK CASHING**

For complete banking services, the university advises that a local bank account be established. You may want to consider one of the following banks:

#### **Wachovia Bank**

1000 Longfellow Blvd.  
Lakeland, FL 33801  
(863) 499-1379

#### **MidFlorida Schools Federal Credit Union**

1551 Gary Road  
Lakeland, FL 33801  
(863) 688-8400

The university provides limited check cashing services. As a courtesy to registered students, the Business Office will cash personal checks up to \$50 per week for students whose account balances are current. The Business Office is open Monday through Friday from 8:30 a.m. to 3:30 p.m. during the academic year.

### **RETURNED CHECKS**

A processing charge of \$35 is assessed when a check is returned by the bank for any reason. A returned check may also result in the cancellation of your student check cashing privileges if the check is not paid within a week of notification.

### **FOOD SERVICE**

Southeastern University Dining Services, managed by Chartwells, is committed to providing quality food and excellent service. Our guarantee to you is that we will do everything possible to ensure your satisfaction.

We are confident that we will offer a superb dining experience with many special events and innovative promotions. If you have any comments, concerns, suggestions, or praise about your dining experience, or need special assistance, please let us know.

Simply speak with a Chartwells associate or fill out a comment card located in our restaurant locations.

*Restaurant Hours:*

*Breakfast*

Monday – Friday .....6:45 a.m. – 9:00 a.m.

Saturday .....9:00 a.m. – 10:00 a.m.

Sunday .....8:00 a.m. – 9:00 a.m.

*Lunch*

Monday – Friday .....10:45 a.m. – 1:45 p.m.

Saturday .....11:00 a.m. – 1:00 p.m.

Sunday .....11:45 a.m. – 1:45 p.m.

*Dinner*

Monday – Thursday .....4:30 p.m. – 6:30 p.m.

Friday – Saturday .....4:30 p.m. – 6:00 p.m.

Sunday ..... Closed

*Café Hours:*

Monday – Friday .....8:00 a.m. – 11:00 p.m.

Saturday .....11:00 a.m.– 11:00 p.m.

Sunday .....4:00 p.m.-11:00 p.m.

*During Spring Break, the Café is opened with limited hours and is an ala carte' restaurant. The Restaurant is opened for service with limited hours during Thanksgiving Break.*

**STUDENT CATERING:**

Please call extension 5058 to talk about your special catering needs.

**FOOD SERVICE COMMITTEE**

The Food Service Committee is comprised of the Director of Food Services, selected students, staff and faculty. All matters related to the food service operation may be communicated to this committee. Meetings to address the committee may be scheduled through the office of the Vice President for Finance and Administration.

**FOOD SERVICE POLICY**

While provided by a private contractor, all campus food service operations are covered by the general policies of student conduct as stated in the Student Handbook.

In addition, the following regulations also apply to all food service operations:

- Removal from the cafeteria of any food items, excluding the posted policy allowance, will constitute an act of theft and will be subject to the appropriate Level Two disciplinary action.
- At no time may any dishes, utensils, supplies, or equipment be removed by a student from the cafeteria. Any violation will constitute an act of theft and will be subject to the appropriate Level Two disciplinary action.
- Any misuse of a student ID card for meal privileges, such as allowing another student to use your ID card, will be viewed as an act of theft.
- If requested to do so by a Food Service staff member, a student must produce a valid student ID card. Failure to do so may result in disciplinary action against the student.

## **INFORMATION TECHNOLOGY**

The Policy for Responsible Use of Information Technology at Southeastern University contains the governing philosophy for regulating faculty, student, and staff use of the university's information technology resources. It spells out the general principles regarding the appropriate use of equipment, software, and networks. By adopting this policy, the university recognizes that all members of the university are also bound by local, state, and federal laws relating to copyrights, security, and other statutes regarding electronic media.

