



STUDENT  
**HANDBOOK**  
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sagu

**HIGHER EDUCATION FOR A HIGHER PURPOSE**





## MESSAGE FROM THE PRESIDENT

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Welcome to SAGU! I hope you realize how excited we are to have you with us. Each professor and staff member is proud to serve you as you strive toward the fulfillment of God's calling on your life.

I encourage you to take advantage of the spiritual atmosphere and Christian mentors who are here to sharpen your personal commitment to Christ and involvement in ministry. Soon, you will join countless alumni around the globe who are leaving their mark.

Let your heart and mind be stretched as you make the most of every opportunity. The benefits of your college experience are directly connected to the level of effort you put forth.

Sincerely,

A handwritten signature in black ink that reads "Hermit S. Bidger". The signature is written in a cursive style.

### STATEMENT OF PURPOSE

Southwestern Assemblies of God University is a Bible-based institution for theological and professional studies. It is rooted in the great commission of Jesus to "Go into all the world and preach the gospel to all creation" and to "make disciples of all nations...teaching them to obey everything I have commanded you..." (Mark 16:15a; Matthew 28:19-20), which is the primary emphasis of SAGU's parent body, the General Council of the Assemblies of God.

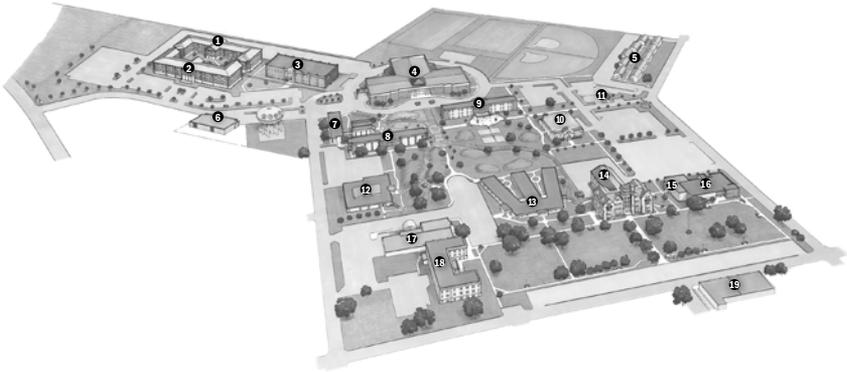
The purpose of Southwestern Assemblies of God University is to prepare undergraduate and graduate students spiritually, academically, professionally, and cross culturally, so as to successfully fill evangelistic, missionary, and church ministry roles, and to provide quality educational and professional Christian service wherever needed throughout the world.

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# CAMPUS MAP



**1. Bridges Hall**  
*Counseling Services*

**2. Teeter Hall**  
*Chapel Secretary*  
*Nurse*  
*Residential Life*

**3. Garrison Wellness Center**

**4. Sheaffer Full Life Center**  
*Athletic Office*  
*Cafeteria*  
*Chapel*  
*College of Bible/Church Mins.*  
*Counseling Psychology Dept.*  
*Enrollment Services*  
*Gymnasium*  
*Jeter Prayer Center*  
*Missions Department*  
*Mundt Room*  
*President's Dining Room*  
*School of Graduate Studies*  
*Visitor Center*

**5. Regents Apartments**  
*Honors Dorms*  
*Married Housing*

**6. Physical Plant**

**7. Kendrick Hall**

**8. Savell Hall**

**9. Guynes Hall**

**10. Claxton Athletic Center**

**11. Security/Information Center**

**12. Barnes Student Center**  
*Career Center*  
*Lion's Den*  
*Mail Center*  
*Student Congress*  
*Student Services*

**13. Davis Building**  
*Academic Services*  
*Business Services*  
*Cashier*  
*Financial Aid*  
*Human Resources*  
*Information Technology*  
*Learning Centers*  
*Media Services*  
*Registrar*  
*Student Billing*

**14. Farmer Admin Building**  
*Accounting*  
*Advancement/Alumni Relations*  
*Academics*  
*Marketing*  
*McCafferty Hall*  
*President*

**15. Ellis Learning Center**  
*College of Arts & Professions*  
*Education Department*

**16. Nelson Memorial Library**  
*Computer Lab*  
*Institutional Effectiveness*

**17. Foster Music Center**  
*Music Department*

**18. Collins Hall**

**19. Sycamore Place**  
*A/G Credit Union*  
*Bookstore*  
*School of Distance Education*

# PERSONNEL \*

## Executive Officers

Dr. Kermit Bridges  
 Dr. Paul Brooks  
 Eddie Davis  
 Irby McKnight  
 Terry Phipps  
 Jay Trewern

## Position

President  
 VP for Academics  
 VP for Enrollment & Retention  
 VP for University Advancement  
 VP for Student Services  
 VP for Business & Finance

## Location

Administration Bldg.  
 Administration Bldg.  
 Sheaffer Bldg.  
 Administration Bldg.  
 Barnes Student Center  
 Administration Bldg.

## Management Staff

Dr. LeRoy Bartel  
 Dr. Kimberly Bernecker  
 Rob Blakney  
 Bryan Brooks  
 David Bush  
 Joan Butler  
 Jaroy Carpenter  
 John Cookman  
 Ron Crane  
 James Davis II  
 Sara Escamilla  
 Devin Ferguson  
 Valerie Fitzwater  
 Heather Francis  
 Jeff Francis  
 Calvin Funchess  
 Chad Germany  
 Jesse Godding  
 Dr. Larry Goodrich  
 Dr. Robert Harden  
 Joseph Hartman  
 Kelli Hill  
 Eugene Holder  
 Rachel Hunter  
 Nolan Jones  
 Jimmie Lamb  
 Donny Lutrick  
 Ryan McElhany  
 Lance Meche  
 Dr. Timothy Myers  
 Craig Rinas  
 Ruth Roberts  
 Beverly Robinson  
 Daniel Shong  
 Mark Walker  
 Janice Whitaker

## Position

Dean, College of Bible and Church Ministries  
 Dean, Institutional Effectiveness  
 Assistant Dean, Student Success  
 Assistant Dean, Admissions  
 Senior Director, Information Technology  
 Director, Accounts Receivable  
 Athletic Trainer  
 Director, Media Services  
 Director, Campus Safety & Security  
 Director, Facilities Construction & Project Planning  
 Director, On-campus Admissions  
 Director, Alumni  
 Director, Online Admissions  
 Assistant Dean, Records & Registrar  
 Senior Director, Financial Aid  
 Assistant Dean of Students  
 Director, Missions  
 Director, Athletics  
 Dean, College of Arts and Professions  
 Dean, School of Graduate Studies  
 Assistant Dean, School of Distance Education  
 Director, Garrison Wellness Center  
 Director, Library Services  
 Director, Chapel Programming  
 Director, Learning Centers  
 Senior Director, Business Services  
 Dean, Academic Services  
 Director, University Marketing  
 Dean of Students  
 Director, Student Counseling  
 Senior Director, Development & Planned Giving  
 Director, Human Resources  
 Director, Career Services  
 Director, Student Development  
 Director, Campus Software  
 Director, Educator Certification

## Faculty

Dr. Amy Alexander  
Dr. Danny Alexander  
John Allen  
Dr. William Armistead  
Arlon Beadles  
Chere Blair  
Tyrone Block  
Donnie Bostwick  
Jan Bridges  
Dr. Calvin Carmen  
Donathan Chang  
Shylet Chengodza  
Dr. Duane Collins  
Dr. Darren Daugherty  
Terance Espinoza  
Brad Fairchild  
Thomas Ferguson  
Dr. Joanna Fernandes  
Dr. Sally Ford  
Mandy Fortner  
Amy George  
Calvin George  
Barry Gordon  
Ursula Gutierrez  
Christi Guynes  
Del Guynes  
Dr. Clancy Hayes  
Dr. Larry Hester  
Dr. Elmer Humphrey  
Dr. Julia Hunt  
John Jemison  
Katherine Jones  
Randolph Lamb  
Dr. Dan Langston  
Dr. Amanda Lee  
Diane Lewis  
Dr. Jeff Logue  
Dr. Jeff Magruder  
Paula Manley  
Dr. Robert Mapes  
Dr. Gary McElhany  
Dr. Clifford Miller  
Dr. Michael Miller  
Dr. Terry Minter  
Dr. D'Juana Montgomery  
Hank Moore  
Dr. Adonna Otwell  
Dr. Garland Owensby

## Department

English/Foreign Language  
Communication Arts  
General Studies  
Counseling/Psychology  
General Studies  
English/Foreign Language  
Music  
General Studies  
Education  
Graduate Studies - Counseling/Psychology  
Music  
General Studies  
Missions  
Practical Ministries  
Bible/Theology  
Counseling/Psychology  
Mathematics  
Music  
Education  
General Studies  
English/Foreign Language  
Communication Arts  
Chair, Business  
Communication Arts  
Music  
Chair, Communication Arts  
Chair, Practical Ministries  
Practical Ministries  
Graduate Studies - Education  
Communication Arts  
Business  
English/Foreign Language  
Education  
Bible/Theology  
Music  
Chair, English/Foreign Language  
Counseling/Psychology  
Practical Ministries  
Education  
Chair, Counseling/Psychology  
Social Studies  
General Studies  
Business  
Bible/Theology  
English/Foreign Language  
General Studies  
Chair, General Studies  
Practical Ministries

## P E R S O N N E L

Ava Pickard	Social Work
Rob Price	Communication Arts
Sharon Price	Business
Linda Robins	Chair, Music
Dr. Bruce Rosdahl	Chair, Bible/Theology
Dr. Gary Royer	Missions
Dr. John Savell	Counseling/Psychology
Jonathon Shockley	General Studies
Dr. Rob Starner	Bible/Theology
Bruce Stayments	Counseling/Psychology
Dr. Stanley Steward	Social Studies
Shelley Taborsky	General Studies
Dr. Donna Townsend	Chair, Education
Frank Tristan	General Studies
Dr. Loyd Uglow	Chair, Social Studies
Dr. Consuelo Wallace	English/Foreign Language
Dr. John Wyckoff	Chair, Theological Studies

### **Contractors**

Scott Regan  
Landon Orrill  
Liz Harden  
Neil Scarbrough

### **Position**

Aramark Food Services  
SAGU Christian Bookstore  
AG Credit Union  
Aramark Facilities Services

\* As of July 25, 2012.

## WHO TO SEE AT SAGU

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Absences, Classes	Professor
Academic Reports	Registrar's Office
Accidents	Residence Hall Director, Dean of Students
Admissions Requirements	Admissions Office
Auto Registration	Campus Safety & Security
Cafeteria	Business Services
Campus Clubs/Organizations	Student Congress Office
Change of Class Schedule	Registrar's Office
Chapel Attendance	Chapel Attendance Secretary
Check Cashing Service	Accounting Office Cashier's Window
Counseling:	University Counselors, Dean of Students,
Academic	Dorm Pastors, Resident Assistants
Financial	Instructors, Advisors, V.P. for Academics
Personal	Financial Aid office
Spiritual	University Counselors, Instructors, Administrators
Vocational	University Counselors, Instructors, Administrators
Credit by Examination	Career Services, University Counselors
Degree Requirements	Registrar's Office
Dropped from Class	Registrar's Office
Emergencies	Instructor, Registrar's Office
	Student Services Office, Campus Safety & Security
	–after normal business hours
Employment	Career Services
Examinations	Instructors
Facilities Use	Facilities Coordinator
Fees	Accounting Office
Financial Aid	Financial Aid Office
Grades	Registrar's Office
Graduation	Registrar's Office
Health Services	Campus Nurse
Housing Concerns	Residential Life
Loans	Financial Aid Office
Lost and Found	Campus Safety & Security
Maintenance Concerns	Business Office
Marriage	Student Services Office
Placement Services	Career Services
Publications:	
Yearbook	Yearbook Sponsor
SAGU Today	University Marketing
Reporting Crimes	Campus Safety & Security, Student Services Office
Regents Apartments	Business Services
Scholarships	Financial Aid Office
Scholastic Aid, Tutoring	Instructors, Academic Affairs Office, Achievement Center
Signs and Posters	Student Services Office
Singing Groups	Music Faculty
Student Congress	Student Congress Office

**C O N T A C T   L I S T**

- |                                   |                                |
|-----------------------------------|--------------------------------|
| Student Health Insurance          | Business Services              |
| Southwestern Missions Association | Missions                       |
| Student Ministries Report         | Chapel Coordinator             |
| Testing Services                  | University Counselors          |
| Traffic and Parking               | Campus Safety & Security       |
| Transcripts                       | Registrar's Office             |
| Withdrawal from Class             | Instructor, Registrar's Office |
| Withdrawal from School            | Registrar's Office             |

## STUDENT LEADERS

### STUDENT LEADERS 2012-2013

#### *Student Congress:*

President	Joe Alex Garza
Vice President	Pamela Castro
Exec. Director of Student Org.	Weston Clark
Exec. Secretary	Joseph Urbina
Exec. Treasurer	
Sponsor	Calvin Funchess

#### *Student Missions Association (SMA):*

President	Chris Buford
VP of World Outreach	Jordan Salvato
VP of Local Outreach	Irvin Joya
VP of On-campus Outreach	Jesse Peters
Exec. Secretary	Madelynn Clements
Exec. Treasurer	Chelsea Barrera

### RESIDENCE HALLS

#### *Bridges*

Head R.A., 4th Guys	Joseph Kendrick
Head R.A., 4th Girls	Courtney Mask
1st Guys	Michael Bell
2nd Guys	Miles Koch
3rd Guys	Benji Skjoldal
1st Girls	Ariel Dickinson
2nd Girls	Erin McNight
3rd Girls	Shannon Taylor

#### *Guynes*

Head R.A., 2nd Girls	Ashley Sullivan
1st Guys	Caleb Celestano
2nd Guys	Joe Parker
3rd Guys	Josh Freethy
1st Girls	Ashley Woodrow
2nd Girls	Ashley Sullivan
3rd Girls	Nicole Branam

#### *Kendrick*

Head R.A., 1st West (South)	Aimee Farina
2nd West (South)	Monica Cobar
1st West (North)	Christine Perez
2nd West (North)	Desiree Peters
East	Diana Garcia

#### *Savell*

Head R.A., 2nd East	Willem Jongejan
1st East	Hannah Harris

## S T U D E N T   L E A D E R S

3rd East  
1st West  
2nd West  
3rd West

Cole Swiney  
Elizabeth O'Brien  
Samuel Flores  
Andrew Carter

### *Teeter*

Head R.A., 4th Guys  
1st Guys  
2nd Guys  
3rd Guys  
Head R.A., 2nd Girls  
1st Girls  
3rd Girls  
4th Girls

Arnie (Arnulfo) Cazare  
Holden Lane  
Troy Womack  
Jacob Kuhn  
Bethany Palmer  
Julie Krajicek  
Lindsay Luna  
Katie Maness

### *Collins*

Head R.A., 2nd Guys  
1st Guys  
1st Girls  
2nd Guys  
2nd Girls  
Off-Campus R.A.

Kolby Kissinger  
Allen Kendrick  
Briana Weatherly  
Matt Wooten  
Carol Sortini  
Jason Delahossaye

## HISTORY AND TRADITION

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Three Bible schools were brought together to form Southwestern Bible Institute. The first, known as Southwestern Bible School, was established at Enid, Oklahoma, in 1927 under the leadership of the Reverend P.C. Nelson. The second, Shield of Faith Bible School, was founded in Amarillo, Texas, in 1931 under the direction of the Reverend Guy Shields. It included not only a Bible school, but also a grade school and high school. The third, which was operated as Southern Bible College in connection with the Richey Evangelistic Temple, began at Goose Creek, Texas, in 1931. It was started by the Reverend J.T. Little in Trinity Tabernacle and later moved to Houston in 1933.

The Bible school division of Shield of Faith was moved to Fort Worth, Texas, in 1935. The high school division was transferred the following year. In 1940, a merger resulted in Southern Bible College moving to Fort Worth. The combined school, operating as South Central Bible Institute came under the ownership and direction of the Texas District Council of the Assemblies of God.

The school in Enid merged with South Central in 1941, at which time the name was changed to Southwestern Bible Institute. In 1943, the institute was moved to its present facilities in Waxahachie, Texas.

During the 1944-45 term, a junior college curriculum was added to the school's program. The Junior College Division soon accounted for about half of the enrollment in the college.

Southwestern Bible Institute became a regional school in 1954. At that time, seven districts of the Assemblies of God –Arkansas, Louisiana, New Mexico, North Texas, Oklahoma, South Texas and West Texas –owned and operated the school. In 1969, the Rocky Mountain District, composed of Colorado and Utah was admitted to the Region. The Mississippi District was then added to the Region in 1979. In 1980, the Rocky Mountain District voted to withdraw from the Southwestern Region and to remain neutral.

The proposal to change the name of Southwestern was ratified by all seven Districts, and the name became Southwestern Assemblies of God College. In 1963, the upper two years of the college were renamed Southwestern College of the Bible. In 1968, the separation of the divisions of the college was made more complete, and the Junior College was designated Southwestern Junior College of the Assemblies of God. In 1984, the School of Distance Education was established. In 1987, the Junior College and the Bible College divisions were reunited. In December 1994, the Board of Regents unanimously approved the name change to Southwestern Assemblies of God University. In this same meeting the Board authorized the development of the School of Graduate Studies providing programs.

### **Some of the traditions at SAGU are:**

#### **All School Fellowship**

Student Congress sponsors many student events on campus, and this is one of the fun events at the beginning of each semester for the students, faculty and staff to meet each other. Included in this event is the Battle of the Dorms.

#### **All School Christmas Party**

This event, sponsored by Student Congress, is to celebrate the Christmas season with the entire student body, faculty and staff.

#### **All School Valentine's Banquet**

This event, sponsored by Student Congress, is to celebrate Valentine's Day with the entire student body, faculty and staff.

## End of Semester Stress Relief Party

An evening event right before finals at the end of each semester with the entire student body, faculty and staff, to have one last fellowship time together before the end of the semester.

## Class Chapels

Class Chapels are designed to connect students who share the same classification status each semester.

## Class Night

This event, sponsored by Student Congress, is to celebrate the end of the academic school year, and to recognize outstanding seniors as Mr. and Ms. Southwestern for the school year. Chosen by their peers, Mr. and Ms. Southwestern embody the ideals of SAGU.

## Friendship Chapel

This special chapel, sponsored by Student Congress, is to honor students and their friendships.

## Homecoming

Homecoming, an annual event in the fall semester, is coordinated to welcome alumni back to our campus, and is held each year. A King and Queen are chosen from the student body.

## Mascot and School Colors

The University mascot is the Lion, and the school colors are purple and gold.

