

Student Handbook

2023 – 2024

Jackson Campus



J A C K S O N



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WELCOME FROM THE DEAN OF STUDENTS!

Dear Students and Families,

Welcome to RTS Jackson! I look forward to being part of your life during the academic year.

This handbook contains the policies, procedures, and information that shape campus life. Read it carefully.

If you have questions, please contact Lauren Potter or me. If you or your family faces an emergency, call me on my cell phone any time during the day or night.

Enjoy the Lord and the life He has given us together at RTS!

Your fellow servant in Christ,

Charles Malcolm Wingard
Dean of Students
Cell Phone: 256.509.9284

NON-DISCRIMINATION POLICY

Reformed Theological Seminary has a non-discriminatory (race, sex, or handicap) admissions policy. The seminary's policy is to admit students to all the rights, privileges, programs, and activities at the seminary and to make no discrimination based on race, sex, or handicap in the administration of educational policies; applications for admission, scholarship, or loan programs; and extracurricular activities. Submitting to the authority of Scripture, women are not permitted to preach in preaching labs. Questions concerning this policy can be directed to the Academic Dean.

ACADEMIC LIFE

You may have come to RTS with a clear sense of your calling to ministry. Then again, you may have little sense of the kind of ministry for which the Lord is preparing you. Whatever your state of mind and heart, the seminary's goal is to provide an opportunity for self-evaluation and analysis before you commit yourself to a career.

Several courses of study have been developed to meet a wide range of student needs for basic and advanced preparation for Christian ministry. The [RTS Catalog](#) is designed to acquaint you with the different degree programs and their requirements.

Succeeding in Seminary

Study

Your own study habits will be the primary factor that determines your success or failure in any course. Students are expected to spend at least two hours of study for each hour of class. Self-discipline is indispensable; **do not procrastinate**. Get into a good study routine as quickly as possible. Take full advantage of our library space and resources. Make a schedule for your work that sets deadlines well in advance of due dates and find someone who will be willing to hold you accountable to your schedule. When you stay on top of your seminary work, you can fully enjoy the academic, communal, and recreational aspects of your seminary experience.

Pedagogy

To succeed in seminary, one of the first things that you will need to learn is how to learn. An important part of that skill is adjusting yourself to the particular teaching method of each professor. Your syllabi, course Teaching Assistants (TAs), and students who have already taken your courses will be your best resources for quickly determining a professor's style and emphasis. Once you have a sense of a professor's teaching method, adapt your note taking and study habits to help you master the material.

Writing and Language Lab

Our TAs have a Writing/Language Lab located in the Dean Center Conference Room. Most weekdays, unless a class needs that room, one or two TAs will be in the TA Lab from 10:00 a.m. to noon and from 1:00 to 5:00 p.m. to assist with writing papers and with understanding and using the biblical languages. **We strongly encourage all students to utilize this resource well, even if only to have your papers proofread by another set of eyes!** If you need help with citations, we also recommend that you check out the library's [Citation Helps for Seminary Writing](#) that includes links to helpful citation resources (e.g., BibMe, Zotero, etc.).

Expectations

Class Attendance

You are responsible for attending class, even when term papers or exams are pending, or your work schedule conflicts. You should obtain the professor's permission if you must be absent from class, particularly one-

week extensions. Absences of more than a week require permission from the Academic Dean obtained via a written request. If you need special consideration in any course, consult the professor involved.

Assignment Submission

Students are expected to submit all assigned work on time. The method of submission will vary between classes according to the preferences of the professor. Consult your course syllabus or ask the professor or TA for your course if you are unsure about how to submit your work. Also, be sure to double-check the success of your assignment submissions, especially if you attempt to submit from a tablet or phone.

Assignments that are submitted late or are left incomplete at the end of a course may receive a grade penalty or, in some cases, result in failure of the course. If you need an extension for an assignment, you may request one from the course's professor or TA. If you need an extension for an exam, you will need to apply through the Registrar's Office prior to the first day of final exams. In both cases, extensions are only granted for significant emergencies or unforeseen circumstances.