### **POLICY FOR RESPONSIBLE USE OF INFORMATION TECHNOLOGY AT SOUTHEASTERN UNIVERSITY**

All members of the university community who use the university's computing, information, and communication resources must act responsibly. Every user is responsible for the integrity of these resources under their control. All users of university-owned or university-leased information technology systems must respect the rights of other users, respect the integrity of the physical facilities and controls, and comply with all pertinent licenses and contractual agreements. It is the policy of Southeastern University that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations, and the highest standard of ethics. Access to the university's information technology facilities is a privilege granted to university students, faculty, and staff. Access to university information resources may be granted by the university based on the following factors: relevant laws and contractual obligations, the requester's need to know, the information's sensitivity, and the risk of damage to or loss by the university. The university reserves the right to extend, limit, restrict, or deny privileges and access to its information resources. Individuals other than university faculty, staff, and students may be permitted access to information as long as such access does not violate any license or contractual agreement, university policy, or any federal, state, county, or local law or ordinance. University facilities and accounts are to be used for the activities or purposes for which they are assigned. University computing resources are not to be used for commercial purposes. This policy applies equally to all university-owned or university-leased equipment. Users and system administrators must all guard against abuses that disrupt or threaten the viability of all systems, including those at the university and those on networks to which the university's systems are connected. Access to information resources without proper authorization from the data owner, unauthorized use of university facilities, and intentional corruption or misuse of information resources are direct violations of the university's standards for conduct, as outlined in the Southeastern University Staff/Faculty Handbooks and the Student Handbook and may also bring civil or criminal charges.

### **COMPUTER NETWORK AND INTERNET ACCESS POLICY DISCLAIMER**

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the internet do so at their own risk, and Southeastern University is not responsible for material viewed or downloaded by users from the internet. To minimize these risks, your use of the internet at Southeastern University is governed by the following policy.

### **PERMITTED USE OF INTERNET AND SOUTHEASTERN UNIVERSITY COMPUTER NETWORK**

The computer network is the property of Southeastern University and may only be used for legitimate university purposes. Students are provided access to the computer network to assist them in their educational experience. Additionally, students will also be provided with access to the Internet through the computer network. All users have a responsibility to use Southeastern University's computer resources and the Internet in a professional, lawful and ethical manner. Abuse of the computer network or the Internet, may result in disciplinary action, including possible expulsion, and civil and/or criminal liability.

## COMPUTER NETWORK USE LIMITATIONS

**Prohibited Uses.** Southeastern University's computer network may not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive codes (e.g., viruses, self-replicating programs, etc.), political materials, pornographic texts or images, or any other unauthorized materials. Additionally, you may not use the computer network to display, store or send (by e-mail or by any other form of electronic communication such as bulletin boards, chat rooms, Usenet groups, weblogs etc.) material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful. Furthermore, anyone receiving such materials should notify Student Development immediately.

**Illegal Copying.** Users may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of Southeastern University.

**Unauthorized Access.** Students are unauthorized to enter into a file, to use, transfer, read, or change the contents, or for any other purposes.

## DUTY NOT TO WASTE OR DAMAGE COMPUTER RESOURCES

**Accessing the Internet.** To ensure security and avoid the spread of viruses, users accessing the internet through a computer attached to Southeastern University's network must do so through an approved internet firewall or other security device. Bypassing Southeastern University's computer network security by accessing the internet directly by modem or other means is strictly prohibited.

**Frivolous Use.** Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all users connected to the network have a responsibility to conserve these resources. As such, the user must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic.

**Virus detection.** Files obtained from sources outside of Southeastern University, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online service; files attached to e-mail, and files provided by customers or vendors, may contain dangerous computer viruses that may damage Southeastern University's computer network. Users should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-Southeastern University sources, without first scanning the material with Southeastern University-approved virus checking software. If you suspect that a virus has been introduced into Southeastern University's network, notify Information Technology immediately. If a computer is infected with a virus, Southeastern University reserves the right to shut off access to the university network until the problem is remedied.

## NO EXPECTATION OF PRIVACY

Students are given internet access to assist them in advancing their education. Students should have no expectation of privacy in anything they create, store, send or receive using the Southeastern University computer equipment or network. The computer network is the property of Southeastern University and may be used only for Southeastern University purposes.

**Waiver of privacy rights.** User expressly waives any right of privacy in anything they create, store, send or receive using Southeastern University's computer equipment or internet access. User consents to allow Southeastern University personnel access to and review of all materials created, stored, sent or received by user through any Southeastern University network or internet connection.