## Special Spiritual Services

The President's office provides many special spiritual services each semester, such as Spiritual Saturation Week and Missions Convention.

## TWIRP Week

This event, sponsored by Student Congress, is one of the fun events where the young women ask the young men for dates. (TWIRP = The Woman is Required to Pay)

## Alma Mater

Dear Ol' Southwestern,  
I'll remember you.  
I'll always cherish those days  
I spent with you.  
God's presence there did I behold,  
and gave my life anew  
In service, 'til He calls us home  
To stand united 'round the Throne.

*Author: E. Leslie Stubbs*



# SPIRITUAL **LIFE**

## PERSONAL SPIRITUAL LIFE

“If we walk in the light . . . The blood of Jesus His Son cleanses us from all sin” (1 John 1:7). “Go and sin no more” (John 8:11). “Your body is the temple of the Holy Spirit . . . and . . . you are not your own. For you have been bought with a price: therefore glorify God in your body” (1 Corinthians 6:19-20). “As those who have been chosen of God, holy and beloved, put on a heart of compassion, kindness, humility, gentleness and patience, bearing with one another, and forgiving each other, whoever has a complaint against any one, just as the Lord forgave you” (Colossians 3:12-13). “Do not turn your freedom into an opportunity for the flesh, but through love serve one another” (Galatians 5:13). “The one who practices righteousness is righteous, just as He is righteous; the one who practices sin is of the devil” (1 John 3:7-8). “The LORD hates . . . a proud look, a lying tongue, hands that kill innocent people, a mind that thinks up evil plans, feet that are quick to do evil, a witness who lies, and someone who starts arguments among brothers” (Proverbs 6:16-19). “Younger people should be willing to be under older people. And all of you should be very humble with each other. God is against the proud, but he gives grace to the humble. Be humble under God’s powerful hand so he will lift you up when the right time comes. Give all your worries to him, because he cares about you” (1 Peter 5:5-7). “Do nothing from selfishness or empty conceit, but with humility of mind let each of you regard one another as more important than yourself; do not merely look out for your own personal interests but also for the interests of others” (Philippians 2:3-4). “Love the LORD your God with all your heart, all your soul, and all your strength” (Deuteronomy 6:5). “Seek first the kingdom of God and His righteousness” (Matthew 6:33). “Wisdom is the most important thing; so get wisdom. If it costs everything you have, get understanding” (Proverbs 4:7). “Pray continually, and give thanks whatever happens. That is what God wants for you in Christ Jesus. Do not hold back the work of the Holy Spirit” (1 Thessalonians 5:17-19). “Desire the sincere milk of the word, that ye may grow thereby” (1 Peter 2:2). “Be filled with the Spirit” (Ephesians 5:18). “Go ye into all the world and preach the gospel” (Mark 16:15). “Yes, I am coming quickly” (Revelation 22:20).

“Whoever has an ear to hear, let him hear what the Spirit is saying” (Revelation 2:7).

## CHAPEL

Chapel worship services are a vital part of SAGU. The Holy Spirit moves powerfully through the anointed Word and worship to impact students. In Chapel, students get a break to tune into God’s heart and purpose, touch the Spirit’s pulse on our campus and access current campus life information. It is time well spent in the presence of God and fellow believers for a life-changing experience.

## CHAPEL ATTENDANCE

1. **Regular Chapel attendance will be required of all undergraduate students taking courses on campus.**

Chapel is each weekday as follows:

### Day of the Week

Monday/Wednesday/Friday

Tuesday/Thursday

### Chapel Hour

10:15 am to 11:15 am

9:30 am to 10:30 am

- Full-time students (enrolled 12 or more hours) attend chapel five days per week.
- Part-time students (enrolled less than 12 hours) attend chapels when their classes meet before noon. Students still need to obtain chapel release from the Chapel Secretary even though they do not have to attend chapels when their class does not meet before noon.
- Distance Education students taking courses on-campus follow the part-time guidelines above.
- Students working through Federal or State College Work Study or as a SAGU Student Worker are

only allowed to work hours that do not conflict with chapel.

- Graduate Students are encouraged, but not required to attend chapel.

I.D. Scanners located at the back of the Full Life Center Auditorium record chapel attendance. *Students must scan in at the beginning of chapel and out at the end of chapel to be counted present.* Students are responsible to verify that their I.D. has their correct student information and is scanning properly.

2. **A student is considered absent 15 minutes after chapel begins and/or when the chapel doors are closed.**
3. **Scanning and leaving before the end of chapel** results in an absence and disciplinary action. The first occurrence will result in a double absence. The second occurrence results in chapel probation for the rest of the semester. Additional occurrences could result in the student appearing before the Student Conduct Committee. Students should remain until chapel is concluded. Students needing to leave chapel early should immediately notify the Chapel Secretary or Dorm Pastor/Resident Assistant on chapel duty to be excused. Students must scan in and out of chapel to be counted present.
4. **Chapel attendance is recorded** by the Chapel Secretary's office. The office will report to students each week the number of absences to date. Excessive absences will result in penalty and loss of privileges for the students. The following scale will be used to determine acceptable chapel attendance each semester:

<b>0 - 17 Absences*</b>	<b>Acceptable</b>
<b>18 - 22 Absences*</b>	<b>Unacceptable</b> – Student will be placed on immediate Chapel Probation for remainder of semester – See #8 below
<b>23 or greater Absences*</b>	<b>Failure</b> – Student will be placed on immediate Chapel Probation for remainder of semester and will be on Chapel Probation for the next full semester.

*\* This scale applies to students required to attend chapel every day. Students with work release will have a reduced number of chapel absences allowed. Reports are updated in the Chapel Secretary's office and student inquiries into their record are welcomed.*

5. **Chapel Excuses.** The chapel attendance policy takes into account possibilities of absence due to: (1) serious illness, (2) death in the immediate family, or (3) unavoidable circumstances. In these situations, the student should obtain a Chapel Excuse Application available in the Chapel Attendance office. Students have ONE (1) WEEK upon returning to chapel to present the completed application and supporting documents to the Chapel Attendance office. Submitting this form does not automatically grant an excused absence. After the application review, notice of the decision will be sent to your campus mailbox.
6. **Chapel Work Releases.** Students should make every effort to avoid work conflicts with the chapel hour. However, the chapel attendance policy takes into account absences due to unavoidable work conflicts. New and Continuing Students should obtain the Chapel Work Release Application during registration week from the Chapel Secretary's office. **All release forms and supporting documents must be turned in ONE (1) WEEK following registration or employment time.** Any change in work hours/status must be reported to the Chapel Secretary's office. Submitting this form does not automatically grant an excused absence. After the application review, notice of the decision will be sent to your Lionmail account. Students with work release will have a reduced number of chapel absences allowed. Additionally, you must submit monthly verification of employment for continued chapel release. Your pay stub will be sufficient for verification.
7. **Chapel Absenteeism.** Absenteeism will be treated with immediate and utmost concern. The Chapel Secretary's office will keep accurate records of chapel attendance and report individual chapel ratings to the individual student, Dean of Students, and the Chapel Coordinator's office for inclusion on your Ministry Transcript.

8. **Chapel Probation.** At any time during the semester when a student's attendance falls to an unacceptable level, the Chapel Secretary's office will place that student on immediate Chapel Probation. At the end of a semester, any student's attendance that falls to a failing level will be placed on Chapel Probation for the following semester as well. Two (2) full, consecutive semesters of failing chapel attendance will place a student on suspension for the following semester.

A student's chapel rating should be regarded seriously. Any unacceptable or failing rating negatively affects opportunities for ministry, as well as scholarships and awards. Students under "chapel probation" are not permitted to participate in any extracurricular activities, such as traveling groups, varsity sports, chapel leadership/music, school musicals/programs, summer/holiday tours, hold an office in campus organization, classes or student congress, student missions association (SMA) mission trips or engage in a school activity which puts them in a visible, public role during the time the probation is in effect.

9. **Chapel Suspension.** Any student who fails to attend chapel at least 25% of any given semester will be suspended from the University for the next regular semester. Additionally, students earning a failure chapel rating two consecutive semesters will be suspended from the University for the next regular semester.

## CHAPEL CODE OF CONDUCT

Daily chapel services are an essential part of campus life at SAGU. The possibilities are unlimited when students gather together with one heart to hear the message of God's Word, worship the living God in Spirit and truth, and respond to His will for their lives. Testimonies abound of the mighty things God has done in students' lives during chapel services at SAGU. That legacy continues!

An important part of preparation for ministry is the development of attitudes, practices, and behaviors appropriate for corporate worship with other Christians. Scripture emphasizes the importance of this with the exhortation, "Therefore, my brothers, be eager to prophesy, and do not forbid speaking in tongues. But everything should be done in a fitting and orderly way" (1 Corinthians 14:39-40 NIV). To ensure a reverent atmosphere in which God can do what He desires through the power of the Holy Spirit, the following code of conduct for chapel at SAGU will be enforced.

1. **Come with an open mind** and a heart expecting to receive spiritual nurture and challenge.
2. **Bringing Bibles and taking chapel notes** is sound practice and assists students to retain the seed of Scripture which has been sown.
3. **Avoid unproductive, disrespectful behaviors**, such as:
  - a) sleeping/slouching in chapel
  - b) studying or reading material unrelated to the service
  - c) distracting others during a service by talking, laughing or any other disruptive behavior
  - d) bringing food or drink into the chapel
  - e) no text messaging or playing games on cell phones
  - f) leaving prior to dismissal
  - g) not standing when asked
  - h) non-chapel usage of electronic devices. (i.e. computers, IM devices, MP3 players, and headphones of any type)
  - i) no headcoverings of any sort
4. **Scanning and leaving chapel** is unethical and reflects dishonesty.

**All students are subject to this code. When it is violated, the following steps will be taken:**

1. **A verbal warning may be given** by any Resident Assistant, Dorm Pastor, Dean of Students,

Chapel Attendance Secretary, Staff, Faculty or Administrator. The warning may be formalized in writing and notification of the warning given to the Dean of Students.

2. **Repeated warnings may result in being counted absent** for that day in chapel, conference with the Dean of Students, and/or being fined, placed on disciplinary probation.
3. **If the behavior continues**, the student will be asked to appear before the Student Conduct Committee for further action.

## SPECIAL EVENING SERVICES

The University plans and conducts special evening services each semester. An annual Spiritual Saturation Week and other special services are held each semester to heighten the spiritual life on the campus. Attendance by ALL students (ON-CAMPUS AND OFF-CAMPUS) at these special services is required.

## STUDENT DEVOTIONS

Students who take on-campus classes are to attend devotions on Monday nights at 9:30 pm with their dorm under the direction of the Dorm Pastor and Resident Assistants. Off-campus students and Married Students hold their devotions separately depending on the group in which they belong on Monday mornings at 10:15 am. Students are always encouraged to maintain personal devotions. Devotions exist to promote the University's core value of spiritual formation, and community and personal wellness on the campus of SAGU by building community through fellowship, peer accountability, discipleship and prayer. These weekly meeting times are strategically led by our Dean/Assistant Dean of Students, Dorm Pastors and/or student Resident Assistants who endeavor to create a unique experience where every resident is challenged and skilled to mature in the growth process. Student Devotions attendance is now a part of Chapel attendance.

## CHURCH ATTENDANCE AND STUDENT MINISTRY INVOLVEMENT

The administration, faculty and staff endeavor to maintain a vibrant Christian atmosphere at SAGU. Our Pentecostal heritage is perpetuated by our spiritual life program. All students are required to follow the New Testament teaching of "not forsaking the assembling of ourselves together" (Hebrews 10:23-25), by attending Sunday school, Sunday morning and evening services at an Assemblies of God church (if a different church is needful, contact the Chapel Coordinator). Students are encouraged to pray for and participate in these services. Students are also expected to engage in practical Christian ministry while attending classes at SAGU.

EACH STUDENT IS REQUIRED TO REPORT HIS/HER CHURCH ATTENDANCE AND MINISTRY INVOLVEMENT. These reports will be utilized in a CHRISTIAN SERVICE TRANSCRIPT that recognizes the value of a student's total service involvement as part of the SAGU experience (See Guideline #5 for explanation).

### Guidelines

1. **Students are given until Fall Break/Spring Break** to decide where they wish to attend church for the semester. This is called a "Church Assignment" and should be recorded on the first church attendance report(s).
2. **Students are expected to attend services** at their chosen church assignment for the duration of the semester. One hour of ministry involvement per week is required.
3. **Students report their church attendance** and ministry involvement on forms made available and collected during devotion time. Students who miss devo that day for any reason must file

their “Church Attendance and Ministry Involvement Report” at the earliest possible time with the Chapel Secretary. Students who have accumulated excessive absences and/or failed to report will conference with the Dean of Students.

4. **Students will be given an opportunity** to record their extracurricular service involvements in the church, campus, or community.
5. **A record of student involvement** in Christian Service will be placed on a Christian Service Transcript. It would be separate from one’s academic transcript but would reflect significant experience to a future church or employer. The Christian Service Transcript is a tangible reminder of the value that Christian Service involvement coupled with academic training provides to the enrichment of life.

### STUDENT MINISTRIES

SAGU’s primary objective is the training of individuals to enter worldwide Christian service. Supervised training is given to students in conjunction with their field of study. Therefore, Student Ministries complements academic study with essential practical training opportunities in Christian service.

All students are required to be faithful in chapel and church attendance. In addition, they are strongly encouraged to participate in local church ministries. Students are expected to be responsible and faithful to the pastor and the church in which they serve. All students are required to serve one hour of practical ministry service per week.

Ministry means service. That’s why Student Ministries holds up Jesus’ life of servanthood as the authentic model for Christians to follow. Jesus stated: “Whoever wants to become great among you must be your servant, and whoever wants to be first must be the slave of all. For even the Son of Man did not come to be served, but to serve...” He also affirmed, “A student is not above his teacher [Jesus], nor a servant above his master.” If we believe these truths, then Christians find their fulfillment in serving humanity in the redemptive plan of God. SAGU desires to encourage student initiative and creativity to participate in and develop ministries that will take the whole gospel to the whole world.



# ACADEMICS

Each college has faculty members that serve as program coordinators to assist students with questions and concerns related to their program of studies. Students should feel free to consult with their program coordinators/advisors throughout the year. Faculty members post hours of availability for student appointments.

Schedulers assist students with their degree planning activities during the course selection process. Course selection is completed online through the CAMS Student Portal. Students should feel free to consult with the schedulers who are helping them in the design of their academic schedule.

For every hour of class attendance, a student should devote approximately two hours to study. Preparing a time budget at the beginning of each semester will be helpful.

### Daily Class Schedule

1. M/W/F daytime classes are 55 minutes in length.
2. T/TH daytime classes are 80 minutes in length.
3. Transition times between all daytime classes allows 10 minutes.
4. Daily chapel is 60 minutes in length.

	M/W/F Classes	T/TH Classes
Period 1	8:00 - 8:55 am	8:00 - 9:20 am
Period 2	9:05 - 10:00 am	9:30 - 10:30 am Chapel
Period 3	10:15 - 11:15 am Chapel	10:50 am - 12:10 pm
Period 4	11:35 am - 12:30 pm	12:20 - 1:40 pm
Period 5	12:40 -1:35 pm	1:50 - 3:10 pm
Period 6	1:45 -2:40 pm	3:20 - 4:40 pm
Period 7	2:50 -3:45 pm	
Period 8	3:55 - 4:50 pm	

### Evening/Weekend Schedule

M/T/TH Classes (Undergraduate)	6:00 - 9:00 pm
M/T/TH/F Classes (Graduate)*	6:30 - 9:30 pm
Saturday Classes (Graduate)	8:00 am - 2:15 pm

\* Subject to change via the Graduate School.

\*\* Consult the Alternate Daily Schedule for special occasions, such as Spiritual Saturation Week.

### Bad Weather Closures

When the administration deems it necessary to close the University due to dangerous driving conditions, an announcement will be posted on the SAGU website and a broadcast will be made on the SAGU Alert System. Announcements may also be posted on radio and television stations, if deemed appropriate.

### Alternate Daily Class Schedule

1. M/W/F daytime classes are 50 minutes in length.
2. T/TH daytime Classes are 75 minutes in length.
3. Transition times between all daytime classes allow 10 minutes.
4. Special chapel is 90 minutes in length.

	M/W/F Classes	T/TH Classes
Period 1	8:00 - 8:50 am	8:00 -9:15 am
Period 2	9:00 - 9:50 am	<b>9:30 -11:00 am Chapel</b>
Period 3	<b>10:00 - 11:30 am Chapel</b>	11:20 am - 12:35 pm
Period 4	11:50 am - 12:40 pm	12:45 - 2:00 pm
Period 5	12:50 - 1:40 pm	2:10 - 3:25 pm
Period 6	1:50 - 2:40 pm	3:35 - 4:50 pm
Period 7	2:50 - 3:40 pm	
Period 8	3:50 - 4:45 pm	

### Eve/Weekend Schedule

M/T/TH Classes (Undergraduate)*	6:00 - 7:15 Evening Chapel
<b>M/T/TH/F Classes</b> (Graduate)*	6:30 - 9:30 pm
<b>Saturday Classes</b> (Graduate)	8:00 am - 2:15 pm

\* Subject to change via the Graduate School

\*\* Consult the Alternate Daily Schedule for special occasions, such as Spiritual Saturation Week.

\* Only when evening service is scheduled

### CLASS ATTENDANCE POLICY

Unlike some forms of learning, a residential program of education is designed as an in-class learning experience. In this instructional setting, the ability to pass examinations and complete outside projects is only a partial measure of the knowledge, skills, understanding, and appreciations a student may or may not have. Therefore, it is absolutely essential for each student to establish and maintain regular and punctual class attendance. Students may leave class early only by special permission of their instructor. Those scheduled for chapel ministry generally need no more than 5 minutes for preparation.

Attendance is taken daily. SAGU's attendance policy takes into account the possibility that students may need to be absent from class on occasion due to serious illness or unavoidable circumstances. Absences which exceed twenty percent (20%) of the number of times that a class meets per semester, regardless of the nature or reason for the absences, will result in the student being automatically administratively dropped from the course, receiving a grade of "WP or WF." (The student will be assessed the established course withdrawal fee.)

For Undergraduate classes, the following is a chart of allowed absences:

## ACADEMICS

Day of Week Class Meets	Number of Absences Allowed
M/W/F	8 per semester
T/TH	6 per semester
Nights/weekends	3 per semester

Attendance records for each student begin on the first day each class begins for the semester (late registration included). If a class meets twice a week, when a student is late twice it qualifies as an absence. If a class meets three times a week, then three tardies constitute an absence. Students missing fifteen minutes of a class will be counted as absent for that session.