Recording Courses

Video recording of RTS's courses by students is prohibited. Audio recording of classes by students is only allowed with the instructor's permission and if the taped material is to be used solely for personal study and spiritual edification and is not distributed privately or publicly in any manner.

Scheduling

Dropping and Adding Courses

Students may drop or add courses via Self-Service until the drop/add deadline. After the term begins, there is a fee for each course dropped or added. Therefore, it is recommended that you finalize your schedule before the first day of the term. Tuition is usually not refunded for courses dropped after the deadline.

See the appropriate [term schedule](#) for important academic dates. See the most recent [schedule of fees](#) for the current drop/add fee.

Course Sequence

When scheduling your classes, it is important that you follow the course sequence for your program as closely as possible. This will help you to avoid schedule conflicts between required classes that may otherwise delay your graduation. It will also ensure that you complete all prerequisites before enrolling in each class. You may find the recommended course sequences for the three-year and four-year M.Div. tracks [here](#), and you may find the course sequence for the two-year MAC track [here](#). Consult the Registrar if you need assistance with class and degree planning.

Directed Studies

Directed Studies are opportunities for you to tailor your academic program to your particular needs and interests by studying subjects not covered in-depth in existing courses. To register and receive credit for a Directed Study course, you will need to approach the professor with whom you desire to study. If the professor is able and willing to conduct the Directed Study, you must then get approval from both the Academic Dean and the Registrar. This process must be completed *before* the beginning of the semester in which you will complete the Directed Study. Please see the Registrar for the required forms.

Final Exams

As the end of a fall or spring term approaches, an official final exam schedule will be released for all courses. This schedule is communicated to the students via the *Reformed Informer* newsletter and posted in the Facebook group for RTS Students. If you have two exams scheduled at the same time or have another schedule conflict with an exam, talk to the professor or TA for the course to find a time to take an exam early. If taking the exam early is not possible, speak to the Registrar to request an extension.

Student Records

Grades

Grades are posted on [RTS Canvas](#) and [Self-Service](#) as they become available. For information about the RTS Grading Scale and Academic Probation, please see the [RTS Catalog](#).

Transcripts

Official transcripts cost \$10 and must be requested through the [RTS website](#). An unofficial student transcript may be obtained from the Registrar or from [Self-Service](#) at no charge.

Privacy of Student Records

RTS maintains the security and confidentiality of student educational records. All student records are kept in locked rooms and in locked filing cabinets. In addition, all transcript information for current degree-seeking students is digitally backed-up at an off-site location.

Since RTS does not accept Title IV student loan monies, RTS is not bound by the Family Educational Rights and Privacy Act (FERPA). However, RTS's confidentiality policies are generally consistent with FERPA. RTS policies are as follows:

- A student may inspect and review his/her academic file and transcript after a written request has been made to the Registrar's office. The Registrar will arrange for access and notify the student of the time and place where the records may be inspected. The Registrar will be present during this inspection and review.
- If a student believes his/her academic file and/or transcript is inaccurate or misleading, the student may request to amend the file and/or transcript. The student should write to the Registrar clearly identifying the portion of the record that the student wishes to change and specifying what is inaccurate or misleading. If RTS decides not to amend, the student may use the appeal process outlined on [page 13](#) in this Handbook.
- RTS will not disclose, without the student's consent, personally identifiable information found in the student's academic file or transcript, except for legitimate educational interests and directory information.
- Directory information includes, but is not limited to, name, address, telephone number, email, date and place of birth, spouse's name, home state, previous schools attended, denomination and presbytery affiliation, grade level, dates of attendance, photo and photo of spouse, degree program, enrollment type (full-time, part-time), and degrees with date of graduation.