**Monitoring of Computer and Internet Usage.** Southeastern University has the right to monitor and log any and all aspects of its computer system including, but not limited to, monitoring internet sites visited by users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.

**Blocking sites with Inappropriate Content.** Southeastern University has the right to utilize software that makes it possible to identify and block access to internet sites containing sexually explicit or other material deemed inappropriate.

## **USER IDS AND PASSWORDS**

Upon registration, each student will be assigned a user ID and password. Information Technology will assign you a temporary password. This must be changed immediately to a secure password known only to the user; failure to do so will create a security risk. Good practice in selecting a secure password involves:

1. The use of a combination of alphabetic and non-alphabetic characters.
2. Avoiding use of real names or words, particularly ones that may be closely associated with you and known to others (ex. the name of your dog, cat, child, etc.)
3. Avoiding use of sequences of numbers or letters.

The use of another's User ID and passwords is not permitted under any circumstances. Users must not disclose their passwords, and must take all reasonable precautions to ensure that their password remains confidential. Any user who discloses their password to another person will be held responsible for any improper actions committed under that User ID. It is a serious offense to disclose a password and in circumstances where a person using someone else's User ID and password commits further breaches of this acceptable use policy, accountability may fall on the holder of the account, as well as the person using the account at the time. Users should bear in mind that someone using their User ID and password can impersonate them in e-mail and damage their work.

Please ensure that you do not leave the machine on which you are working unattended for even a brief time. Always log out.

## **SEXUAL HARASSMENT POLICY**

### **I. POLICY STATEMENT**

In the context of a Christ-centered community, Southeastern University is committed to providing a professional working and learning environment free from sexual harassment. This form of misconduct is prohibited by the Scriptures and is a violation of law. Employees or students who believe they have been subjected to sexual harassment from a faculty member, staff employee, or student employees are encouraged to follow the procedures described in this policy. The university will investigate each complaint and will take corrective action to discipline behavior that violates this policy. Students who believe they have been subjected to sexual harassment from another student are to follow the guidelines established by the Office of the Vice President for Student Development.

### **II. DEFINITIONS**

Sexual harassment and misconduct have been determined to be a form of "sex discrimination" prohibited by state and federal civil rights laws. Sexual harassment is a prohibited practice under Title VII of the 1964 Civil Rights Act for employees as amended by the Equal Employment Opportunity Act of 1973, and under Title IX of the Education Amendments of 1972 for students. A current regulation of the Equal Employment Opportunity Commission specifies, in part:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual misconduct includes sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. Examples of behavior that could be considered sexual harassment or sexual misconduct include, but is not limited to, the following:

Unwelcome (1) physical contact of a sexual nature including touching, patting, hugging, or brushing against a person's body; (2) explicit or implicit propositions of offers to engage in sexual activity; (3) comments of a sexual nature including sexually explicit statements, questions, jokes or anecdotes, remarks of a sexual nature about a person's clothing or body, remarks about sexual activity, speculation about sexual experience; (4) exposure to sexually oriented graffiti, pictures, posters, or materials; (5) physical interference with or restriction to an individual's movements.

### **III. IMPLEMENTATION**

It shall be the responsibility of the President and Cabinet to make sure that all employees and students are aware of this policy.

### **IV. PROCEDURES**

Complaints of harassment of misconduct may be conducted as follows:

The employee (or student) may resolve the matter of inappropriate conduct by discussing the matter directly with the person alleged to have caused the problem. Southeastern encourages such informal means of mediation when appropriate.

When informal resolution is impractical or unsuccessful, faculty, staff, and students should proceed with the following process:

1. Submit a signed, written complaint regarding the alleged misconduct or harassment to the Executive Assistant to the President. This written document must include the specific details of what occurred, time and place, persons involved, and any eyewitnesses present.
2. The Director of Human Resources will confer with the appropriate Vice President and the employee's supervisor, or when appropriate, to investigate the allegation. The alleged offender will be contacted, and any witnesses who may have firsthand knowledge relevant to the allegation will be interviewed. Background research will be done to corroborate information gained during interviews. The alleged offender will be informed of the complaint and given a reasonable time to respond in writing to the allegation. Care and concern for the victim and fairness to the alleged offender will be paramount to this fact-finding process. The investigation will conclude as soon as possible. If the inquiry exceeds sixty days, a written justification for the delay will be presented to the President.
3. The Director of Human Resources will confer with the appropriate Vice President, and the will render a decision concerning the allegation. Depending on the circumstances, discipline may include a written warning, suspension, demotion, transfer or termination. Any written documentation, reports (including the final decision) will be kept in a confidential file. Ordinarily, employees who are found guilty of sexual harassment will be terminated for subsequent incidents of harassment.