### **INFORMATION on the following subjects may be located in the University Catalog:**

SATISFACTORY ACADEMIC PROGRESS; SUSPENSION, COURSE REPETITION; STANDARDS OF ACADEMIC PROGRESS FOR FINANCIAL AID; DROP CLASSES; WITHDRAWAL FROM SAGU; EXAMINATIONS, GRADE POINTS, INCOMPLETE WORK; HONORS; GRADUATION REGULATIONS; CLASSIFICATION OF STUDENTS; CLASS LOAD; COLLEGE CREDIT BY EXAMINATION

### **Academic Probation**

Students under “academic probation” are not permitted to participate in any extracurricular activities, such as traveling groups, varsity sports, club sports, chapel leadership/music, school musicals/programs, summer/holiday tours, hold an office in clubs, classes, Student Missions Association (SMA) or Student Congress, or engage in a school activity which puts them in a visible, public role.

### **Suspension**

Any student who incurs academic probation two semesters in a row will be suspended. Please see Academic Catalog for further details.

### **Academic Dishonesty/Cheating**

Students are expected to be honest in fulfilling all academic requirements and assignments. This pertains to examinations, themes, book critiques, reading reports, and all assignments. A student will not be allowed to withdraw from a course if he/she is under investigation for academic dishonesty. In the event that the student is determined guilty for academic dishonesty, then the student will not be allowed to withdraw from the course and will receive a grade determined by the faculty member, either an “F” for the assignment and/or an “F” for the course. Dishonesty could result in further disciplinary action (see MAJOR INFRACTIONS).

### **Student Rights with Regard to Education Records**

In compliance with Public Law 93-380, Family Educational Rights and Privacy Act of 1974, you are hereby informed of your rights with regard to education records made at Southwestern Assemblies of God University.

- SAGU officials, who have legitimate educational interests, have access to the records. Officials of other schools in which the student seeks to enroll will have access to these records upon the written consent of the student.
- Also having access are authorized representatives of the Comptroller General of the United States, the Secretary, the Commissioner, and the Director of the National Institute of Education. In

connection with a student's application for receipt of financial aid, access is granted to state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974 (nothing in the paragraph shall prevent a state from further limiting the number or type of state or local officials who will continue to have access thereunder.)

- Access is granted to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.
- Accrediting organizations will have access rights in order to carry out accrediting functions.
- Records may be viewed in compliance with judicial order or pursuant to any lawfully issued subpoena, upon condition that the students are notified of all such orders or subpoenas in advance of the compliance therewith by the educational institution.
- Student records will be updated each semester enrolled and coursework with grades and total grade point average are figured for the semester's work.
- The student has the right to inspect his/her records maintained by SAGU. To do this the student must request the permanent record from the Registrar. Also, if the information contained in the file is determined to be incorrect, the right to a hearing to change, delete, or write explanations regarding the information in question will be granted. Should a file contain information on another student, only that information pertaining to the inquiring party will be provided.
- The student has the right to waive the option of reviewing recommendations for admission. The student opting to waive the right of inspection may sign the form "Student Waiver of Rights" provided in the Registrar's office or sign the "Waiver of Rights" provided on the front of the recommendation forms used for admissions purposes. The student is not required to waive the right of inspection and would in no case be refused admission, or any of the services offered by Southwestern Assemblies of God University, because of failure to sign the waiver.
- The student has the right to challenge the content of his/her education records. To do this, the student should request the form "Request to Amend or Remove Educational Record" from the Registrar's office. After completing the form, it should be presented to the Registrar, and in the event the request is not approved, a date of hearing will be set. The student may be present during the hearing and will be notified on the day of the hearing of the action taken. A scheduled fee is charged for a copy of a transcript.
- Students have until the last day of late registration to request that "Directory Information" be withheld from the public. Pursuant to the Family Educational Rights and Privacy Act of 1974, "Directory Information" includes a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. If one does not want the "Directory Information" made public, he/she needs only to sign the form, "Notice to Withhold Directory Information" that is available in the Registrar's office.
- This law does not grant the right to contest the grade given for the student's performance in a course, or the right to examine a teacher's grade book.

Questions regarding the rights provided by Public Law 93-380, Family Educational Rights and Privacy Act of 1974, should be directed to the Registrar's office.

## Summary of the Intellectual Property Rights Policy

### Disclaimer

The following summary of the Intellectual Property Rights (IPR) Policy is designed to assist students in understanding the key points of the policy. Note: the summary is not the full IPR Policy. A copy of the full IPR Policy is available for your use at the following offices: Student Services Office, Library, Media Services Office, Communication Arts Department, Music Department, Academics Office, College of Arts & Professions, College of Bible & Church Ministries, and School of Graduate Studies.

### Purpose and Key Points

This policy is based on SAGU's recognition and encouragement of the development of a wide variety of creative works to which the originator and/or the University has exclusive or shared rights and privileges as provided under copyright law. SAGU further recognizes that this is an increasingly complex issue in higher education. Below is a summary of the key items included in the IPR policy:

- Provides formal definitions, descriptions and examples of and/or for intellectual Property, copyright, copyright notice, copyrightable materials, fair use, work made for hire.
- Describes the establishment, membership and function of The University Committee on Intellectual Property (UCIP) to assist the University in understanding and recommending IPR policy and resolution of disputes involving Intellectual Property Rights.
- Assigns applicability of the IPR Policy to employees and students of the university and conditions of applicability. The basic points are as follows:
  - The University has non-exclusive royalty-free rights to use, mark or modify original works and/creations if the work in question was created as a part of employment at the University or in fulfillment of academic requirements or was made possible through University resources as long as the use is in keeping with the purpose of the University.
  - Employees and students retain intellectual property rights to original works and enjoy the privilege of making the work available outside of the confines of the University. This and the point above describe joint ownership of intellectual property.
  - Should the University seek to distribute original works as a “pay for distribution” item the work must be properly copyrighted to the owner and a formal agreement must be established between the owner and the University dictating the terms of usage and compensation for usage.
- Defines “nominal or customary use” in creation of an original work and explains that in such cases the originator retains all rights to the intellectual property (i.e., the rights are not jointly owned by the University and the originator).
- Defines “substantial use” and “work-made-for-hire” in the creation of original works and identifies that most of the original works which are created are done so as a part of employment responsibilities and making use of University resources beyond those typically assigned to the responsibilities of employment and thus the University has rights to the created work. The following would fall in to this category:
  - The copyright of online courses including all electronic materials residing within the course.
  - The right to control the distribution of all intellectual property which SAGU holds the copyright and named ownership.
- Provides guidance on notification of leadership when projects or ventures falling into the category of substantial use become apparent so that clarification and understanding of ownership

can be determined as early as possible (see 4.5.2 ff).

- Explains that connection to the University as an employee or student does not provide ownership to the University of intellectual property beyond the scope of employment such as pursuing a hobby.
- Describes the process and criteria to “take exception” to the policies on nominal use, substantial use and/or work-for-hire.
- Explains standard policies on use by non-owners, reporting or disclosures, ownership of intellectual property, dispute resolution and rights of appeal.

A C A D E M I C S





# CAMPUS **SERVICES**

## **FINANCIAL AID**

The Financial Aid office should be contacted when a student is interested in applying for grants, scholarships, loans, or employment through the College Work Study Program. The purpose of this office is to help students obtain financial assistance from institutional, private, and government sources.

## **APPLICATION AND ORIENTATION**

Application for Financial Aid needs to be made on an annual basis shortly after the first of the year. ALL STUDENTS receiving financial aid are required to attend a Financial Aid Orientation session at the start of their enrollment at SAGU. Loans are not released until documentation of loan counseling is on file. All new students who want to participate in the Work Study Program must attend an orientation at the beginning of the semester. Information on various student aid programs are found in the University Catalog and the Financial Aid Handbook. Students have the responsibility for awareness concerning application deadlines. Refer to the school calendar, Financial Aid Handbook, Chapel announcements, bulletin boards, etc.

## **SUMMARY OF SATISFACTORY ACADEMIC PROGRESS (SAP)**

Students receiving aid must make measurable progress toward the completion of their course of study in order to continue to be eligible for these programs. The Higher Education Act mandates that institutions of higher education establish minimum standards of “satisfactory progress” for students receiving Financial Aid. All University coursework must be considered regardless of whether the student received federal Financial Aid at the time. Transfer students are considered to be making satisfactory progress upon enrollment at SAGU because only grades of C or above are transferable. The standards for determining progress at SAGU are comprised of the following components:

### **Cumulative Grade Point Average**

Undergraduate students are required to maintain a minimum cumulative grade point average (GPA) of 2.0 as stated in the Academic catalog. Graduate students must maintain a cumulative (GPA) of at least 3.0.

### **QUANTITATIVE-CREDIT HOURS EARNED**

Students may attempt up to a maximum of 190 credits while pursuing a Bachelor’s degree.

Students may attempt up to 99 credits while pursuing an Associate’s degree, 60 hours for a Master’s degree, 54 hours for Post-Baccalaureate Teacher Certification.

### **CUMULATIVE PERCENTAGE OF HOURS ATTEMPTED**

To ensure that undergraduate students finish their program within the maximum allowed time-frames, they are required to complete 70% of all coursework attempted including both transfer hours and hours at SAGU. Repeated courses are counted as attempted twice. Graduate students must complete their degree within 6 years of enrolling in the Graduate School.

### **TIME FRAME USED IN MEASURING PROGRESS**

All SAP measurements are calculated annually at the end of the Spring Semester for all programs. Financial Aid suspension will go into effect at the start of the following Fall Semester.

### **FINANCIAL AID SUSPENSION**

If a student fails to meet any one of the SAP measurements described above, he/she will be placed on

Financial Aid suspension. During the period of suspension, the student will not be eligible to receive Financial Aid. Students will be notified of this via their campus email address.

## FINANCIAL AID REINSTATEMENT PROCEDURES

To regain Financial Aid eligibility, a student must pay the expenses related to at least half-time enrollment (6 or more hours in a semester) during the period of suspension and satisfy all SAP requirements. After meeting all SAP requirements, the student must request reinstatement of eligibility in writing to the Financial Aid office.

## FINANCIAL AID APPEAL PROCESS

If a student is placed on Financial Aid suspension he/she may petition the Financial Aid department to consider mitigating (special) circumstances that resulted in his/her inability to meet the SAP requirements. The appeal must be typed and must include the Suspension Appeal Form, an explanation with supporting documentation (i.e., medical statements, divorce documents, letters of unemployment, etc.) of the reason(s) the minimum academic standards required by Satisfactory Academic Progress (SAP) policy were not achieved. Additionally, each appeal must be submitted with a letter of endorsement from a SAGU faculty/staff member. The appeal narrative and documentation should also demonstrate that the adverse circumstances have been resolved. All appeals will be reviewed within 7 business days of the Financial Aid office's receipt of a complete appeal (appeal form, student's appeal letter, endorser letter and supporting documentation). Notification of the review will be sent via the campus email address. For appeals that have been approved, students will be placed on Financial Aid probation for one academic year beginning with the next Fall Semester. SAP will be calculated again at the end of the Spring Semester. If the cumulative standard is met students will be placed back in good standing. Students that meet SAP for the academic year, yet are not meeting the cumulative requirement, will remain on Financial Aid probation until the requirement is met. For students that have been denied there is another level of appeal. Student must request in writing a review by the Financial Aid committee. Appeals that have been approved at this level will be required to see an academic counselor in order to tailor the class schedule for student success.

## Loan Exit Requirement

Students who receive loans are required to complete a loan exit session during their last semester of attendance.

## Refunds

Before dropping classes or withdrawing from the University, students should familiarize themselves with the school's refund policy. See the section "Financial Information" in the current Academic Catalog.

## ACCOUNTS RECEIVABLE SERVICES

Accounts Receivable serves the students of SAGU in all their financial matters.

1. Statements are sent out monthly to the student.
2. Limited check cashing is available for students with whom the University has had good financial experience.
  - a) Check Cashing Policy: The Accounts Receivable office will cash any personal check, money order, traveler's check, or cashier's check that is properly endorsed to your school account. Due to limited cash on hand, checks in excess of \$50 cannot be cashed. No checks will be cashed during the last week of the semester to allow for all student checks to clear the bank. The Cashier's office hours are 8:15 am - 12:00 pm and 1:15 pm - 4:30 pm (closed from

## C A M P U S   S E R V I C E S

- 12:00 pm - 1:15 pm).
- b) It is recommended that students who cash checks regularly, open an account at the Assemblies of God Credit Union located here on campus, or at a local bank.
  - c) Any returned check must be cleared immediately with cash, cashier's check, or money order. No additional checks will be cashed if this is not done. If two checks are returned during a year, no additional checks will be cashed during the balance of that year. A \$30 returned check fee is charged for all returned checks. Writing an insufficient check is a major infraction of the University rules and could subject the student to disciplinary action (see Major Infractions).
3. Funds for various student organizations on campus are processed in the Accounts Receivable office.
  4. Schedule of fees is available on the SAGU web page and financial counseling is available upon request. The Accounts Receivable office can assist the student in many ways, and students are encouraged to make use of these services.

### CAFETERIA SERVICES

The Cafeteria, located in the Sheaffer Full Life Center, serves the students and many guests who visit SAGU. All students living on campus are charged for room and board, without exception. All meal plans are set up through the Residential Life office and are final by the end of Late Registration. The complex operation of a University the size of SAGU does not permit special eating schedules, nor special cost adjustments for persons missing meals. Students under the care of a doctor for dietary reasons must submit to Business Services their particular diet needs as prescribed by their doctor.

1. Students must present their I.D. cards at each mealtime. Any student who does not present a proper I.D. will be denied food service until proper I.D. can be re-established.
2. Students are expected to follow appropriate social etiquette when dining. Any student who demonstrates rude behavior may be denied food service upon the recommendation of the Cafeteria manager and will be reported to the Dean of Students. Students will not be permitted to throw food items or create an inappropriate atmosphere in the Cafeteria.
3. Students will not be permitted to carry food or food trays from the Cafeteria unless approved by the Director of Food Services.
4. "To-go" meals can be provided for students working off-campus by requesting the proper form from the Cafeteria.
5. Meals are served by the following schedule:

#### Cafeteria Schedule (\*Hours are subject to change)

FLC Food Court: Weekends	
Saturday	Sunday
Brunch 9:00 am - 1:00 pm	Lunch 12:00 pm - 2:00 pm
Dinner 5:00 pm - 6:00 pm	Dinner 5:00 pm - 6:00 pm

<b>FLC Food Court: Week Days</b>
Breakfast 7:00 am - 15 minutes before chapel
Lunch 11:00 am - 2:00 pm
Dinner 5:00 pm - 7:00 pm

<b>Lion's Den: Week Days</b>
Grill Service 11:00 am - 7:00 pm (CLOSED Saturday and Sunday)
Coffee & Convenience 7:00 am - 8:00 pm (CLOSED Saturday and Sunday)

## CAREER SERVICES

SAGU's Career Services office, located in the Barnes Student Center, provides assistance to students and alumni in developing, evaluating, and/or implementing career, education, and employment decisions and plans. A variety of services are available to all majors and professional interests. Job Fairs and Career Days are organized to give students exposure to professionals who are looking for employees. Career Services offers an online career assessment, identifying personality, interests, skills and values. Assistance is available for resume writing. Planned seminars address needs relating to career development.

### Employment for Students

Although SAGU is unable to guarantee employment to the entire student body, it certainly desires to give every possible assistance in aiding students to find jobs either on or off campus. The Career Services office assists students in finding opportunities for part-time and full-time employment.

### Computer Network Access

1. Each student is to supply his/her own personal computer, but the University does provide the use of a limited number of computers located in Nelson Memorial Library and various other locations.
2. Macs are acceptable on the network, but Information Technology offers limited support for these machines.
3. Internet access is available to each student in the dorm room via the wired network. To access this network, the student will need to provide an Ethernet cable. If needed, the IT Department will supply one free of charge. In addition, wireless coverage is available throughout the entire campus. The wireless standards available to use are A/B/G/N. For more information on how to connect to the wireless network, see your Residence Assistant or Dorm Pastor, or contact the Information Technology department.
4. Steps for Internet connectivity are as follows:
  - a) For Internet Explorer: Open browser and choose Tools > Connections > LAN Settings. Make sure no boxes are checked. Select OK and close the browser. For Firefox: Open browser and choose Tools > Options > Advanced > Network > Settings. Make sure no boxes are checked. Select OK and close the browser.
  - b) When you are completely set up, you will have to authenticate to access the internet. To authenticate, you will use your SAGU username and password. This authentication should, at most, happen only once per session.
  - c) Any other connectivity problems can be reported to Information Technology located in the

Davis Building and at 972.825.4751.

5. Each student is provided an email account and is expected to use this account to correspond on campus. This email is provided by a third party in order to provide the greatest service. Students are allowed to keep up to 7GB of email in their accounts. Currently, this email address is available for the indefinite future. However, if the account is not accessed for a period of 9 months, all emails will be deleted and the account deactivated. There is no way of restoring any emails should this happen.
6. Each student has access to a network storage drive. Up to 400 MB of information can be stored. This drive is cleared at the end of every academic semester. It is highly encouraged to purchase a USB “flash drive” for storing and transporting files.
7. SAGU has a moral obligation to filter internet access in order to uphold our core moral values. Internet logs are examined on a regular basis. Reports are turned in to the Dean of Students for accounts that appear to have willful and repeated attempts to view sites not in harmony with SAGU’s standards.
8. Network accounts and passwords are synchronized throughout the computer software systems (Network, Email, CAMS, Blackboard, Internet, etc...) The password can be changed or reset by visiting the CAMS Student Portal at <https://estudent.sagu.edu>. When creating a new password, it must contain three of the following four characteristics: lower-case letter, upper-case letter, number, and special character. Passwords must also be at least 8 characters long.
9. The CAMS Student Portal uses pop-ups to display information. To correctly view the portal, any pop-up blockers should be configured to not block estudent.
10. While there are no specific bandwidth allocations per student, there is the expectation of responsible internet use so it is equally available to all students. Examples of unacceptable use of the internet would be extreme downloading, unauthorized downloading of copyrighted materials, and any other action that would legally or otherwise affect the University or the overall usage of the internet by other students. Unacceptable use of the internet may result in restrictions being placed for the user, with prior appropriate notification of any action being taken when possible.

Attempting to circumnavigate controls put in place may result in immediate suspension of internet privileges. It is the responsibility of each student to be aware of the legal aspects of what is accessed on the internet.

## Campus Printing

Students may print directly from their personal computer to the SAGU Campus Printing system and retrieve print jobs from one of several devices around campus. Additional features available include: printing in color, making copies, and scanning to PDF with the file sent to email.