Graduation Requirements

It is important that you track all graduation requirements for your degree program throughout your time at RTS. Review your schedule regularly to ensure that you complete all required classes and obtain the required credit hours.

RTS only has one graduation ceremony in May of each year. However, students may graduate either in December or May. Students intending to graduate must apply for graduation during their final semester (e.g., a December graduate will apply in the fall semester and a May graduate in the spring semester). This application is submitted to the Registrar. Please note that a **2.0 average** is required to graduate. A graduation fee of \$200 is required, whether you participate in the actual ceremony or not (December graduates may participate in the May ceremony). The student should set up an appointment with the Registrar to "audit" the student's academic record, confirming all coursework is in process.

Additional requirements for the MAC program may be found in the addendum at the end of this handbook. Additional requirements for M.Div. and MATS/BS students are as follows.

English Bible Exam

MATS/BS and M.Div. students at RTS Jackson must take the English Bible Exam (EBE). Each student must pass the EBE to graduate (a grade of “C”/80% is needed to pass). The best method for preparing for the EBE is for the student to familiarize himself with the following:

- The broad flow of biblical history
- The main themes and historical setting of the books of the bible
- The location (book and chapter) of significant biblical events and verses
- The life and historical circumstances of significant biblical characters

Helpful resources include William Hendriksen, *A Survey of the Bible*, and Willem A. Van Gemeren, *The Progress of Redemption*.

Westminster Shorter Catechism Exams

M.Div. students must memorize the *Westminster Shorter Catechism*. You may memorize the *Catechism* in Old English or Modern English. The catechism exam is taken in three parts as follows: Part I covers questions 1 - 38, Part II covers questions 39 - 81, and Part III covers questions 82 - 107.

Field Education

M.Div. students must complete supervised field education and attendance in the Field Education Seminar. The necessary forms and additional information on Field Education requirements are in the *Field Education Guidelines* for the Jackson campus, available in the Field Education Office in the Dean Center.

Students should view field education assignments as opportunities to serve the Lord and the church and to develop skills for ministry. They should not regard them as a primary means of financing their education. Financial remuneration should be incidental to not the objective of field education. Students may occasionally be asked to take non-remunerative assignments (at nursing homes, for example).

Requirement: The M.Div. program requires 400 hours of registered Field Education to graduate. Preaching engagements (see below) may count for a maximum of 150 of these hours.

Registration: For any Field Education to be counted towards the Field Education requirement, you must gain approval from and register with the Field Education Director prior to beginning the experience. No hours completed prior to this registration can be counted toward the Field Education requirement. A student must be actively enrolled at an RTS campus while counting field education hours. Experience prior to seminary may not be used toward field education hours.

Student Pastorates: Students may hold student pastorates in accordance with the ecclesiastical policies of the churches concerned and the Field Education policies of the seminary. Arrangements for student pastorates are negotiated directly with the individual church and the ecclesiastical body having jurisdiction over it (e.g., the presbytery, association, or conference). Student pastors must furnish the Field Education Office with written authorization for their pastoral relationships from the responsible ecclesiastical bodies.

Preaching Engagements: Many churches across Mississippi do not have a full-time Senior Pastor of their own. M.Div. students have the opportunity to serve and care for these churches and develop their ministry skills by preaching God’s Word to them. Students may only log the hour in which they lead worship and preach. Preparatory time may not be logged. Students who choose to log preaching hours as a portion of their field education experience must submit the required Field Education forms at the beginning of their approval, and they must submit a sample sermon to the Director of Field Education annually.

Eligibility: Students interested in preaching on the RTS Jackson circuit must complete (a) the Field Education Office’s circuit orientation, and (b) Pastoral Ministry (PT5250). Students must also obtain the approval of the Director of Field Education and submit the required forms.

Assignments: Students who desire a preaching assignment must notify the Assistant in the Field Education Office, Marguerite Westbrook (601.954.1969), and must provide their availability before the beginning of each month. Please note that assignments are not guaranteed.