If either the complainant or alleged offender disagrees with the decision of the Human Resources Director and the appropriate Vice President, the individual may appeal to the President of the university.

4. The confidentiality of all members of the academic community will be respected to the extent permitted by law. This policy prohibits retaliation against individuals for bringing complaints of sexual harassment, those who participated in the investigation, or against those who are alleged to have committed the harassment or misconduct.

### **V. DISSEMINATION OF POLICY**

This policy will be made available to all department heads, faculty, staff, and students at Southeastern University. Periodically, the university will take measures to educate employees and students regarding conduct that could constitute a violation of this policy.

## OUT-N-ABOUT SECTION

This section is designed to familiarize each student with the surroundings of Southeastern University. This section will provide helpful information such as the following:

- Restaurants in Lakeland, Tampa, and Orlando
- Theme Parks
- Movie Theatres
- Bowling Alleys
- Coffee Shops
- Area Churches
- Much More!

### LAKELAND

#### CHURCHES

- Abundant Life Church of God  
6780 North Socrum Loop Road  
815-5433
- Bartow First Assembly of God  
915 Broadway Ave. S Bartow  
533-7488
- Highlands Church of God  
2045 East Country Road 540A  
644-1596
- Family Worship Center  
1330 Main Street  
687-8827
- First Presbyterian Church  
175 Lake Hollingsworth Drive  
686-7187
- First Baptist Church at the Mall  
1010 East Memorial Boulevard  
682-0163
- First United Methodist Church  
72 Lake Morton Drive  
686-3163
- Garden Grove Church  
3379 Cypress Gardens Road  
Winter Haven  
324-7880
- Harvest Assembly of God  
2120 Airport Road  
616-9116
- Lakeland Christian Church  
901 West Beacon  
687-3342

- New Life Assembly  
8250 US Hwy. 98 North  
858-7360
- Skyview Assembly of God  
3330 Skyview Drive  
665-5038
- Southside Assembly of God  
4750 Cleveland Heights Boulevard  
646-8050
- Victory Assembly of God  
1401 Griffin Road  
859-6000
- Without Walls International  
777 Carpenter's Way  
853-7360

#### ENTERTAINMENT

##### *Movie Theatres*

- Lakeland Square 10 Cinema  
3606 US Hwy. 98 North  
853-3622  
[www.dtmovies.com](http://www.dtmovies.com)
- Lakeside 18 Theatre  
1650 Town Center Drive  
937-0555  
[www.cobbtheatres.com](http://www.cobbtheatres.com)
- Palm Cinema 3  
4226 Old Hwy. 37  
644-5871  
[www.carmike.com](http://www.carmike.com)
- Silver Moon Drive-In  
4100 US 92 West  
682-0849  
[www.silvermoondrivein.com](http://www.silvermoondrivein.com)

### *Bowling Alleys*

- AMF Bowling Lanes (2 locations)  
2310 Edgewood Drive South  
665-2311  
4111 South Florida Avenue  
646-5791
- Interstate Lanes  
3395 West Memorial Boulevard  
680-2695
- Orange Bowl Lanes  
4318 US 98 North  
858-3878

### *Area Lakes*

- Lake Hollingsworth  
Students can walk around the lake on a paved sidewalk (approx. 3 miles).
- Lake Mirror  
Students can enjoy a leisurely walk around the lake and experience Hollis Gardens-a lush landscape of exotic plants.
- Lake Morton  
This lake is a perfect place to feed hungry ducks, geese, and Lakeland's famous swans.