The Campus Printing system works on a budget. At the beginning of every semester, each student is prescribed a budget for that semester. Performing the above functions results in a cost that is deducted from the allotted budget. Once a certain amount of the budget has been used, an email containing the current budget amount will be sent each time additional money is used. If the full budget is exceeded, additional money must be placed in the account in order to continue using the system.

## COPYRIGHT INFRINGEMENT

Distribution of copyrighted material, including music, games, and movies for which you do not have the express consent of the owner, is a violation of federal law and University policy. File sharing programs such

as Morpheus, KaZaa, BitTorrent, among others, are often used to share copyrighted material unless specific actions are taken to prevent it.

Sharing even a small amount of content, without prior permission, is theft and may result in violation of the DMCA (Digital Millennium Copyright Act) and being sued by the copyright holder. Such programs are typically used by malicious users to spread viruses and programs harmful to your computer, often using them to gain access to data on your computer.

SAGU may receive notices of copyright infringement happening on the network. In compliance with DMCA requirements, we must respond quickly to these notices. When the University receives such a notice, a notice is given to the offender of the situation and a window of time is allotted to clean the computer of the infringement and prevent it from occurring again. Upon a second occurrence, or non-compliance with the first notification, internet privileges will be suspended until the computer is inspected and verified to be in compliance by an Information Technology technician.

If a notice of non-compliance is received in error, please notify the Information Technology Department to find a resolution.

The simple solution is to not download these programs and risk sharing your personal data with the world. If you have any of these programs on your computer, uninstall them to be sure they are not putting you at legal risk. There are many sites on the internet where you may obtain content legally. Feel free to ask the Information Technology Department if you are in doubt.

## **COPY/PRINTING SERVICES**

Two copiers/printers are located on the first floor of the Library, and one in the lobby of the FLC for student use. Students may access these copiers using their Student ID card. Students may also download a printer driver onto their personal machine so they may print directly to any of these machines. Instructions for downloading this driver are located on the SAGU website ([www.sagu.edu](http://www.sagu.edu)) under the IT Fact Page. For any additional information related to these services please contact the IT Department at [infotech@sagu.edu](mailto:infotech@sagu.edu) or the campus Copy Center at [copycenter@sagu.edu](mailto:copycenter@sagu.edu).

## **COUNSELING CENTER**

SAGU provides biblically-based Christian counseling. The Counseling program is under the general supervision of the Vice President for Student Services. All students are encouraged to utilize this service when desired.

### **Personal and Spiritual Counseling**

The Administration, Faculty, the Dean of Students, and Residence Hall staff are available to do personal/spiritual counseling. The Counselors are available to fulfill this need.

### **Residence Hall Counseling**

Each hall is staffed with a Dorm Pastor and Resident Assistants. They are available for counseling when needed. They will specifically give assistance when the student has Residence Hall problems.

### **Academic Advisement**

Each student is assigned an academic advisor who is a faculty member. Students are to counsel with their advisors before registration and when dropping or adding a course. All students are supplied with a degree plan that is supervised by their advisor. This file is updated regularly and a current copy brought to the advisor when students request the advisor's signature. Students are to counsel with their advisors before

changing their major.

## Vocational Counseling

The Career Services office, the counselors, and academic advisors may be consulted when the student needs vocational counseling.

The Counseling program is designed to support the entire program of the University. All the members of the SAGU family stand ready to assist students, not only in academic matters, but also in all matters that affect their lives.

## HEALTH SERVICES

The health care needs of SAGU are coordinated through the offices of Residence Life. These services are located in Teeter Residence Hall.

### Campus Nurse

Student applications at the University are surveyed by the Campus Nurse to determine health care needs that should be brought to the attention of Dorm Pastors, food service personnel, directors of athletic activities, faculty, staff and/or administrators. All prescription drugs should be reported to both your Dorm Pastor and the Campus Nurse. A professional nurse services the health needs of the student body on a part-time basis. The Campus Nurse maintains contact with a local physician. The nurse is available to all students who report an illness, to treat minor problems and is available for consultation regarding health care needs. Students must visit the Campus Nurse or have the nurse visit them (if unable to leave Dorm Room) in order to be provided with illness verification for chapel. Students are referred to other qualified health care personnel for medical consultation, diagnosis, and/or treatment as necessary.

The Campus Nurse will maintain daily office hours that are posted on the Health Services office door and will be available on-call through the Residential Life office, the student's Dorm Pastor or Resident Assistant. The Health Services office is located in Teeter Hall. The Campus Nurse is also available for consultation to all students living off campus, faculty, staff and administration.

## INSURANCE

SAGU does not provide a *health or medical insurance program* for students. All students are strongly encouraged to have medical insurance coverage. Students should obtain medical insurance coverage if they are not already covered by a health insurance program. Students may purchase an optional health insurance plan as part of the Student Accident Policy.

Participation in the *student accident insurance program* of the University is required. Accident insurance coverage purchased in the University program applies only to the semester for which the student has paid. During the summer, the school will provide accident insurance for students engaging in SAGU sponsored ministry or athletic tours.

Students participating in Varsity Athletics must provide proof of primary insurance before being allowed to participate. Such coverage must be equal or better than the coverage offered through the provider of athletic insurance coverage.

Personal property is not covered by SAGU insurance. A Renters Insurance Policy, Student Property Insurance, or a Personal Items Rider under the student's parents' insurance may be purchased to cover personal belongings.

## PUBLICATIONS

SAGU encourages students to develop their journalistic skills through school sponsored student publications. Such publications function under the supervision of administratively appointed sponsors who have the right to review all material prior to publication.

### The Southwesterner

The annual yearbook contains pictures of the entire student body, faculty, staff, and administration, and gives a pictorial review of the events of the school year.

### The Image

SAGU's literary magazine is published annually in April/May; it is designed to glorify God through encouraging creativity.

## CAMPUS BOOKSTORE

SAGU Christian Bookstore, located in Sycamore Place, carries a complete stock of textbooks and academic supplies. The bookstore also carries an assortment of SAGU insignia items, including apparel, mugs, decals and much more. Additionally, they have gift items, music, Christian books, Bibles, jewelry, snacks and various electronic items on hand. Special orders are welcome.

Hours of operation are:

Monday - Friday	9:00 am - 5:00 pm
Saturday	10:00 am - 4:00 pm
Sunday	Closed

*(Extended hours will be available during registration periods.)*

## CLAXTON ATHLETIC CENTER

The Claxton Athletic Center is used for physical education classes, intramurals, and other

social events for students. It houses faculty offices, football team locker room, varsity athletic teams' weight room and storage for athletic equipment. Nearby are two volleyball sand courts for the use of the SAGU family. The Athletic Center and all related facilities are reserved for the use of SAGU students, faculty and staff. The facilities are closed to students during all Chapel times and regularly scheduled times for local church services.

## DAVIS STUDENT SERVICES CENTER

This facility houses the offices of Financial Aid, Human Resources, Registrar, Business Services, Academic Services, SAGU Learning Centers, Media Services, Accounts Receivable and the Cashier.

## JAMES L. BARNES STUDENT CENTER

The Student Center (see campus map) houses student mailboxes, Lion's Den, game room, study areas, lounge areas, and offices for Student Congress, Career Services and Student Services. **Lost and Found items are held in the Campus Security & Safety office.**

## GARRISON WELLNESS CENTER

The 32,000 square foot facility is dedicated to the physical well being of students, faculty and staff. A variety of exercise opportunities include racquetball courts, cardio equipment, weight resistance machines, gymnasium, pool and indoor track. The facility is named after Alton and Johanna Garrison. They have served the Assemblies of God in evangelism, pastoral ministry and Arkansas District leadership. Alton Garrison currently serves as Assistant Superintendent of the General Council.

Wellness Center Hours are as follows:

Monday - Thursday: 6:00 am - 11:00 pm

Friday: 6:00 am - 9:00 pm

\*Closed for Chapel: W/F 10:00 am - 11:15 am; T/TH 9:15 am - 10:30am\*

Saturday: 10:00 am - 6:00 pm

Sunday: 1:00 am - 5:00 pm

## NELSON MEMORIAL LIBRARY

Library Hours are as follows:

### Fall/Spring Semesters:

Monday - Thursday	7:30 am - 11:00 pm
Friday	7:30 am - 6:00 pm
Saturday	11:00 am - 11:00 pm
Sunday	1:00 pm - 5:00 pm

For hours during holidays and between semesters, please check the Library website [www.sagu.edu/library](http://www.sagu.edu/library) or pick up an information sheet in the Library. See Library door for posting of Special Hours during semester breaks and holidays.

1. Students, employees and visitors are welcome to use any of the Library materials. A current school I.D. card must be presented each time when individuals wish to check materials out of the Library. Undergraduate students are allowed to check out up to eight items; for graduate students the limit is fourteen. All students are limited to two videos.
2. The Library maintains a quiet atmosphere conducive to study at all times.
3. Students are responsible for all materials checked out with their I.D. cards. This includes fines for late, lost or damaged materials checked out on the card. Students may check out items for their use only.
4. Library books (other than reserved and reference books) are checked out for a period of twenty business days, and may be renewed for an additional two weeks if not on hold. Books reserved by professors (Curriculum Reserved Books) can be checked out for a lesser period of time as indicated by the professor. An overdue fine for a reserved item adds up by the hour.
5. Books must be returned to the return desk or book drop boxes (located directly outside of the entrances). Videos, CDs, DVDs are not to be placed in the outdoor drop boxes, to ensure the material will not be damaged.
6. Magazines are not to be taken from the Library. They are considered reference material, which is to be used for reading and research only in the Library.

7. Copies and scanning can be made on the Library copier-scanners. Printing is also available from any computer using the “follow me” SAGU printing system.
8. Library fines are as follows:

ITEM	AMOUNT
Books/Pamphlets	\$0.50 per day
Reserve Materials	\$0.50 per hour
Videos/DVDs	\$2.00 per day
Cassettes/CDs	\$0.50 per day
Lost/damaged item	Replacement cost plus \$5.00 processing fee

10. For access to the Library’s electronic resources and online catalog, go to the Library website at [www.sagu.edu/library](http://www.sagu.edu/library).
11. Library checkouts, Academic records, and Registrations will be on hold until Library materials are returned and all fines paid.
12. Computer Labs close ten minutes prior to Library closing.

## MAIL SERVICES

All University mail is distributed by the Campus Mail Center located in the Barnes Student Center. Boxes are provided to all on-campus students and tenants of Regents Apartments for non-business use. Students desiring a box for business purposes may rent a box from the Campus Mail Center. Students should regularly check their mail boxes for in-school communications and mail.

## SHEAFFER FULL LIFE CENTER

The Sheaffer Full Life Center serves as a center for everyday student activity and special events. It houses the chapel, cafeteria, athletic center with basketball, volleyball, racquetball courts, locker rooms and workout rooms. Additionally, it houses the following offices: Admissions and Enrollment, Faculty offices of College of Bible & Church Ministries, Southwestern Missions Association, and classrooms.

## SYCAMORE PLACE

Sycamore Place, located across the street from the Administration Building, houses the SAGU Christian Bookstore, Assemblies of God Credit Union, and the School of Distance Education.

## CAMPUS SECURITY AND SAFETY SERVICES

SAGU Department of Security and Safety Services provides for the security and safety of the campus for students, faculty/staff, guests and visitors. The annual Jeanne Clery report is available at <http://ope.ed.gov/security/index.aspx>.

## AUTOMOBILE REGULATIONS

These regulations govern the operation and parking of motor vehicles on property under the jurisdiction of SAGU. They apply to all persons enrolled in one or more classes at SAGU (including day and night classes, short courses, special courses, audits, etc.). Students are limited to one vehicle.

## Enforcement of Law

The automobile laws of the State of Texas are declared to be in full force and effect on the campus. SAGU's Department of Security and Safety are empowered and authorized to enforce these parking and traffic regulations. All city, state, and SAGU traffic regulations and rules governing the use of motor vehicles must be complied with on all parts of the campus throughout all hours of the day and night. The Director of Security and Safety Services and his representatives shall have discretionary powers to enforce a policy of traffic on campus when the same is not specifically provided for by these regulations.

*\*\*\*The campus-wide SPEED LIMIT is 15 MILES PER HOUR.*

*Pedestrians shall have the right of way at all times.*

## Parking Permits

All students who park motor vehicles anywhere within the controlled areas (SAGU campus and contiguous school property) must register their autos, trucks, trailers, and motorcycles with Campus Security.

No parking permit will be issued unless the Automobile Information Card is completely filled out, including the automobile tag number. Giving a false automobile tag number purposely will result in a fine and is subject to further discipline.

Parking permits will not be considered valid unless they are properly displayed on the vehicle according to the instructions provided by Campus Security. Only the valid permit will be allowed on the vehicle, all others must be removed.

Upon receiving and properly displaying a valid parking permit as required by these regulations, the permit holder will be allowed to park on campus in designated areas. All vehicles must be parked in marked parking areas. Students are not allowed to park in parking reserved for the handicapped, staff, faculty, administration, or visitor parking.

All motor vehicles or trailers parked on campus after the first week of school without properly displayed valid parking permits will be cited and fined.

Any student who brings a borrowed vehicle on campus must immediately obtain a temporary permit for the length of time that said vehicle would be parking on campus. Temporary permits will be issued for no more than seven (7) days. One 7-day extension may be issued if the need still exists. After that, a regular permit must be obtained. There is no charge for a temporary permit.

## Liabilities

The holder of a parking permit assumes full responsibility for the vehicle for which a permit was issued, including all violations of campus traffic rules involving said vehicle at all times while the vehicle is on campus.

SAGU assumes NO responsibility for the care and/or protection of any vehicle or its contents at any time it is operated, or parked, on this campus or at any location.

SAGU reserves the right to impound, at the owner's expense, any motor vehicle or trailer parked on this campus which:

1. Does not have a valid state vehicle registration properly affixed to said vehicle.
2. Has been left parked on campus for more than thirty (30) days in an inoperable condition.
3. Has been cited repeatedly (3 or more times) for violations of campus traffic regulations whose owner refuses to contact the Traffic/Security office for proper disposition of the citations.

4. Has been left parked on campus for thirty (30) or more days after a student’s enrollment at SAGU is terminated.
5. Is parked in a restricted area. The restricted areas are:
  - a) Corners of drives and fire lanes
  - b) Crosswalks and walkways loading zones
  - c) Emergency or handicapped parking
  - d) In front of dumpsters
  - e) Faculty/staff parking

### Vehicle Insurance

Each vehicle operated must carry public liability and property damage insurance to comply with the laws of the state of Texas.

### Traffic and Parking Violations

PARKING VIOLATIONS		
No Permit – Vehicle not registered	\$15	\$20
Expired Permit	\$15	\$20
Parked in Faculty/Staff Space	\$15	\$20
Parked in Unapproved Parking Area	\$15	\$20
Parked in Visitor Space	\$15	\$20
Parked in No Parking Area	\$15	\$20
Parked in Reserved Parking	\$15	\$20
Vehicle Upkeep/Repairs in Unapproved Area	\$15	\$20
Other	\$15	\$20
SAFETY VIOLATIONS		
Parked in Fire Lane	\$30	\$40
Parked in Handicap Spot	\$30	\$40
Causing Traffic Safety Hazard	\$30	\$40
Failure to Obey Stop or Yield Sign	\$30	\$40
Reckless Driving	\$30	\$40
Failure to Yield for Pedestrian	\$30	\$40
Other	\$30	\$40

**Giving a false automobile tag number purposely: refer to University Standards. Campus Security will immobilize any vehicle operated by a student that is repeatedly found to be in violation of existing guidelines.** The vehicle will remain immobile until all fines are paid and the student meets with the Dean of Students. The first time the vehicle is booted the fine is \$30 and each additional time the fine increases

## C A M P U S   S E R V I C E S

\$15. Campus driving privileges will be revoked after the third time.

Traffic and parking violations may result in the issuance of a citation. Fines associated with the citation are indicated on the citation. Payment of the fine should be resolved with immediacy or the citation may be appealed within 5 days of the date the citation was issued. Fines are to be paid at the cashier's window in the Davis Building during regular business hours. It is your responsibility to provide proof of payment to Campus Security in order for your citation to be cleared. When a fine remains unpaid after 15 days, the vehicle is subject to being booted.

A citation may be appealed by completing and submitting a Request for Appeal form. An appeal form can be obtained at the Information and Security Center. The Request for Appeal must be submitted to the Director of Security and Safety Services within 5 days of the date the citation was issued. The request must be legible and the following information must be annotated on your request.

- Your name
- Dorm & Room # or Home Address if not residing on campus
- Phone #
- Make/Model/Color/Year & License Plate # of your vehicle
- Date/Time/Location/Description of Citation
- Circumstances surrounding the issuance of citation
- Your reason for appeal
- A recommendation, if other than paying the fine, and reason for recommendation

Any request that is not legible and/or where required information is not annotated will not be forwarded to the Campus Safety Committee for review. Adhering to this procedure will ensure your request is forwarded to the Campus Safety Committee and reviewed and the dismissal of your citation considered. Submitting a Request for Appeal does not automatically dismiss your citation. After your Request for Appeal has been reviewed, the Committee's recommended actions will stand as the final decision.

Any combination of three unexcused violations in a single semester will result in suspension of campus driving privileges. Consultation with the Dean of Students will be required. Campus driving privileges will only be restored with approval from the Dean of Students.

### **LATE NIGHT ENTRY**

For the common protection of our student population, Resident Hall entrances are locked promptly at the scheduled curfew times. On-campus students arriving thirty minutes after curfew are to report to Campus Security to sign in and gain entry to their respective Resident Halls. Reports of late entry will be forwarded to the Dean of Students. Failure to comply with proper procedure will result in disciplinary action.

### **REPORTING EMERGENCIES**

During on-campus emergencies of any kind, Campus Security can be reached by dialing 972.923.5400. From any campus operated phone, dial 5400 or 5555. In cases of imminent danger, or life threatening emergencies, immediately contact Waxahachie Police by dialing 911. For non-emergency criminal behavior or activity, contact Campus Security, the Dorm Pastor, the Dean of Students, or an Administrator of the University.

### **EMERGENCY NOTIFICATION SYSTEM**

At SAGU, we strive to provide proactive emergency notification that enhances campus personnel safety for our students, faculty, staff and parents. Our goal is to inform individuals of potential danger so that we can protect them, minimize loss and facilitate the return to normalcy as quickly as possible. The SAGU Alert

System is used by SAGU to notify all campus personnel of an urgent situation or emergency. The system will contact individuals by either or all of the following methods: email, text or phone. All students are automatically registered in the SAGU Alert System. Individuals may “opt out” of SAGU Alert by filling out the proper form at the Security office.