Additional Information

Books

Books are both tools and temptations for seminarians. Get good advice before you buy. Most professors provide bibliographies of recommended works. Use the seminary library to acquaint yourself with other authors; then buy books that will have lasting value for you. You will probably want to keep your textbooks for future reference. Check your whole library from time to time to identify weak areas. The bookstore carries textbooks and recommended reading.

Conferences/Lecture Series

Several conferences/special lecture series are offered each year, including the John Reed Miller Lectures, the Hughes Lectures, and the Conference on Christian Counseling (biannual). Students are encouraged to attend these lecture series and conferences, and classes are often canceled for that purpose.

Students' Spouses

Spouses of full-time students may apply for a 100% tuition award for M.Div., MABS, MATS, and Certificate programs in Theology & Public Life, Bible & Ethnicity, and Christian Counseling. Spouses of full-time students may apply for a 50% tuition award for the MAC program (Jackson or Orlando). Core certificates are offered at discounted tuition rates. See [the RTS website](#) for further information.

The scholarship is awarded to the spouse earning the degree with equal or fewer credit hours. Recipients may continue to benefit from this award up to 24 months from the graduation of their spouse.

All scholarships are limited to five years for the M.Div., three years for the MABS and MATS, or two years for certificate programs except where otherwise noted.

Accreditation Complaint

Reformed Theological Seminary maintains a goal to comply fully with the standards of accreditation of the Association of Theological Schools (ATS) in the United States and Canada and the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). Students who believe that RTS has violated these standards in any way should submit their complaint in writing to their respective campus Academic Dean. The Dean will consult with the Chief Academic Officer, who serves as the coordinator of matters related to institutional accreditation. The complaint will be reviewed, and a written response provided to the student in a timely fashion. If the student is not satisfied with the written response from RTS, he or she may file a complaint directly with ATS and/or SACS.

FINANCIAL INFORMATION

Making Payments

Payments to your student account are made online through [Self-Service](#). If you do not want to pay online, go to the Student Accounts Office located on the third floor during regular office hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. Kim Lee in our Student Accounts Office will answer questions about your account during regular hours. Her contact number is 601.923.1717.

Online payments may also be made through our third-party payment page at <https://rts.edu/pay> (the "Student Account Number" may be omitted if you forgot it). If you are receiving money from a church or individual, they may also make payments toward your account through this link. *Please note, if a church is paying through our third-party payment page as part of the Church Partnership Program, they must note on the*

payment it is for the CPP. Alternatively, payments may be mailed to the following address:

Reformed Theological Seminary
ATTN: Student Billing
4268 I55 North
Jackson, MS 39211

If other options fail, payments may be made over the phone with the Student Accounts Office.

Failure to Pay

Non-payment for tuition will result in a “stop” being placed on your student account. This prohibits the student from viewing grades and/or registering for classes. All fees and balances must be cleared before the next semester begins. An official transcript will be unavailable until all balances and fees are paid. You are not allowed to charge bookstore purchases to your student account unless you have a credit balance. Additionally, a student who becomes delinquent in his/her account for more than 30 days must schedule a meeting with the Dean of Students.

Payment Plans

Payment Plans are available for Fall and Spring semesters. This takes your tuition balance and breaks it down into three installments. There is a 1% finance fee on the outstanding balance at the end of each month. A “stop” remains on your account until the balance is paid in full. You cannot receive credit or a grade for coursework until your tuition is paid in full. Payment plan [agreement forms](#) are available online. You need to apply separately for each applicable semester. There is not an official payment plan for summer courses, but it is acceptable to make smaller payments toward your balance if the balance is paid in full before the end of classes. Finance fees apply. You cannot register for any new semester if you have an outstanding balance.

Payment Assistance

If you need financial assistance regarding paying for your student account, you may discuss this with Jim Scott (601.923.1699). If you have a question or a technical issue regarding your account, please contact Kim Lee (601.923.1717).