### *Libraries and Art Museum*

- Lakeland Public Library (Main)  
100 Lake Morton Drive  
834-4280
- Larry R. Jackson Library  
1700 North Florida Avenue  
284-4288
- Polk Museum of Art  
800 East Palmetto Street (Next to Lakeland Public Library)  
688-7743

### *Shopping/Bookstores*

- Lakeland Square Mall  
3800 US 98 North  
859-5411
- Lakeside Village  
1600 Town Center Drive
- Wal-Mart (2 locations)  
2501 South Florida Avenue  
644-5676  
5800 US 98 North (Super Center)  
815-4498

- Target (2 locations)  
3570 Harden Boulevard  
648-4412  
4005 US 98 North  
859-1622
- Barnes and Nobles  
4316 US 98 North  
859-3334
- Books-A-Million  
1520 Towne Center Drive  
688-6382
- Family Christian Bookstore  
3700 US 98 North  
815-8751

### **RESTAURANTS**

- Abuello's  
3700 Lakeside Village Court  
686-7500
- Applebee's  
4835 South Florida Avenue  
701-7400
- BD's Mongolian Grill  
1474 Town Center Drive  
688-3700
- Bennigan's  
3621 South Florida Avenue  
646-8559
- Bonefish Grill  
225 West Pipkin Road  
701-9480
- Carraba's  
4829 South Florida Avenue  
646-2518
- Chick-fil-a  
4625 South Florida Avenue  
607-9300
- Chili's  
3750 Lakeside Village Court  
688-6210
- Crispers  
217 North Kentucky Avenue  
682-7708
- Domino's Pizza  
339 Bartow Road  
688-5226

- Fred's Market  
2124 Harden Boulevard  
603-7080
- Gosh! Pan-Asian and Sushi  
4742 South Florida Avenue  
701-9818
- Harry's Seafood  
101 North Kentucky Avenue  
686-2228
- Hungry Howie's Pizza  
2430 East US Hwy. 92  
665-8070
- Louis Pappas Market Café  
1318 Town Center Court  
284-1010
- Macaroni Grill  
1340 Lakeside Village Court  
686-8135
- Mimi's Café  
3770 Lakeside Village Court  
686-6477
- Moe's Southwest Grill  
1326 Town Center Court  
616-9700
- Outback Steakhouse  
5255 South Florida Avenue  
648-1019
- Olive Garden  
3911 US 98 North  
858-3876
- Panera Bread Company  
4208 South Florida Avenue  
701-9404
- Pizza Hut  
3121 US Hwy. 98 South  
666-1029
- Smokey Bones BBQ and Grill  
3901 US Hwy 98 North  
815-8870
- Smoothie King  
1305 Kentucky Avenue  
688-6188

- Sonny's BBQ  
3611 US Hwy 98 North  
853-8283
- Spice Thai and Sushi  
3615 South Florida  
709-8321
- Tapatios Mexican Restaurant  
734 East Memorial Boulevard  
686-6958
- Tropical Smoothie  
116 Tennessee Avenue  
686-9474

#### *Starbucks Locations*

- 2101 South Florida Avenue  
802-4668
- 1314 Town Center Drive  
683-4571
- 3801 US Hwy. 98 North  
859-4738
- North-side Target  
4005 US Hwy 98 North  
859-1612
- Lake Miriam Shopping Center  
647-3730
- Barnes and Nobles  
4316 US Hwy. 98 North  
859-3334

#### **AREA ATTRACTIONS**

- Fantasy of Flight  
Vintage Aircraft Adventure  
[www.fantasyofflight.com](http://www.fantasyofflight.com)
- Historic Bok Sanctuary  
[www.boktower.org](http://www.boktower.org)
- Cypress Gardens Adventure Park  
[www.cypressgardens.com](http://www.cypressgardens.com)
- Lakeland Thunderbolts- Arena Football  
[www.lakelandthunderbolts.com](http://www.lakelandthunderbolts.com)
- Lakeland Tigers- Minor League Baseball  
[www.lakelandtigers.net](http://www.lakelandtigers.net)
- Sun-n-Fun Fly-In  
Seasonal Attraction  
[www.sun-n-fun.org](http://www.sun-n-fun.org)