## FIRE EXIT ROUTES

Guidelines for emergency exit routes are posted in each of the facilities on campus.

## STUDENT AND EMPLOYEE DRUG POLICY STATEMENT

SAGU, in accordance with high Christian standards of living, is committed to maintaining a drug-free environment. In support of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, SAGU has adopted the following policy statement as conditions of enrollment and/or employment:

1. **As a condition of enrollment/employment**, the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol is prohibited at any time.
2. **The University will comply** with all applicable legal sanctions under local, state and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.
3. **The University makes literature available** describing the health risk associated with the use of illicit drugs and the abuse of alcohol.
4. **All students/employees found in violation** of this policy will be referred to the office of Residential Life.
5. **Students/employees are required** to notify Campus Security, Dorm Pastor, Dean of Students, or supervisor respectively of any known criminal drug statute conviction or violation occurring at the University immediately upon knowledge of such conviction or violation. (See Major Infractions.)
6. **The penalty for violation** of any of the above statements may be termination from enrollment/employment with referral given to the appropriate authorities for thorough prosecution.
7. **The University will conduct** an annual review of its program to
  - a) determine its effectiveness and implement changes if they are needed;
  - b) ensure that the sanctions developed are consistently enforced.

## AMERICANS WITH DISABILITIES ACT

SAGU complies with the Americans with Disabilities Act. For inquiries, contact the ADA Coordinator, Jimmie Lamb at Extension 4636.

## POLICY FOR SERVICE ANIMALS ON CAMPUS

Information may be obtained from the office of Student Services located in the Barnes Student Center.

## HEW

HEW regulation 84:21...”No qualified handicapped person shall, because a recipient’s facilities are inaccessible to or unusable by handicapped persons, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity provided by the college.”

## **CAMPUS SAFETY REPORT**

SAGU annually submits a safety report to the federal government. Current students will be notified of the availability of the report by campus email in the Fall Semester.





# COMMUNITY **LIFE**

The University is aware of the many non-academic needs of students attending SAGU. This section of the Handbook describes services and programs designed to meet those needs.

## PERSONAL LIFE PHILOSOPHY

SAGU is always concerned about the personal life of its students. All students (married or single, off-campus or on-campus, undergraduate or graduate) are expected to conduct themselves at all times in accordance with the teachings of the Word of God, the accepted standards of the Assemblies of God, and the standards of conduct held by SAGU. SAGU Lions must realize the importance of being examples of Christian living both on and off campus.

With those from various and differing backgrounds, it is necessary that each student becomes acquainted with SAGU's standard of conduct and dress. The University states its intention of making biblical principles its primary basis for conduct as referred to in the Assemblies of God Bylaws, Article IX, Section 6, as follows:

In view of the alarming erosion of national moral standards, we reaffirm our intention of holding up Bible standards against all forms of worldliness. We urge all believers; "Do not love the world or anything in the world...For anything in the world—the cravings of sinful man, the lust of the eyes and the boasting of what he has and does—comes not from the Father but from the world" (1 John 2:15,16 NIV).

In its teaching regarding worldliness, the Scripture warns against participation in activity that defiles the body, or corrupts the mind and spirit; the inordinate love of, or preoccupation with, pleasures, position, or possessions, which lead to their misuse; manifestation of extreme behavior, unbecoming speech, or inappropriate appearance; any fascination or association which lessens one's affection for spiritual things (Luke 21:34,35; Romans 8:5-8, 12:1,2; 2 Corinthians 6:14-18; Ephesians 5:11; 1 Timothy 2:8-10; 4:12; James 4:4; 1 John 2:15-17, and Titus 2:12).

## CAMPUS INVOLVEMENT

### Activities

There are many student activities at SAGU. These activities are under the general supervision of the Director of the Student Congress Activities Board and faculty sponsors. All student activities are to be approved by the faculty sponsor and given an appropriate calendar date by the Director of the Activities Board. Students are encouraged to attend these activities, properly balancing their academic and spiritual responsibilities.

### Athletics

The primary purpose of athletics at SAGU is to offer a chance for the student to coordinate physical effort, self-discipline, and Christian testimony in the arena of sports. Team cooperation, development of a sense of fair play, and ministry outreach are important by-products of this program. Athletic teams at SAGU call themselves "The Lions" and their colors are purple and gold.

### Varsity Athletics

SAGU is a member of the National Association Intercollegiate Athletics (NAIA), and the National Christian College Athletic Association (NCCAA). The Lions are members of the Red River Athletic Conference.

### Intramural Athletics

The intramural program at SAGU is available to every student, staff member, faculty and administrator. Competitive team and individual activities are offered under the auspices of the Athletic Department.

\*\*Students are reminded that SAGU does not promote, support, or encourage student involvement in contact sports with the sole exception of the varsity football program. The University assumes NO LIABILITY for student injuries, which result from engaging in any sports. Specifically, students are warned against involvement in pickup games of tackle football due to the high number of injuries sustained from this activity.

## COMMUNITY RELATIONSHIPS

All members of the SAGU community are encouraged to live lives that represent the Spiritual Disciplines stated in this handbook. SAGU recognizes that people have differing viewpoints concerning various standards; however, in order to create a model of consistency, the University has set a level of conduct that each member of this University must live by. All members of the SAGU community are expected to show personal discipline, civility, and respect at all times.

### Dating

Students are encouraged to follow the teachings of the Word of God when dating so that their conduct does not bring reproach upon the cause of Christ. Students are not permitted to date non-Christians while enrolled at SAGU. Students are warned against any practices which might be interpreted as stalking or sexual harassment.

### Engagement and Marriage

Hasty engagements and marriages are discouraged. Students contemplating marriage are required to participate in the Engaged & Pre-engaged Seminars. Students are NOT permitted to marry during a school term without written permission from the Vice President for Student Services.

Married students should exercise all caution to protect their family relationships. Discipline and character are important to have while facing the rigorous challenges of higher education.

### Divorced Student Guidelines

Each student should be able to properly evaluate his/her conduct in light of his/her personal commitment to Jesus Christ; however, the possibility of mitigating circumstances, such as different interpretations as to standards by different congregations, has prompted the following standards of conduct for SAGU. Failure to adhere to the standards may result in the student being terminated from the University.

Individuals who are divorced but not remarried and whose former spouse is still alive, may be admitted only under the following conditions:

1. **The divorce must have been legally** finalized for at least three months prior to admission.
2. **The applicant must agree to preregistration** counseling with the Vice President for Student Services or the Dean of Students and to reside off-campus if required. The decision rendered concerning each case will be based upon the facts found in each individual case.
3. **Dating fellow students is prohibited** without the consent of the Vice President for Student Services and the parents.
4. **Individuals who are separated from** their spouses are not permitted to date.

### Public Display of Affection

Students have a right to know what their school considers appropriate behavior in their dating relationships. The following standard of conduct has been adopted and will be applied and enforced. It is expected that students will demonstrate public and private behavior in their dating and friendships that is glorifying to God and in keeping with a Christian testimony. They need to be sensitive to those around them and should

not conduct themselves in an offensive or inappropriate fashion.

SAGU strongly disapproves of private visitations by opposite gender students in either party's residence. (See Community Standards)

The University acknowledges that couples will have times when they are alone as well as times when they are with others. Consequently, there are two appropriate arenas of behavior in dating relationships:

## **1. Public Behavior**

Public behavior is that behavior with the opposite sex that is considered appropriate in places understood to be public and in places occupied, open to and in full view of others. (Note: Apart from a student's dorm room, the entire campus at SAGU is considered public.)

The following is considered appropriate public behavior by couples at SAGU:

1. Sitting together
2. Holding hands
3. A woman taking the arm of her date
4. A discreet, brief "good-night" kiss

The following is considered inappropriate public behavior by couples at SAGU (including but not limited to):

1. Leaning or lying on each other
2. Petting, fondling or caressing each other
3. Extended periods of kissing
4. Body massages

## **2. Private Behavior**

Private behavior is that behavior with the opposite sex that is considered appropriate in places not designated as public or commonly understood as public. Places that are private in character and nature – times when a couple is alone, not in the presence of another person or couple, away from others.

It is understood and recognized that private behavior will not be governed by the same guidelines as public behavior. At the same time, however, it is expected that Christian couples will always conduct themselves in a way that avoids undue temptation and is glorifying to God. In light of that, the following things will be considered inappropriate private behavior for couples at SAGU:

1. Laying on each other
2. Petting, fondling or caressing each other
3. Extended periods of heavy kissing or hugging
4. Visiting in each other's residence
5. Sexual relations of any kind or degree outside of marriage are strictly forbidden.
6. Body massages

NOTE: The Vice President for Student Services, the Dean of Students, Dorm Pastors, Resident Assistants, Faculty, Staff, and Administrative Personnel have the authority to interpret, apply and enforce these guidelines. Students who violate them may be reported to Administrative Personnel, Staff, Faculty, Resident Assistants, Dorm Pastors, the Dean of Students, and the Vice President for Student Services who may initiate disciplinary action.

## **SPIRITUAL DISCIPLINES**

Upon enrollment at the University each student makes a serious and spiritual commitment to obey all rules and regulations of SAGU, to take care of University property, and to assume all obligations as a student

with DISCIPLINE, OBEDIENCE and CHARACTER. All admission standards apply during the entirety of the student's enrollment including breaks between semester and summer break.

SAGU considers the following behaviors to be unacceptable for its students. Engaging in these activities is a violation of the Standard of Conduct of the University and results in a fine. Additionally, the student could appear before the Student Conduct Committee for disciplinary action or subject the student to immediate suspension.

Prudence and good judgement concerning all disciplines are given to Faculty and Staff. Should a specific item or situation arise that is not denoted in the Student Handbook, Faculty and Staff have the discretion to request students and residents to comply, and must be adhered to in the spirit of Christian maturity and submission to Godly authority.

## BIBLICAL STANDARDS

We avoid the following in view of Scriptural mandates and principles concerning living lives of righteousness, holiness, living above reproach, avoiding worldliness, avoiding the appearance of evil, respecting and caring for the body as the temple of the Holy Spirit (Titus 2:11-14; II Corinthians 3:18; Hebrews 12:14; I Corinthians 10:13; Romans 13:13; Romans 8:6-7; Romans 12:1-2; I Peter 4:7; Romans 8:6-7; Luke 21:34; and Galatians 5:21).

1. Possession or use of any illegal drug, mind altering substance, and/or drug paraphernalia
2. Any Scripturally prohibited sexual behavior as described in Exodus 20:14; Proverbs 6:32; Matthew 5:27-28; Matthew 15:19; Mark 7:21-23; Romans 13:9; I Timothy 1:8-11; and I Corinthians 6:13, 6:18 including:
  - a. adultery
  - b. Fornication (which by scriptural definition encompasses intercourse, oral sex, or any physical contact producing sexual stimulation)
  - c. Homosexuality
  - d. Lesbianism
  - e. Visiting sexually oriented businesses as described in Galatians 5:19-21; I Thessalonians 4:3; and Hebrews 13:4
  - f. Sexting i.e. creating or sending images or videos of a sexual nature via email, Skype, text, cellphone or any other form of communication
3. Dishonesty, cheating, falsifying chapel attendance or falsification of documents as described in Jeremiah 7:9-10; Matthew 15:19; and Mark 7:21-23 (see also p. 32, Academic Dishonesty/ Cheating)
4. Stealing (Possession of another person's property without permission) as described in Jeremiah 7:9-10; Matthew 15:19; Mark 7:21-23; and Ephesians 4:28
5. Using profanity or obscenity in your speech or written materials, including text messaging and online messaging, as described in Matthew 15:19; Ephesians 5:3, 5:4; and Colossians 3:8-10.
6. Possession or use of books, literature, magazines, audio/visual materials (tapes, CDs, videos, downloaded pictures/videos, DVDs, suggestive posters) and websites that are pornographic or inappropriate due to sexual content, obscene language, and/or violence (including all X and NC-17 ratings) as described in Mark 7:21-23, Matthew 15:19 and 5:27-28
7. Possession of material on occult practices, witchcraft, Satanism as described in Galatians 5:19-21.
8. Abortion as described in Romans 13:9; and I Timothy 1:8-11
9. Violation of any civil or criminal law - local, state, federal. (including but not limited to spouse or child abuse, child neglect, sexual harassment, stalking) as described in Hebrews 12:14
10. A thorough review of Scripture reveals stern warning against intoxicating drink and a call to separation from such drink. The spirit and intent of Scripture emphasize the consequences of

recreational consumption of alcohol. Students are prohibited from possessing or drinking alcohol, attending bars (places where the primary function is serving alcohol) or attending places where men/women are sexually exploited.

11. Recognizing that our body is the temple of the Holy Spirit and that certain products are a danger to one's physical and psychological well being, possession or use of tobacco is banned.
12. Gambling is defined as "any activity in which wealth exchanges hands, mainly on the basis of chance and with risk to the gambler." Scripture is clear regarding a believer's responsibility to be a careful steward of one's life and resources; therefore, students are restricted from participating in all forms of gambling.
13. Students are asked to refrain from dancing, but not because all forms of dance are inappropriate. The fact is the University allows dance movements and choreography to be incorporated in campus productions. Most youth and young adults dance in venues which do not positively contribute to one's spiritual formation due to the presence of some or all of the following: inappropriate/suggestive dance expressions, alcohol consumption, inappropriate music/lyrics and suggestive dress. Our policy is based on a focus of discipleship and adherence to the Scriptural principle that "whatever you do, do it all for the glory of God." I Corinthians 10:31.
14. Students are expected to evaluate all forms of entertainment in light of their faith in Christ Jesus as Lord and Savior. External rating systems are inadequate for developing discernment but can be used as a point of reference. Students are encouraged to think seriously about the moral implications of what is watched without relying solely on the entertainment industry's rating standards. All entertainment choices (e.g. television, video, movies, internet, computer games, music, publications, comedy clubs, theatre productions, etc.) should be limited to those which contribute to healthy spiritual, intellectual and social development. Activities and entertainment that are of questionable value or diminish a person's moral sensitivity should be avoided. Pluggedin.com and Screenit.com are two helpful sources that offer valuable information concerning entertainment content. Entertainment that has a rating of "R" or higher is prohibited on campus. The University reserves the right to declare any entertainment inappropriate.

Failure to maintain biblical standards may incur a fine from \$50 up to \$250 and could result in the student appearing before the Student Conduct Committee and possible termination from the University. Failure to comply with disciplinary action could result in another fine or further disciplinary action.

## COMMUNITY STANDARDS

The following may incur a fine from \$50 up to \$150 and could result in the student appearing before the Student Conduct Committee and possible termination from the University. Failure to comply with disciplinary action could result in another fine or further disciplinary action.

1. Unauthorized student visits to the room/residence of opposite gender, including mixed gender company off campus
2. Disruptions of chapel, classroom, cafeteria, dormitories, or other school events
3. Disrespect to University authorities as well as failure to produce I.D. when requested by appropriate school personnel
4. Failure to respond to an official summons sent by University as specified on pg. 51.
5. Possession of firearms, fireworks, or any device that burns or causes a fire, including but not limited to matches, candles, lighters, and illegal appliances
6. Tripping or tampering with fire alarms, security alarms, thermostats or fire extinguishers
7. Defacing, destruction, or unauthorized removal of school property. [Plus replacement cost]
8. Having University property illegally in your room or possession; such as, unauthorized possession of an examination, campus keys, another's I.D. card, cafeteria dinnerware, University inventory tags,

etc...

9. Hazing, fighting, or abusing peers including slander and gossip (See pg. 51 on Threats/ Harassment.)
10. Failure to comply with Fire or Weather alarm or drill
11. Failure to properly check out of Residence Halls at the end of each semester
12. Throwing items, including water, from Residence Hall windows
13. Pranks
14. Inappropriate use of windows or exits

The following infractions could incur a fine from \$10 to \$25. In some cases a warning will be issued:

15. Trash talking in sports
16. Failure to properly check out of the dorm overnight
17. Excessive noise or loud music during quiet hour, disturbing the peace
18. Public display of affection (see p. 47)
19. Dress code violations (see p. 52)
20. Poor room inspection
21. Failure to vacate Residence Hall during Sunday morning services
22. Having pets in the Residence Hall
23. Having water fights, water balloons, or water guns in Residence Halls
24. Grace minutes violation

## SOCIAL NETWORKING

Internet sites like Twitter, Facebook and others, have provided numerous ways for individuals to connect and stay in touch. Students must be careful that the material that is posted on their account falls within the biblical and community standards of SAGU. Any illegal or inappropriate behavior or language posted online violating standards of the University can be used as evidence for disciplinary actions by the University. Vulgar language and lewd images are improper for a person of moral integrity. In addition, students need to be aware that the material on their site is open to public viewing and potential employers, graduate schools and others can obtain access to postings.

## THREATS/HARASSMENT

In keeping with the goal of a harmonious Christian community, as well as a healthy educational atmosphere, the following will not be tolerated at SAGU: threats, intimidation, actions, defamatory language, public humiliation, and/or behaviors involving actual or implied physical peril. These include but are not limited to verbal assaults, written correspondence, email, texting, instant messaging and creating a hostile environment.

All reports of threats and/or harassment should be reported to the Dean of Students office. Once reported, these will be given serious consideration. A full inquiry will be completed and action taken, including immediate suspension if deemed necessary.

## RESPONDING TO OFFICIAL NOTICE

A student is expected to make an immediate response to an official summons/notice from the Dorm Pastor, the Dean of Students, Director of Security and Safety Services, Faculty member, or any Administrative office of the University. Disregarding an official summons/notice may constitute grounds for termination.

## DRESS CODE

SAGU's statement of purpose and core values reflect an intention to provide students a comprehensive

## COMMUNITY LIFE

educational experience that prepares them mentally, spiritually, physically and socially. The University's dress standards are, first, designed to create an environment that encourages spiritual formation; and secondly, to prepare students for success in the professional workplace. A follower of Christ desiring to successfully serve in vocational ministry, counseling, corporate business, etc., must understand what clothing, hair style, and adornment is appropriate for different settings.

As a follower of Jesus Christ, our appearance should be modest and not call attention to oneself (1 Peter 3:3-4). SAGU expects all students to be clean, neat, dressed in good taste, and avoiding bizarre or extreme styles, including form-fitting clothing. In addition, the following are not allowed because of community standards adopted by the University and the fact that these items are not allowed in a majority of professional work settings (men's earrings; nose, lip and/or other body piercings of any type for men and women; and no new visible tattoos). Finally, all types of head coverings are to be removed in chapel.