## ORLANDO

### CHURCHES

- Calvary Assembly of God  
1199 Clay Street  
407-644-1199  
[www.calvaryorlando.org](http://www.calvaryorlando.org)
- Celebration Church  
651 Front Street (Celebration)  
Meets in AMC Theater  
407-566-0155  
[www.celebratechurch.org](http://www.celebratechurch.org)
- Church in the Son  
4484 North John Young Parkway  
407-245-0001  
[www.churchintheson.com](http://www.churchintheson.com)
- Greenway Church  
3400 Hunter's Creek Boulevard  
407-240-5442  
[www.greenwaychurch.com](http://www.greenwaychurch.com)

### ENTERTAINMENT

#### *Movie Theatres*

- AMC 2 at Celebration  
[www.amctheatres.com](http://www.amctheatres.com)
- AMC 24 at Downtown Disney  
[www.amctheatres.com](http://www.amctheatres.com)
- Universal Cineplex  
[www.enjoytheshow.com](http://www.enjoytheshow.com)

#### *Shopping*

- Belz Factory Outlet  
[www.belz.com](http://www.belz.com)
- The Florida Mall  
[www.orlandotouristinformationbureau.com/shopping/malls/floridamall.htm](http://www.orlandotouristinformationbureau.com/shopping/malls/floridamall.htm)
- The Mall at Millenia  
[www.mallatmillenia.com](http://www.mallatmillenia.com)
- Prime Factory Outlet Mall  
[www.primeoutlets.com](http://www.primeoutlets.com)

### RESTAURANTS

- Cheesecake Factory  
[www.thecheesecakefactory.com](http://www.thecheesecakefactory.com)

- Downtown Disney Area  
Contains a variety of restaurants:  
Rainforest Café, Planet Hollywood,  
Bongos, Uno Pizzeria
- Joe's Crab Shack  
[www.joescrabshack.com](http://www.joescrabshack.com)
- Macaroni Grill  
[www.macaronigrill.com](http://www.macaronigrill.com)
- Melting Pot (Fondue)  
[www.meltingpot.com](http://www.meltingpot.com)
- Universal Studio's City Walk  
Contains a variety of restaurants:  
Hard Rock Café, Emeril's, much more!

### AREA ATTRACTIONS

- Arabian Nights Dinner Theater  
[www.arabian-nights.com](http://www.arabian-nights.com)
- Disney World  
[www.disneyworld.com](http://www.disneyworld.com)
- Downtown Disney  
[www.disneyworld.com](http://www.disneyworld.com)
- Fun Spot Adventure  
[www.fun-spot.com](http://www.fun-spot.com)
- International Drive (I-Drive)  
[www.internationaldriveorlando.com](http://www.internationaldriveorlando.com)
- Islands of Adventure (Theme Park)  
[www.universalstudios.com](http://www.universalstudios.com)
- Medieval Times Dinner Theater  
[www.medievaltimes.com](http://www.medievaltimes.com)
- Old Town  
[www.old-town.com](http://www.old-town.com)
- Orlando Magic- NBA  
[www.nba.com/magic/](http://www.nba.com/magic/)
- Orlando Predators- Arena Football  
[www.orlandopredators.com](http://www.orlandopredators.com)
- Sea World  
[www.seaworld.com](http://www.seaworld.com)
- Town of Celebration  
[www.celebrationfl.com](http://www.celebrationfl.com)
- Universal Studios  
[www.universalstudios.com](http://www.universalstudios.com)

## TAMPA

### CHURCHES

- Bethel Temple Assembly of God  
1510 West Hillsborough Avenue  
813-238-2348
- Clearwater Assembly of God  
1739 South Martin Luther King Jr.  
727-585-5468  
[www.firststageclearwater.org](http://www.firststageclearwater.org)
- Pinellas Community Church  
5501 31st Street South  
727-866-1184  
[www.pinellaschurch.org](http://www.pinellaschurch.org)
- Suncoast Cathedral Assembly of God  
2300 62nd Avenue North  
727-522-2171  
[www.suncoastcathedral.com](http://www.suncoastcathedral.com)