All appearance standards specified below are to be observed campus-wide with no exceptions. They apply to all students, single or married, living on-campus or off-campus. The dress code is in effect at the beginning of each semester, during finals, during summer sessions, and to all students on campus during vacation and holiday periods. Under all circumstances, MODESTY is the standard for all occasions.

The University reserves the right to declare any single piece of clothing or decoration as unsuitable attire for any occasion.

### PLATFORM MINISTRY ATTIRE

Students may be involved in chapel ministry. The following guide concerns acceptable

platform wear under normal circumstances. Its application pertains to student speakers, worship leaders, musicians, singers, choir members and other platform leadership roles.

#### Men

Coat and tie, banded collar dress shirt when buttoned, collarless knit shirt, button shirt, and dress slacks (no flip flops, tennis shoes, jeans, cargo pants, or denim).

#### Women

Dresses, skirts of a modest length (no slits above the knee) or dress slacks and blouses (no flip flops, tennis shoes, jeans, cargo pants, or denim).

Failure to comply with these standards may result in loss of ministry opportunity by decision of the Dorm Pastor, the Dean of Students, Administration, Faculty or Staff.

### CLASSROOM/CHAPEL ATTIRE

This applies to all classroom instruction; including the fall, spring, and summer sessions as well as day and night classes.

#### Men

Nice jeans (must not have any holes), slacks, or nylon wind pants, warm-up pants with pockets. Men's pants cannot hang low enough to show undergarments. They must be at the waist or above. Dress shirts, sports shirts, sweaters, nice sweatshirts, or t-shirts with acceptable/appropriate logos are permissible. Shorts are unacceptable for classroom/chapel attire. Pajama items are not acceptable as outerwear at any time.

#### Women

Dresses, skirts of a modest length (no slits above the knee), dress slacks, nice jeans (must not have any

holes) or nylon wind pants, warm-up pants with pockets. Shorts are unacceptable for classroom/chapel attire. Full-length blouses, sweaters, or nice sweatshirts/t-shirts with acceptable/appropriate logos are suitable (revealing necklines and revealing sleeveless attire are not permitted). No midriffs allowed. All shorts and sundresses are unacceptable for chapel or class at any time. Lingerie/pajama items are not acceptable as outerwear at any time.

## LEISURE ATTIRE

### Men

Full-length shirts, sweaters, sweat shirts, or t-shirts with sleeves are acceptable. Sleeveless types are permitted provided they run to the end of the shoulder and cut close under the arm. Slacks, jeans, jogging suits (with gym shorts underneath) or modest shorts are acceptable (spandex shorts or any other form-fitting clothing worn by itself is not permitted).

### Women

Full-length shirts, blouses, sweaters, sweatshirts, or t-shirts are acceptable. Sleeveless types are permitted provided they run to the end of the shoulder and cut close under the arm. No midriffs allowed. Slacks, jeans, jogging suits (with proper undergarments) or modest shorts are acceptable (spandex shorts or any other form-fitting clothing worn by itself is not permitted). Lingerie/Pajama items are not acceptable as outerwear at any time.

## ATHLETIC ATTIRE (Participants Only)

The Major Rule for Athletic Wear is ...MODESTY.

### Men

Full-length t-shirts, sweatshirts with sweat pants, or tank tops with uniform shorts or those approved for an activity (spandex or any other form-fitting clothing worn by itself is not permitted). Athletic attire must be modest in length and fit.

### Women

Full-length t-shirts or sweatshirt (sleeveless types not permitted) with sweat pants, uniform shorts or those approved for an activity (spandex or any other form-fitting clothing worn by itself is not permitted). Athletic attire must be modest in length and fit.

## VARSITY SPORTS (Men and Women)

Uniforms will be modest and appropriate. Uniforms will be chosen and approved for each sport. Practice clothing may be similar, but not briefer than team uniforms.

## SPECIAL OCCASIONS

The following is approved dress code for special occasions such as Homecoming, Class Night and the Athletic Banquet.

### Men

The platform ministry attire offers a basic guideline for attire. Tuxedos are also acceptable. Outfits that are wild or bizarre in design or color will not be permitted. Participants/Students are recommended to wear a suit that is a dark color. All attire must meet expectations or the candidate will not be able to participate.

## Women

Dresses are to be of moderate length. Proper undergarments are required. Since a regular brassiere is to be worn, no skin lower than this undergarment should be exposed in the front or back. The dress is required to have a decent neckline. No dress should have holes cut out of the material in the front or back. The dress should not be molded to the body, and if the dress is made of sheer material, it must be fully lined. All attire must meet these stated expectations or the student will not be able to participate. Sleeveless types are permitted with permission from the Dorm Pastor.

## PRIVATE TIME

For the privacy of their rooms students discretely choose their own dress. Students are permitted to follow the leisure dress code in dorm lobbies. At no time are students permitted to stand in their room window or have their dorm door open when inappropriately attired.

## MULTIMEDIA

SAGU recognizes the legitimacy of a wide variety of tastes in media acceptable to Christians. People from diverse backgrounds, cultures, and levels of spiritual maturity must live with each other in a harmonious Christian campus community. Use of media should inspire, not depress; edify, not tear down; promote healthy, holy values; not attack them. No unrated, Xrated, NC-17, MA or Rrated media will be allowed on campus.

The appropriateness of media will be determined by: loudness, lyrics and atmospheric effects within the campus community. The use of media to the disrespect of roommates and other dorm residents is an un-Christian behavior. Students are to show consideration for others in the way media is played. People repeatedly offending the dormitory community by inconsiderate use of their media equipment are subject to having that equipment impounded by the Dorm Pastor.

Students demonstrate high Christian principles by rejecting media that popularizes anti-Christian themes and activities. Media which portrays such themes and activities, together with their covers or posters are not to be brought to campus. Those discovered on campus may be impounded by the Dorm Pastor.

## HOUSING STANDARDS

SAGU fosters a community life on its campus that will properly reflect a Christian attitude. Cooperation, respect for the rights of others, respect for property, respect for authority, cleanliness and good personal habits are factors that are important in Residence Hall life. Violations of these standards could result in a fine or further disciplinary action.

Each room in the Residence Halls is equipped with a microfridge unit (refrigerator/freezer/ microwave), a telephone and phone number, and computer network access.

An on-campus student is any student living in a Residence Hall. All students under 23 years of age are expected to live in one of the Residence Halls. All students who are 23 years of age or older must be approved by the Dean of Students to reside in a Residence Hall. Any exceptions to this policy requires approval of an application by Residential Life.

## Room Reservation

All new students and incoming transfer students are charged a \$150 non-refundable room fee. Each semester, returning students wishing to reserve a room will pay in advance a non-refundable reservation fee of \$50. These reservations are taken during the last months of each semester. After the first three weeks of this reservation period, all remaining rooms are available on a first-come, first-served basis. This \$50 fee will

be credited to the student's account at the close of late registration upon proof of dormitory occupancy. Room selection is only guaranteed until the close of the first day of registration unless the student verifies to the Residential Life office that they are returning or not returning. All reserved rooms that are unclaimed could be given away by the first day of classes.

**However, if the returning student pre-registers for the following semester classes, the \$50 fee is waived, simply by showing the course schedule from the Registrar's office to your Dorm Pastor or the Residential Life Secretary. All fines must be paid before a room may be reserved.**

**Room Consolidations:** At times, reservations are made for new students or returning students which are not filled by that individual. As we are informed that a room reservation is not going to be filled by said individual, the individual who has arrived and properly checked in may be required to consolidate to or with another single student. It is our sincere desire to have all rooms and residents set by the first Monday after classes begin. Should a resident refuse to move or graciously accommodate a roommate being placed in his/her room, the University reserves the right to add an additional room fee at half of the cost of another person for the room.

**Single Room Fee:** Requests for a single room are based on availability. Requests can be made during the time of room reservations; however, if a situation arises when the room is needed, SAGU deems the right to fill the empty bed(s) as necessary. The single room charge will be placed on the student's bill during the late registration time period and will be an additional 50% of the room fee.

## Room Usage

The room will be taken care of by its occupants. Decorations and pictures may be hung after receiving approval from Dorm Pastor. Nails or the equivalent should not be driven into the walls, closets, or furniture. Tape with hooks should be used to hang pictures. Curtains should be hung under the direction of the Residence Hall Supervisor. DO NOT glue mirrors or cork to the walls. Fines will be levied if permission and approval is not sought and the student may be required to have the room repainted in an appropriate fashion at their own expense. A \$1 fee will be assessed for reentry of student's dorm room.

## Room Furniture

Every student is provided with a dresser or chest of drawers, desk, chair and a bed. Students are expected to take care of University furniture. When assuming occupancy, the student becomes responsible for the room furniture. Students will be charged for defacing or destruction of room furniture. **FURNITURE MUST NOT BE MOVED FROM ONE ROOM TO ANOTHER OR ONE DORMITORY TO ANOTHER OR TAKEN APART WITHOUT PERMISSION FROM THE DORM PASTOR.**

Dorm residents are permitted to personalize their rooms with their own furnishings. However, residents are encouraged to remember rooms are limited in size and roommates share an equal right to personalize their room.

## Room/School Property

This is an extraordinary event held on campus several times a year. Dormitory residents should expect to share their rooms and minister to prospective students who visit classes and participate in school devotions. Everyone works hard to make the event special for both our current and future students. Since hospitality is a mark of Christian leadership (1 Pet.4:9 "Be hospitable to one another without complaint"; also Heb.13:2; Rom.12:13; 1 Tim.3:2), this is a great opportunity for SAGU Lions to shine for the Lord and touch lives through courtesy, care and compassion.

## Room Cleanliness

A direct relationship exists between the way rooms are maintained and student attitudes. Each student is responsible for the daily care and cleaning of the room. A planned room inspection occurs once a week. **Unannounced room checks will be made periodically to ensure that rooms are kept neat and clean.**

## Campus Days

For one's own protection, **rooms should be locked at all times when not occupied.** The University is not responsible for the loss of personal belongings of students in any building. Students may check with the Office of Information and Security for any lost items.

## Loss of Personal Property

*SAGU assumes no responsibility for any loss of or damage to personal items, supplies, clothing, personal furniture, carpets, etc. due to fire, theft, inclement weather or otherwise. Students desiring to protect personal property should contact their insurance carrier to purchase "renters type" insurance. The Business office may be contacted for a referral to an insurance carrier if needed.*

Furniture is not to be rearranged in Residence Hall lobbies without permission from the Dorm Pastor. Students are required to observe the lobby regulations each Dorm Pastor establishes for his/her lobby. Students are to treat the lobby furnishings with respect, and will be charged for any damage to lobby furnishings. Lobbies are considered "closed" during all chapel services and regular times for Sunday and Wednesday church services.

## Residence Hall Lobby

Residence Hall lobbies will close during the following times for worship services:

Sunday Morning:	9:30 am - 12:15 pm
Monday Evening:	9:30 pm - 10:30 pm

## Room Changes

A student may not change dorm rooms without the specific and written approval of the Dorm Pastor and Dean of Students. A form is provided for this transaction.

## Moving from one Residence Hall to Another

This is prohibited unless approved in writing by both Dorm Pastors and the Dean of Students. A form is available in the Residential Life office. All moves must be made by the first Monday after classes begin.

## Curfew

Beginning last day of registration, SAGU follows this schedule:

Sunday - Thursday	12:00 Midnight
Friday - Saturday	1:00 am

\*\*Each night the gymnasium and volleyball court will close no later than 1/2 hour before curfew, and/or earlier as posted.

Since the security of SAGU is a matter of utmost importance, Residence Hall entrances are locked promptly at curfew. Students are expected to be in their Residence Hall by curfew. All students arriving after curfew will report with their I.D. card to the Security Station. After logging in, the student(s) will then be escorted to their respective dorm and given entry. No persons will be given entry to the dorms after curfew who are not residents of the dorm of entry. Students within the dorms are not authorized to give other students late entry. Reports of late entry will be forwarded to the Dean of Students. Failure to comply with proper procedure will result in disciplinary action.

Grace times are as follows:

Freshmen	60 minutes per semester
Sophomores	75 minutes per semester
Juniors	90 minutes per semester
Seniors	105 minutes per semester

Exceeding grace time will result in the following fines:

1-20 minutes	\$5
21-40 minutes	\$10
41-60 minutes	\$20
over 60 minutes	\$40 + automatic visit with the Dean of Students for further disciplinary action

## Late Permission

If a student needs to be out of the Residence Hall after curfew, written permission needs to be received from the Dorm Pastor. Since attendance at Dorm Devotions is required, the Dorm Pastor must approve permission for absence.

## Working Students

If a student needs to be out of the Residence Hall after curfew due to employment, that student must file with the Dorm Pastor a "Work Card" indicating the place of employment and the hours scheduled for work. Any change in work hours/employment requires submitting a new work card.

## Overnight Visit/Weekend Off-Campus

All Residence Hall students must sign out to stay off campus during a school term, even breaks and holidays. This can be done by filling out the sign-out log at the front desk of each dorm lobby. A residential address and name of the individual the student is staying with must be provided. Failure to comply with this is an infraction. NOTE: As a courtesy, every student should inform their Resident Assistant any time they will be off campus overnight.

In order for a student to have a single person of the opposite sex in his/her home, that student's parent(s) must contact the Dorm Pastor by 5 pm Thursday and issue an invitation for him/her to visit their home. The parent(s) must be present during the requested visit. Any exception to these guidelines must be made by the Dean of Students.

## Single Student Visits in Residences of Opposite Sex

Single students are not permitted in the residences of single students of the opposite sex. Students who are found to have been in the residence of a member of the opposite sex may be terminated from enrollment at SAGU. This applies to all students whether they reside on or off campus. (See the Dean of Students for special permission to visit in the residence of single students of the opposite sex.)

## Students in Room of a Member of the Opposite Sex

Students who are found to have been in the room of a member of the opposite sex may be terminated from enrollment at SAGU. Permission may be obtained from the Dorm Pastor for special circumstances.

## Room Guests

- a. Guests who are not part of the specific Dorm community are expected to leave the Residence Hall at curfew unless the Dorm Pastor has received and approved a written request for them to stay in the Residence Hall.
- b. If the overnight guest of an on-campus student is an off-campus student, family member, a personal friend from out of town, or an alumnus of SAGU, the student must obtain written approval from the Dorm Pastor for his/her guest(s). The guest(s) may stay a limit of three (3) nights without charge maximum (one visit per month maximum). If the guest(s) stay longer than three (3) nights, approval must be given and the student or guest must pay \$15 per night to the Dorm Pastor. During the summer session all room guests pay the \$15 overnight fee.
- c. If the guest of an on-campus student is not approved by the Dorm Pastor, the student is charged for the nights the guest has stayed in the Residence Hall and the guest may be required to leave.
- d. Dorm residents who desire to spend the night in another Residence Hall must receive clearance from the Dorm Pastor of the Residence they wish to stay the night in by 10:00 pm. Also, students must sign out of their own Residence Hall. Failure to gain permission may result in a fine.

## Quiet Hours

Quiet hours are from 10:00 pm - 10:00 am in each of the Residence Halls and are to be respected in the immediate areas around the building itself. Any activity deemed to be a distraction to the enforcement of Quiet Hour could be moved or ceased by Residential Life. Therefore, the following guidelines will be enforced:

- a. Students must learn to live in mutual respect. SAGU is an institution of higher learning and students should respect one another's need for study and appropriate sleep.
- b. Stereos, TVs and musical instruments may be used but the noise level must not be heard outside the

room during Quiet Hour. Drums are strictly prohibited from being played in the dorms.

### **Prohibited Items**

Toasters, electric skillets, George Foreman tabletop grills, or rice cookers, woks and any other cooking appliances are not permitted. Coffee makers will be allowed. Violation of this safety policy will result in the impoundment of the appliance.

### **Fireworks or Firearms Prohibited**

All firearms, weapons of any kind (including but not limited to paint guns, pellet guns, slingshots, and archery equipment), and fireworks must be turned in to the Dorm Pastor or will be confiscated.

### **Secure Doors, Windows, Alarms, Thermostats, & Electrical Panels**

Unauthorized use of windows, exits and secured doors in non-emergency situations is not permitted. Setting off or tampering with security alarms, thermostats, and electrical panels is strictly forbidden. Talking, whistling, gesturing, or yelling out of windows is prohibited at all times, in all buildings. Students are not permitted to remove windows, screens, or doors. Nothing should be thrown from the windows. Those violating this guideline may be required to appear before the Student Conduct Committee.

### **Telephone Use**

Telephones are available for all rooms, upon request. A phone number is assigned to each phone. Phone features include room to room, campus, and local calling. Long distance is available only with calling cards. All roommates are responsible for unreasonable wear and/or damage to the phone assigned to their room. Retail, off-the-shelf phones, will not work.

For the latest information, costs, and assistance, please stop by the Information Technology offices located in the Davis Building or call Extension 4751.

### **Searches**

Room searches are discouraged and seldom performed. If a serious need warrants it, Campus Security and the Dorm Pastor may search any or all rooms only with approval from the Dean of Students and as long as the occupant is there at the time of the search. If the occupant cannot be notified the Dorm Pastor shall be accompanied by two witnesses.

### **Dorm Meetings**

All on-campus students are required to attend all announced meetings. The Dorm Pastor must approve any exception. Failure to attend may result in disciplinary action.

### **Illnesses**

Any illness is to be reported immediately to the Residence Assistant and/or the Dorm Pastor who will inform the Campus Nurse. In a case of immobility the Dorm Pastor will advise Campus Nurse as to the need to visit the student. Students in need of sick trays for their meals should contact the Cafeteria via friend, roommate or Residence Assistant that day. The Campus Nurse should be notified and consulted regarding all major health care needs. Daily office hours will be maintained as posted on the Health Services door, in the Residential Life office, and in each dorm. The nurse will be available for emergencies on-call through the student's Dorm Pastor, the Residential Life or Student Services offices. Any problems should be reported to the Dean of Students.

### **Checking Out of the Residence Halls**

## COMMUNITY LIFE

All students must clear checkout with the Dorm Pastor, turn in their keys, and have their rooms inspected for satisfactory condition before leaving school. Rooms must be completely vacated and cleaned out by noon the day the Residence Halls close (see Calendar). The only exceptions will be students who contract to reside on campus for the summer. If rooms are not left clean and in good repair, the student's account may be fined up to \$150 for cleaning and minor repairs. Anything left in the room becomes the property of SAGU and will be discarded. Failure to properly check out of your Residence Hall will result in an additional fine being assessed.

### Summer Storage and Abandoned Possessions

Regrettably, due to space limitations, annual maintenance, and use of the University facilities by many outside groups, summer storage of student possessions is a service which cannot be offered. Student possessions left on campus during the summer will be disposed of. This includes bicycles left on bike racks.