### ENTERTAINMENT

#### *Movie Theatres*

- Regency 20 AMC  
2496 West Brandon Boulevard  
813-243-4955  
[www.amctheatres.com](http://www.amctheatres.com)
- Veterans 24 AMC  
9302 Anderson Road  
813-243-4955  
[www.amctheatres.com](http://www.amctheatres.com)
- Westshore 14 AMC  
210 Westshore Plaza  
813-243-4955  
[www.amctheatres.com](http://www.amctheatres.com)

#### *Shopping*

- Brandon Mall  
[www.westfield.com](http://www.westfield.com)
- International Mall  
[www.shopinternationalplaza.com](http://www.shopinternationalplaza.com)

### RESTAURANTS

- Bahama Breeze  
[www.bahamabreeze.com](http://www.bahamabreeze.com)
- Bern's Steak House  
[www.bernssteakhouse.com](http://www.bernssteakhouse.com)
- Castaway Seafood  
813-281-0770
- Cheesecake Factory  
[www.thecheesecakefactory.com](http://www.thecheesecakefactory.com)

- Columbia (Cuban)  
[www.columbiarestaurant.com](http://www.columbiarestaurant.com)
- Crabby Bill's Seafood  
[www.crabbybills.com](http://www.crabbybills.com)
- Landry's Seafood and Grill  
[www.landryseafoodhouse.com](http://www.landryseafoodhouse.com)
- Sam Seltzer's Steak House  
[www.samseltzers.com](http://www.samseltzers.com)
- Sweet Tomatoes Salad Bar  
[www.sweettomatoes.com](http://www.sweettomatoes.com)

### AREA ATTRACTIONS

- Adventure Island (Water Park)  
[www.adventureisland.com](http://www.adventureisland.com)
- Beaches  
[www.tampabaybeaches.com](http://www.tampabaybeaches.com)
- Busch Gardens (Theme Park)  
[www.buschgardens.com](http://www.buschgardens.com)
- Florida Aquarium  
[www.flaquarium.org](http://www.flaquarium.org)
- Florida State Fair Grounds (Seasonal, but activities occur often)  
[www.floridastatefair.com](http://www.floridastatefair.com)
- Lowry Park Zoo  
[www.lowryparkzoo.com](http://www.lowryparkzoo.com)
- IMAX Theater  
[www.imax.com](http://www.imax.com)
- MOSI  
[www.mosi.org](http://www.mosi.org)
- Pier 60 at Clearwater Beach  
[www.sunsetatpier60.com](http://www.sunsetatpier60.com)
- Salvador Dali Museum  
[www.salvadoralimuseum.org](http://www.salvadoralimuseum.org)
- Strawberry Festival (Usually around March/April)  
[www.flstrawberryfestival.com](http://www.flstrawberryfestival.com)
- Tampa Bay Buccaneers-NFL  
[www.buccaneers.com](http://www.buccaneers.com)
- Tampa Bay Devil Rays-MLB  
[www.tampabaydevilrays.mlb.com](http://www.tampabaydevilrays.mlb.com)
- Tampa Bay Lightning-NHL  
[www.tampabaylightning.com](http://www.tampabaylightning.com)
- Tampa Bay Storm- Arena Football  
[www.tampabaystorm.com](http://www.tampabaystorm.com)

## SEXUAL HARRASSMENT ACKNOWLEDGEMENT

I hereby acknowledge that I have received the Southeastern University's Sexual Harassment Policy. I have read the policy and understand its contents. I agree to comply with the contents of this policy.

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Student Signature

Date

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Student Name (Please Print)

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Witness

Date

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## RECEIPT AND ACKNOWLEDGEMENT

By signing the Receipt and Acknowledgement of Handbook form, I am signifying that I have received a copy of the Southeastern University Student Handbook. I further understand that I am responsible for knowing and abiding by the contents of the Handbook and agree to subject myself to its conduct requirements and sanctions.

Southeastern University reserves the rights to change, modify, revoke, and/or add to the policies and/or procedures as described in this Handbook at any time. All changes are effective at such time as the proper authority determines, whether or not those changes are reflected in this Handbook. This Handbook and its provisions do not and should not be construed to create a contract or establish any legally binding conditions or procedures. Information in this Handbook supersedes all previous editions and applies to all students.

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Signature

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Date