### Summer Housing

The University offers summer housing. The summer contract is available through the Residential Life office. This contract shares the pertinent information for an agreeable living arrangement for the summer. It also includes cost information.

Note the following procedures:

1. Obtain a contract from the Residential Life office.
2. Read in full and sign, then turn in to the Residential Life office.
3. When the countersigned document is returned to the student, the student is to pay the summer fee in advance at the cashier's window.
4. The cashier will validate on the student's contract that the fee has been paid.
5. The student will take the validation to the Residential Life office for room assignment.

### Off-Campus Housing

The University's Board of Regents has an established criterion for its resident program. All undergraduate single students under 23 years of age taking seven (7) or more hours are required to live in the Residence Halls, unless approved for off-campus. Off-campus applications for the upcoming semester are only accepted during the scheduled reservation time. Approved off-campus applications must be renewed annually. Students that reside off-campus are required to abide by SAGU's Dress Code, as well as all other guidelines contained in the Student Handbook. Senior students who qualify may be allowed to reside in the Regents Apartments. See the Housing Department in Teeter Hall for applications and qualification guidelines.

## DISCIPLINARY PROCEDURES

### Fines

When a student violates the Standard of Conduct of Southwestern Assemblies of God University he/she may be assessed a fine. Any fine should be resolved with immediacy. It is to be paid at the cashier's window in the Davis Building during regular business hours. Any regular fine that remains unpaid after 15 days, becomes a separate infraction, and is subject to disciplinary action. A student cannot reserve a room or register for classes if they have an outstanding fine. Fines may be appealed to the Vice President for Student Services.

### Community Service

In some cases a student may be required to perform "community service" as a form of restitution for

offending behavior.

## Campusing

Under the supervision of the Dean of Students a student may be “campused” by his/her Dorm Pastor as a part of discipline. Campusing is defined in two ways:

1. “Full campusing” means that a student is restricted to the campus at all times and is confined to the dorm room except for church attendance, employment, meals, classes, chapel services, or when going to the Barnes Student Center to check his/her mail. Other than the assigned roommate, visitors are not allowed.
2. “Regular campusing” means that a student is confined to his/her room from 7:00 pm until 6:00 am.

## Disciplinary Probation

A student may be placed on “disciplinary probation” for a major offense or the accumulation of several minor offenses.

1. **A student may be placed on “disciplinary probation”** for a major infraction or accumulating three minor infractions of the Standard of Conduct. The student may face the Student Conduct Committee as well.
2. **If under 18 years of age, whenever a student** comes under “disciplinary probation” the Dean of students contacts the parents or guardian explaining the circumstances.
3. **Students under “disciplinary probation”** are not permitted to participate in any extracurricular activities, such as traveling groups, varsity sports, club sports, chapel leadership/music, school musicals/programs, summer/holiday tours, hold an office in clubs, classes, SMA or Student Congress, or engage in a school activity or external ministry which puts them in a visible, public role.
4. **If a student under “disciplinary probation”** commits another offense, major or minor, that student may be required to appear before the Student Conduct Committee.
5. **Any student who incurs disciplinary probation** two semesters in a row will be suspended.

## Suspension

A student’s tenure may be interrupted for a stated length of time in such cases where, in the opinion of the University, it will benefit the student or preserve the integrity and standards

of the school. SAGU reserves the right to suspend students because of low standards of scholarship, poor mental health, or a conflict of attitudes and standards of behavior with those which the University seeks to maintain.

A student who does not cooperate with the aims and ideals of the University may be asked to withdraw or be denied readmission whenever the general welfare demands it, even though there may be no specific breach of conduct.

In the event a student is suspended from school, he/she will be required to contact his/her parent or guardian immediately. A refund of room and board charges will follow standard refund policies applicable to student withdrawal. All students readmitted after suspension for disciplinary reasons are placed on disciplinary probation for the first semester after their return. Further violations could result in termination of the student.

Students who are suspended are required to vacate the campus community no later than 24 hours after the decision to suspend has been rendered. Suspended students are not allowed on campus unless given special permission from the Dean of Students and are viewed as trespassers subject to arrest and prosecution.

## Student Conduct Committee

SAGU holds that every student, upon signing the University application form, is under moral contract to the University to abide by its standards. Consequently, each student is responsible to exercise self-discipline to live within the limits of the University standards. Because the student body is composed of persons who are devoted to Christ and who consider Christian submission and humility valuable assets to the building of strong character, this should not be a problem.

In the case of a serious violation of University standards the Dean of Students will initiate the following disciplinary process:

1. **The Dean of Students** will notify the student to appear before the Student Conduct Committee.
2. **The Committee will discuss the violation(s)** with the student and the student will be permitted to give an explanation for his/her behavior.
3. **The Committee has the right to suspend or terminate** a student when the members are convinced that a major violation of school standards has been committed or terms of disciplinary probation have been violated.
4. **In the event of suspension or termination**, the student must leave campus within 24 hours. Any student denied admission or suspended for disciplinary reasons is banned from the campus except by special permission from the Dean of Students.
5. **The decision of the Student Conduct Committee** is communicated to the student by the Chairman of the Committee and the Committee will then have prayer with the student.
6. **The decision of the Student Conduct Committee** is communicated to the parents or guardian of a dependent student under 18 years of age, by the Dean of Students.
7. **A student suspended by the Student Conduct Committee** may choose to appeal the decision of the Committee. The appeal process is as follows:
  - a. The student must file a formal written appeal to the Appeals Committee through the Vice President for Student Services no later than twenty-four hours after the Student Conduct Committee meeting.  
 If no formal appeal has been filed within twenty-four hours of the decision, the Student Conduct Committee decision will be final.  
 The Vice President for Student Services shall refer the appeal to the Appeals Committee within twenty-four hours with any additional information pertaining to the matter in question. The Appeals Committee is made up of select members of the Administration as appointed by the President.
  - b. The decision of the Appeals Committee is communicated to the parents or guardians of the dependent student less than 18 years of age, by the Vice President for Student Services.
  - c. The decision of the Appeals Committee will be considered final.
8. **The Appeals Committee has the prerogative** to consider all decisions made by the student conduct committee and to
  - a. Reaffirm the action of the Student Conduct Committee, or
  - b. Lessen the severity of the action taken by the Student Conduct Committee, or
  - c. Increase the severity of the action taken by the Student Conduct Committee.

## STUDENT AND EMPLOYEE SEXUAL ASSAULT/HARASSMENT POLICY

In support of the Crime Awareness and Campus Security Act of 1990 SAGU has adopted the following policy statement with regard to sexual assault and racial violence: Southwestern Assemblies of God University, in accordance with high Christian standards of living, is committed to the pursuit of a morally pure environment. This moral purity touches the entire scope of human relationships. Preaching, teaching, properly orienting our students, and modeling this commitment on our campus prevents many of the problems with which our society struggles. SAGU's standards are described in detail in the Student Handbook under the following subheadings: Personal Life, Biblical Standards and Community Standards. Information concerning sexual assault may be obtained in the office of Residential Life.

**Procedures:** In the unlikely event that an assault on campus should occur students and employees are expected to contact their most immediate campus authority for reporting purposes. This would include but not be limited to the Dorm Pastor, Campus Security, the Dean of Students, the Vice President for Student Services, or any other University Administrator. For incidents which occur off campus immediate recourse is to the local police.

## STUDENT COMPLAINTS

The University regards general complaints with appropriate attention. The student body is regularly polled with respect to academics and student life. Faculty members, College Deans, and the Vice President for Academics are approachable concerning classroom and curricular matters. Student Congress executive officers regularly share student concerns with the Vice President for Student Services. Students are welcomed to visit with the Vice President for Student Services to make personal concerns known. Formal written complaints may be filed with the Vice President for Student Services.

### Initiating and Processing Complaint

Any student that wishes to log a complaint must first discuss it with the Dean of Students with the objective of resolving the matter informally. Should this informal discussion fail to satisfy the student, then a formal written complaint must be filed with the Vice President for Student Services. No complaint will be received in which the complainant refuses to commit to written record. All persons against whom a complaint has been filed will be notified of the allegations. A complaint may be withdrawn at any step without prejudice and cannot be reopened.

### Procedure

**Step 1:** The complainant shall file a formal written complaint with the Vice President for Student Services, using the Student Complaint Form that can be acquired from the Student Services office, or on the SAGU website ([www.sagu.edu/studentcomplaintform](http://www.sagu.edu/studentcomplaintform)). This form should be filed no later than 10 days after the incident involved in the complaint.

**Step 2:** Upon the evaluation by the Vice President for Students Services, an investigation will be conducted. The investigation may include interviews of all parties involved in the complaint and the gathering of all available evidence. In the event that the matter involves academics, the complaint will be turned over to the Vice President for Academics for investigation.

**Step 3:** Once the matter has been investigated, the Vice President for Student Services will inform the complainant of the resolution. If the student is not satisfied with the resolution, the complaint shall be transmitted to the President. Whomever the President designates shall meet with the parties of interest. A response to the complaint shall be indicated in writing with a copy furnished to the complainant and the accused. This response will be considered as final.

## C O M M U N I T Y L I F E

In the event that students believe they have been unfairly treated, or have issues with the University that cannot be resolved by the methods outlined above, they have the right to contact our accrediting agencies and/or various state and other governmental agencies ([www.sagu.edu/complaintprocedure](http://www.sagu.edu/complaintprocedure)).





# STUDENT **ORGANIZATIONS AND GROUPS**

## ORGANIZATIONS AND GROUPS

SAGU considers organized student activities and programs to be an important component of the total development of a student. The University enjoys a variety of groups in its student life. Some groups are members of the Student Congress. Others function in a different context. All SAGU students (undergraduate, graduate, single, married, on/off campus) have the privilege to participate in any of these organizations, subject to the individual internal policies of each organization.

### STUDENT CONGRESS

This group of student representatives endeavors to make SAGU a better University by promoting Christian fellowship and cooperation among students and faculty. There are four purposes of Student Congress: 1) spiritual growth, 2) scholastic achievement, 3) social connection, and 4) school pride. Student participation gives understanding and develops capacities for leadership in such areas as current social, economic, political, cultural, or religious problems and issues.

SAGU encourages students to participate in a process that directly influences decision-making. Annually, executive officers of Student Congress are appointed to standing committees of the University as representatives of the student body. These appointments are ratified by the Administration and published in the Institutional Policy Manual. Representative students are also encouraged toward full involvement in Student Congress and all of its subsidiary organizations, as well as Southwestern Missions Association, and the Alumni Association for the purposes of assisting SAGU to effectively achieve its published missions.

### Board of Representatives

A Board consisting of three elected students of each classification that exists to represent the student body and communicate between the student body and the administration.

### Activities Board

The Activities Board plans various Student Congress sponsored events each semester for the entire student body. The activities include Battle of the Dorms, Homecoming, Christmas Party, Spring All School Fellowship, Valentine's Banquet, and Class Night.

### Student Congress Organizations

These student organizations have been approved by Student Congress and work to promote unity amongst the SAGU population. Note below the review of Student Congress organizations. Find a place to get involved.

#### ACTS 2:42

An organization programmed to provide appropriate socialization among married students, parents, and single parents.

#### Christians United for Israel (CUFI)

The sole purpose of CUFI is to distribute the knowledge and awareness of Israel. The purpose of CUFI meetings is to discuss Israel topics and presentations.

#### Fellowship of Christian Athletes (FCA)

FCA is an organization comprised of athletes and coaches who meet twice a month for fellowship and to encourage spiritual growth with an emphasis of how sports can be used in ministry.

### **Gold Jackets**

Gold Jackets is an all-female organization that simply serves. The women serve SAGU and the community in any way possible. Most importantly, they serve God with their lifestyles. With fellowship and serving, the women form a bond that will last a lifetime.

### **Men of Integrity**

Men of Integrity is an organization that helps men grow and develop in their walk with Christ. They aim to impact the community of SAGU and the surrounding areas. The men meet once a week and host other events like grilling nights and the famous Car Bash.

### **Music Teachers National Association (MTNA)**

SAGU Collegiate Chapter of MTNA provides educational, musical, social and professional experiences that augment the student's formal course of study, acquaints students with professional opportunities and career options in the field of music, and develops professional leadership skills.

### **Royal Family Kids Camp (RFKC)**

Royal Family Kids organization is for individuals who would like to support, strategize, and promote Royal Family Kids Camp throughout the year. RFKC is a one week, overnight camp designed to meet the unique and overwhelming needs of abused and neglected children in the South Dallas area. Children (ages 6 to 12) attend this camp on the SAGU campus each July. The RFK organization plays a vital role in creating a life-changing week for children of abuse and neglect.

### **The History Society**

The History Society is an organization in which individuals, regardless of their major, can come together and apply their love of history through discussion groups, field trips, fundraisers, and historically themed banquets. Whether you enjoy history as a hobby or as a major, The History Society is open to everyone.

### **Women of Ministry**

Women of Ministry is a group that focuses on helping young women develop relationships and become the women God designed them to be.

## **SOUTHWESTERN MISSIONS ASSOCIATION (SMA)**

The purpose of SMA is to extend the Gospel of the Kingdom of God at home and abroad by instilling a passion for Missions in the heart of every member of the SAGU campus family and to mobilize them into prayer, giving and involvement in the Great Commission. SMA's activities include coordinating Missions Chapels and Conventions, campus-wide prayer meetings, local outreaches (FrontLine Ministries) and missions trips around the world (MISSION TEN).

### **Prayer Ministries**

The heart of SAGU has always been selfless prayer and intercession for the nations. This tradition is alive and well today and can be seen in the vibrant SMA prayer activities across campus. Students, staff and faculty are encouraged to participate in the following student-led prayer ministries of the campus. All prayer meetings are conducted in the Jeter World Prayer room on the second floor of the Sheaffer Full Life Center.

### **Flame Prayer**

A daily prayer meeting from 7:00-8:00am to rekindle the fire in you.

### **InterSeed**

An intercessory prayer ministry on behalf of all FrontLine Ministries, specifically targeting Friday night evangelistic efforts. Members of InterSeed bathe the other outreach teams in prayer as they are reaching out on Friday nights.

### **Jumaa Prayer**

The Jumaa Prayer fellowship is a dedicated team of intercessors that meet together on Fridays from 12:00-1:00 pm to fast and pray for the Muslim community to come to know Christ.

### **Revival Prayer**

Revival Prayer meets every Thursday from 8:00-10:00 pm. This is a weekly ministry devoted to praying for revival on campus and in the church.

### **World Prayer**

The World Prayer meeting is held every Monday from 6:00-7:00pm. Students pray for the needs of the world.

### **Frontline Ministries**

This group of student-led ministries reach out to the Waxahachie and greater Dallas/Fort Worth community in evangelism and service. Involvement by students is voluntary and open to all students. Participation is usually on a weekly basis, but may include special events.

### **Chi Alpha**

This is a ministry that reaches out to students on secular campuses in the Dallas/Forth Worth area.

### **Common Ground**

This is an after school program serving underprivileged children in Waxahachie. SAGU students get to invest in the lives of these children through tutoring, mentoring, relationship building and weekly Bible studies.

### **Cutting Edge**

This is a group of people that faithfully reach out to the homosexual community of Oak Lawn with love and friendship. They strategically plant seeds through gentle outreach and a ministry of integrity.

### **Dallas Metro**

This is a children's ministry in inner-city Dallas.

### **Faithful Friends**

A ministry that goes to local retirement centers/nursing homes.

### **Fun Fusion**

A children's ministry reaching out to children of Dallas. Fun Fusion partners with local churches and Dallas Metro to do weekly Sidewalk Sunday school programs.

### **ImPACT Saturday**

A monthly outreach to the Waxahachie community. Outreaches focus on expressing the gospel through service to the community.

## Isaiah 61

An outreach to the prisons across Texas. Students are trained for prison ministry and get to experience first hand the privilege of entering prisons with the gospel of Jesus Christ.

## Street Hope

A weekly outreach to the homeless of downtown Dallas. Students prepare and serve food, distribute clothing and lead a worship service for the homeless of Dallas in partnership with Cornerstone Baptist Church.

## The Voice

A ministry to trafficking victims and their children in Dallas. The Voice partners with a local non-profit organization that runs a shelter for rescued women. Students visit weekly to minister to both the spiritual and physical needs of these women.

## Mission Trips

SAGU is committed to fulfilling the Great Commission and this is evident through its campus-wide MISSION TEN initiative. MISSION TEN (To Every Nation) is a commitment to send a student-led missions team to every nation of the world and every province of China and state of India by the year 2020.

Team Leaders and Assistant Team Leaders are appointed during the first two weeks of the Fall Semester to recruit and lead teams to various nations of the world over the Summer Break. Trips are open to all SAGU students. For more information, contact the SMA office or visit [www.sagu.edu/missionten](http://www.sagu.edu/missionten).

## MUSIC AND DRAMA GROUPS

### Ministry Teams

Students are encouraged to consult with the Director of Student Ministries before beginning drama teams and singing groups such as trios, quartets, etc. Students traveling in ministry must be approved by the Vice President for Student Services and should carefully follow the highest standards of ministerial ethics and etiquette and must have a sponsor.

### Ransomed

Ransomed is comprised of vocalists and a live band, equipped with a repertoire designed for ministry in church services and special event settings.

### Dramatic Pause

Dramatic Pause is a select group chosen by audition. They minister on a regular basis through the use of human video, skits, mime, and drama in churches of our region.

### The Call

A dynamic musical ensemble consisting of vocals and band chosen by audition only at the beginning of each semester. Along with special presentations in chapel they will minister in churches, conferences, district councils, retreats, etc. throughout our region as they represent SAGU.

### Harvesters

A Southern Gospel male quartet

## HONOR SOCIETIES

### Kappa Delta Pi Honor Society

Kappa Delta Pi, international Honor Society in Education, was founded in 1911 to foster excellence in education and promote fellowship among those dedicated to teaching. Pioneering from its beginning by including women as well as men, Kappa Delta Pi grew from a local chapter to the international organization it is today, comprising 582 chapters and more than 45,000 members. The Society endeavors to maintain a high degree of fellowship among its members, promote professional growth, and honor achievement in educational work. The SAGU Greek Chapter of KDP, Alpha Epsilon Tau, was chartered on February 28, 2010 with twenty-seven members.

### Phi Alpha Theta Honor Society

Phi Alpha Theta is a professional society with a mission to promote the study of history through the encouragement of research, good teaching, publication, and the exchange of learning and ideas among historians. SAGU's first induction was 2001. The chapter seeks to bring students, teachers, and writers of history together for intellectual and social exchanges, which promote and assist historical research and publication by its members.

### Pi Kappa Lambda Honor Society

The Society of Pi Kappa Lambda is established to provide an organization dedicated to the furtherance of music in education and education in music in colleges, universities, and other institutions of higher learning which offer music degree programs in one or more fields. This objective is to be achieved through selection and recognition of those juniors, seniors, and graduate students who have demonstrated superior achievement in a program of instruction offered by the institution in which the chapter is established.

### Psi Chi Honor Society

Psi Chi is the National Honor Society in Psychology, founded in 1929 for the purpose of encouraging, stimulating, and maintaining excellence in scholarship and advancing the science of psychology. The SAGU chapter was established in 2000. Membership is open to graduate and undergraduate men and women who are making the study of psychology one of their major interests and who meet at least the minimum standards of academic excellence required of Psi Chi membership.

### Sigma Iota Epsilon

Sigma Iota Epsilon is the internationally recognized honorary and professional management fraternity of the Academy of Management. The goals of Sigma Iota Epsilon are to stimulate scholarship in management, to gain recognition of the contribution and value of scholastic achievement in the management discipline, and to promote cooperation between the academic and practical aspects of management. Faculty members of the Business Department extend honorary membership to business majors taking college courses related to management in any of several business specializations. The SAGU chapter of SIE, Alpha Nu, was chartered September of 2011.

### Theta Alpha Kappa Honor Society

Theta Alpha Kappa is the only national honor society for religious studies and theology. It has local chapters at colleges, universities, and seminaries across the nation honoring undergraduate and graduate students of academic excellence. In addition, TAK also recognizes faculty who serve their institutions with distinction in these fields. TAK was established at SAGU in 2009.

## **POLICIES GOVERNING STUDENT ORGANIZATIONS**

Student Congress (comprised of the Board of Representatives, Activities Board, and officially recognized Student Organizations) is led by a president and four other executive officers elected annually by SAGU students from among their peers. SAGU students may make recommendations through the Student Congress to the Administrative Committee regarding matters of student concern. A member of Student Congress should be enrolled in full-time semester hours.

All board and organizational members are expected to fully participate in the program of the Student Congress. These members have a marvelous responsibility to share in the leadership of the campus. They are expected to faithfully attend Student Congress meetings, in-service training sessions each semester, and all Student Congress sponsored activities.

Students who represent the school in extracurricular activities are required to be exemplary in the following areas:

- a. Spirituality
- b. Academics (a cumulative grade point average of 2.0; specific groups may have a higher standard)
- c. Ability
- d. Adaptability
- e. Pleasing personality

## ESTABLISHING NEW ORGANIZATIONS

Any special interest group of university students meeting as a group at times other than that of an officially scheduled credit class shall be adjudged a “Student Organization.” All groups meeting this standard, which are not otherwise classified as part of a SAGU program, are expected to organize officially under the auspices of the University.

Any group who desires to form a new student organization needs to contact the Student Congress Executive Director of Student Organizations for the formation procedure.

## MEMBERSHIP RULES

1. **Qualifications for membership** in each Student Congress organization are outlined in the approved constitution of each group. This material is on file in the Student Congress office. Qualifications for participation in Student Congress organizations may be obtained through the officers or sponsors of each respective group.
2. **Membership in each organization** may be based upon scholarship, character, achievements, and other qualities of attainment in the field of specialization; congeniality may also be considered in the selection of members thereto.

## FACULTY SPONSORS

1. **Faculty Sponsors are appointed** by the Administration accommodating their areas of interest. They are selected only from the members of the University faculty or staff. Faculty sponsors are to serve for a period of one year.
2. **The faculty sponsor is a faculty representative** interested in and qualified to be helpful to the students promoting the activity. The sponsor is appointed to assist the organization in solving its problems and attaining its objectives by guiding and advising.
3. **The sponsor should be careful** not to usurp the role of student members or officers, but rather guide them to handle their responsibilities with diligence, fidelity and loyalty. The sponsor nurtures students in their personal and professional development.
4. **Faculty sponsors are responsible to:**
  - a. Ensure that organizational programs and activities project the philosophy, purpose, and convictions of the University;
  - b. Approve or disapprove posters, flyers, or use of the copy machine, with final approval from the Vice President for Student Services;
  - c. Encourage organizations to adopt an approved project annually;
  - d. Retain on file a copy of all organizational minutes (If the faculty member ceases to serve as sponsor for the following year, the file should be turned over to the Vice President for Student Services);
  - e. Attend all organizational meetings and activities—such as scheduled meetings, socials, picnics, banquets, and agenda meetings;
  - f. Approve and sign organizational chapel bulletin announcements;
  - g. Approve all purchases or withdrawals of funds by organizational members, with final approval from the Vice President for Student Services;
  - h. Have student leaders consult the Student Congress calendar and the all-school calendar before scheduling organizational activities such as banquets, picnics, parties, fund raising events, etc.;

## **S T U D E N T   O R G A N I Z A T I O N S   A N D   G R O U P S**

- i. Consult with the Vice President for Student Services before inviting non-Assemblies of God speakers to organizational functions;
- j. Ensure that an official invitation is sent to the University President and Vice President for Student Services for banquets and campus-wide functions;
- k. Inform organizational officers that the Administration and Faculty are to receive free admission to campus-wide functions.

S T U D E N T   O R G A N I Z A T I O N S   A N D   G R O U P S





# LIONS **GUIDE**

# PHONE LIST

<b>SAGU</b>		<b>Area Schools</b>	<b>Phone</b>
Student Services	ext. 4802	Cornerstone Christian School	972/937-5611
Residential Life	ext. 4748	Waxahachie Independent School Dist.	972/923-4631
Chapel Worship	ext. 4680		
Registrar	ext. 4640	<b>Waxahachie ISD</b>	
Business Office	ext. 4606	Dunaway	972/923-4646
Academic Office	ext. 4616	Marvin	972/923-4670
Student Counseling	ext. 4721	Northside	972/923-4610
Career Services	ext. 4797	Shackleford	972/923-4666
Financial Aid	ext. 4730	Wedgeworth	972/923-4640
Nurse	ext. 4746	Waxahachie Challenge Academy	972/923-4695
Student Congress	ext. 4800	Clift Middle School (6th grade)	972/923-4720
Library	ext. 4761	Finley 7th Grade Center	972/923-4680
Campus Security	ext. 5400	Howard 8th Grade Center	972/923-4771
		Waxahachie 9th Grade Academy	972/923-4780
		Waxahachie High School	972/923-4600
		Global High School	972/923-4761

<b>Residence Hall Lobby Phone</b>		<b>Other Useful Numbers</b>	
Teeter	ext. 7900	Auto Registration	972/825-5155
Bridges	ext. 6149	Baylor Medical Center	972/935-9095
Guynes	ext. 7974	Chamber of Commerce	972/937-2390
Kendrick	ext. 6184	City Hall	972/937-7330
Savell	ext. 7659	Police Emergency	911 or 972/937-4320
		Police Non-Emergency	972/937-9940
		Sims Public Library	972/937-2671

<b>Local Assemblies of God Churches</b>		<b>Phone</b>
Bethesda Asamblea De Dios	1097 W 287 Bypass	972/937-9000
Freedom Fellowship	<a href="http://www.encounterrealtruth.com">www.encounterrealtruth.com</a>	972/325-2846
First A/G	701 W 287 Bypass	972/937-4692
Foundation of Life Church	515 E. Marvin Ave.	972/923-9470
South Park A/G	800 S. Rogers	972/937-4531
University A/G	221 Solon Rd.	972/937-7810



## SOUTHWESTERN MISSIONS ASSOCIATION (SMA)

It is easy to see who we are through our core values. Leaders weigh each activity through these lenses:

### SMA values biblical expression through:

- Meaningful Relationships
- Effectively Meeting Needs
- Personal Growth & Development
- Experiencing Life with Passion
- Influencing People for Christ
- Facilitation Gifted Leadership
- FUN!

### You will see these expressed:

#### 1. When we pray:

- A World Prayer meeting is held every Monday from 6:00-7:00pm. We pray for the needs of the world. Guests and information make the hour pass quickly. Other regional and topical prayer meetings are organized throughout the week.
- Revival Prayer meets every Thursday from 8:00-10:00pm. This is a weekly ministry devoted to praying for revival on the campus and in the church.
- Jumaa Prayer is on Fridays from 12:00-1:00pm to fast and pray for the Muslim community to come to know Christ.

#### 2. When we touch our community:

- Chi Alpha - A ministry reaching out to students on secular campuses in Dallas/Fort Worth
- Common Ground - an after school program for children in Waxahachie
- Cutting Edge - a relational evangelism ministry to the homosexual community
- Dallas Metro - A children's ministry to inner city Dallas
- Faithful Friends - A ministry that goes to local retirement centers/nursing homes
- Fun Fusion - an outreach to the children of Dallas
- ImpACT Saturday - a monthly outreach to the Waxahachie community
- Isaiah 61 - an outreach to inmates in the prisons of Texas
- Street Hope - a weekly outreach to the homeless of downtown Dallas
- The Voice - A ministry to trafficking victims and their children in Dallas

#### 3. When we reach out to our world:

- Diverse in ministry and location, Mission Ten teams are organized for the summer. They involve everything from crusade evangelism and children's ministry to water projects and teaching English. Come discover the world with us.
- These trips are student led and include leadership development and mentoring with experienced mission practitioners. While these trips are self-funded, fundraising is organized and God miraculously provides.
- Listen for announcements and sign up early to get the trip you want.

#### 4. When we give:

- Expressing faith through giving is fundamental to Christianity. You will have opportunities to participate in meaningful projects.

#### 5. When we fellowship:

- Times of fun and hanging out are regular events. It is a big part of who we are.
- The SMA office is always open to guests.

As a student of SAGU, you are already a part of SMA; the only thing that lacks is you coming by the office

upstairs in the Sheaffer Full Life Center to get involved. Join us as we grow together and at the same time see the Lord change lives. There is a place for you!

## SAGU CAREER CENTER

*Located in the Barnes Student Center*

### Resources include:

- Information on how to create a resume and cover letter
- Magazines, books and online resources on career information
- Graduate school information
- Database for current career issues and opportunities
- Fax services for job related information
- Computers for researching career opportunities
- MyPlan Assessment

### Employment Opportunities

Full-time, part-time, internship, and summer job listings are available through the Career Services office. Register with Career Services at [www.sagu.edu/careerservices](http://www.sagu.edu/careerservices) to be in the database for notifications.

### Career Counseling

- Individual Assistance
- Interest Testing and Assessment
- Career and Occupational information

### Special Events

- Senior Day
- Church & Business Expo
- Dress for Success
- Etiquette Training
- Mock Interviews
- Teacher Job Fair
- Internship Fair
- Resumé Clinics
- Additional seminars and job fairs

### Beverly Robinson, Director

1200 Sycamore, Waxahachie, TX 75165

Phone: 972.825.4797

Fax: 972.923.8145 • E-Mail: [careerservices@sagu.edu](mailto:careerservices@sagu.edu)

Web Page: [www.sagu.edu/student-services/careerservices](http://www.sagu.edu/student-services/careerservices)

*"It's Not Just A Job, It's Ministry Worldwide"*

## STUDENT COUNSELING SERVICES

*Any of These Sound Familiar?*

**RELATIONSHIP ISSUES. DEPRESSION. SELF-ESTEEM. SPIRITUAL PROBLEMS.**

**DESIRING PRE-MARITAL AND MARITAL COUNSELING. CRISIS SITUATIONS.**

**CRIPPLING FEARS. HOPELESSNESS. ANGER! STRESSED OUT! SUICIDAL...**

**EATING DISORDERS. STRUGGLING WITH THE PAIN OF ABUSE ...  
PERSONALITY DYSFUNCTION. HARMFUL BEHAVIORS. DAMAGED EMOTIONS.  
GRIEVING. WANT TO JOIN A SUPPORT GROUP? ETC.?**

Dr. Tim Myers, LMFT, the Director of Student Counseling Services at SAGU, along with his staff, work confidentially with individuals, couples, and small groups to explore and lend assistance with normal developmental life issues, pre-marital and marital counseling, and a variety of more complex problems you may encounter as a student at SAGU. The center also offers seminars during the school year on a variety of topics such as dating, engagement, marriage, depression, grief and loss, etc. We are here for you!

Compassionate, confidential, expert help is available. Drop by the Student Counseling offices in the Bridges Building, or call Extension 4721 and make an appointment today.

## REGISTRAR'S OFFICE

The Registrar's office is located in the Davis Building. The office deals with a variety of issues that are important to the daily function of the student.

### FORMS (Forms and Process Starts)

- Add or drop a class
- Advance Credit (AP, CLEP, Departmental Exam)
- Change of Address
- Change of Major
- Substitute or Waiver of a Course
- Conference Course
- Duplication of a Course
- Graduation Application
- Withdraw from School

### INFORMATION PACKETS AND MATERIALS

- CLEP
- Academic Catalog
- Graduate Record Exam
- Class Schedule
- Registration & Pre-Registration
- Degree Plans are housed and maintained (transfer credit)
- For Athletic Eligibility, see the Coach first and then academic qualifications are done in the Registrar's Office. Academic Athletic Eligibility is done on an appointment basis.
- Final Grades are available online through the student portal at the following web address: <https://ecams.sagu.edu/estudent/login.asp>.
- Questions about specific assignment grades are handled by the Faculty.
- Graduation Application is to be filed by the end of late registration the semester that you plan to graduate. Specific requirements are found in the Academic Information section of the Academic Catalog.
- I.D. Cards are permanent and are made at the beginning of your first semester. If you must get a replacement card, you are required to pay the fee of \$10 at the Cashier's window and then bring the receipt to the Information Security Office, and a new card will be printed.
- Transcript Requests are available at [www.getmytranscript.com](http://www.getmytranscript.com).
- Veteran Benefits are handled.

\*Visit us online at [www.sagu.edu/registrar](http://www.sagu.edu/registrar)

## STUDENT CONGRESS OF SAGU

Offices are located in Barnes Student Center.

**OUR PURPOSE:** Student Congress of SAGU was established in order to maintain good relationships among the students, the administration, and the faculty; to coordinate student activities; to ensure and promote the rights and privileges of student expression and individual freedom.

### YOU CAN GET INVOLVED IN STUDENT CONGRESS THROUGH:

- Gold Jackets
- Women of Ministry
- Activities Board
- Men of Integrity
- Board of Representatives

You can also run for office or be a Student Congress member!

### Hope to see you at the following events hosted by Student Congress::

- Homecoming
- All School Fellowship
- All School Christmas Party
- And many more!
- Class Night
- Twirp Week
- All School Valentine's Banquet

**"MAKING A DIFFERENCE FOR YOU.....WITH YOU"**

## FINANCIAL AID OFFICE

Located in the Davis Building

### Hours of Operation

Monday - Friday 8:00 am - 12:00 pm & 1:00 pm - 5:00 pm  
 Phone: 972.825.4730 Fax: 972.923.8143  
 Email: [finaid@sagu.edu](mailto:finaid@sagu.edu)

### Information Available

- Financial Aid Packets
- Tuition Grant Application
- Student/Parent/Private Loan Applications
- Scholarship Information/Applications
- Work Study Information

### Helpful Hints

- Check your SAGU mailbox and student email for important notes.
- Announcements will be made in chapel regarding scholarship opportunities and important deadlines!
- If you have a work study position, turn in your time sheet to the Financial Aid office by the deadline.
- Pay attention to deadlines!

Semester	Apply By	Have a Complete & Accurate File By
Fall	May 1	July 1
Spring	September 1	October 15
Summer	February 2	March 15

### Staff

Jeff Francis	Senior Director
Lorraine Ast	Assistant Director
Shelli Magin	Assistant Director, Loans
Cindy Palmer	Scholarship Coordinator
Cynthia Bell	Service Specialist
Sue Myers	Financial Aid Counselor
Barbie Humphrey	Financial Aid Counselor
Christina Ewing	Financial Aid Counselor

## BUSINESS AND FINANCE OFFICES

Offices are located in the Administration Building on the 4th floor:

- Accounting/Accounts Payable
- Business & Finance

Offices are located in the Davis Building:

- Accounts Receivable/Student Billing
- Business Services
- Copy Center
- Cashier
  - a) Personal checks up to \$50 cashed
  - b) Tuition, mission trip and fee payments accepted
  - c) All major credit cards accepted
- Human Resources/Payroll

## Office Hours

- Fall/Spring Semester Hours- All offices except Accounts Receivable & Cashier\*  
Monday-Friday: 8:00 am-5:00 pm (closed for lunch from noon to 1:00 pm)  
\*Accounts Receivable does not close for lunch during the semester. The Cashier's office hours are 8:00 am - 12:00 pm and 1:15 pm - 4:30 pm (closed from 12:00 pm - 1:15 pm).
- Summer Hours-All offices except Cashier\*  
Monday-Friday: 8:00 am - 5:00 pm (closed for lunch from noon to 1:00 pm)  
\*The Cashier's office hours are 8:00 am - 12:00 pm and 1:15 pm - 4:30 pm (closed from 12:00 pm - 1:15 pm).

## Deferred Payment Plan

### Fall Semester:

Registration Day

Dorm Students     \$ 2,500

Off Campus/SDE    \$ 1,500

Balance of account to be paid in 4 equal payments.

Sept. 30

Oct. 30

Nov. 30

Dec. 30

**Spring Semester:**

Registration Day

Dorm Students     \$ 2,500

Off Campus/SDE   \$ 1,500

Balance of account to be paid in 4 equal payments.

Feb. 28

March 30

April 30

May 30

**Personnel**

Jay Trewern	Vice President for Business & Finance
Katie White	Administrative Assistant to VP for Business & Finance
Candee Lutrick	Senior Accountant
Chad Graham	Staff Accountant
Amber Walker	Staff Accountant
Jimmie Lamb	Senior Director of Business Services
Kari Brown	Assistant Director of Business Services
Brandy Ching	Business Services Office Coordinator
Bessie Russell	Payroll Manager
Ruth Roberts	Director of Human Resources
Angela Almand	Human Resources Assistant
Joan Butler	Director of Accounts Receivable
Mitch White	Assistant Director of Accounts Receivable
Christopher Baca	Accounts Receivable Clerk
Chelsea Woodstock	Accounts Receivable Clerk
Kendall Trewern	Business Services Specialist
Barbara (BJ) Eddy	Accounts Receivable Receptionist
Nancy Humphrey	Cashier
Anthony Skipper	Mail & Copy Center Clerk
Audrey Reyes	Mail & Copy Center Clerk





**For important campus dates and events, visit  
[www.sagu.edu/calendar](http://www.sagu.edu/calendar)**