Financial Aid

To learn more about financial aid, visit <https://rts.edu/admissions/financial-aid/>.

On-Campus Student Work

On-campus student work is available doing such things as assisting a professor or working in Maintenance, Admissions, Student Services, the Library, the Counseling Center front desk, the Bookstore, the Mailroom, or other various jobs. On-campus student work is contingent upon the availability of a job for which the student is qualified. Positions not filled by full-time students may be offered to part-time students or student spouses on a per-semester basis. On-campus student work positions are coordinated by the Director of Operations. Please note that on-campus student work is not a grant, but a scholarship received in return for hours actually worked.

Students are limited to a maximum of 960 workhours per fiscal year (June 1-May 31) and may not work more than 20 hours in a given week or 80 hours in a given month. Students are allowed to work more than one work-study position. The student must not exceed 80 hours per calendar month **combined for all positions**. Timesheets are submitted on the last day of the month. Earnings are paid monthly to students for hours worked on or around the 10th of the month. **New-hire paperwork and the e-verification process must be completed before an on-campus student worker can begin working.** Forms are available from the Director of Operations.

Medical Insurance

As of January 1, 2019, the Affordable Care Act eliminated the Individual Mandate, which required Americans to purchase a minimum level of health insurance coverage. There will no longer be a penalty for not having a minimum level of health insurance coverage. Due to the change in the Affordable Care Act, RTS does not require all full-time students (with one exception mentioned below) to show proof of major medical insurance.

The exception to this policy is that F-1 visa students and their families receiving financial aid are still required to show proof of major medical insurance coverage for all dependents listed on form I-20. For international students, proof of major medical insurance must be shown to the appropriate campus staff member by the first day of classes for the Fall and Spring semesters.

Be advised that, even with the recent adaptations to the Affordable Care Act, RTS strongly encourages students to obtain health insurance due to the high costs of medical care. If a student does not elect to have health insurance coverage while enrolled in seminary, they understand and agree that any medical bill or liability is not the responsibility of RTS; it is a personal cost.

Although RTS is unable to offer a student plan, we do want to assist students in their search for a viable health insurance option. We encourage you to explore all your options and choose the best plan for your situation. The following are the general categories of coverage to consider:

- Parent's Insurance Plan: Students aged 26 and under may have the option to stay on their parents' health insurance plans until they turn 26 (regardless of student or marital status).
- The Federal Marketplace: Federal Marketplace or State Medicaid
- Coverage through a spouse's employer: If a student's spouse is employed and has access to health insurance, then that may be a viable option to consider.
- Other Insurance Carriers: Look for insurance carrier sites such as Blue Cross, Aetna, and United Healthcare.
- Individual Broker or Consultant: Students may also be able to find an individual broker or consultant who can help them choose the best plan available for themselves as well as for their families.
- RTS has provided a number of [links](#) on the RTS Jackson website under the Students tab.

STUDENT ASSISTANCE

During your first semester, each new student is required to meet with the Dean of Students. The purpose of the meeting is to determine if there are issues with which he can assist you as you transition into campus life at RTS Jackson. Within a few weeks of your arrival, the assistant to the dean will contact you to arrange a time to meet.

Every student needs assistance from time to time. Sometimes it will be as simple as getting some information. Sometimes it will involve help with a financial, personal, or family issue that needs an objective viewpoint. Sometimes it will involve academic matters. Whatever your need, there is someone available to help. Let us know if you are having any difficulty.

Academic Matters

If you need assistance for a particular class, consult the professor for that class. Most classes will also have a Teaching Assistant (TA) available to help students understand the material, advise them on how best to fulfill the requirements of the course, give feedback, and answer technical questions.

If you have more general academic issues, you should consult the Registrar, Lauren Potter (601.923.1681) or Academic Dean, Dr. Guy Waters, (601.923.1697) who will help you with the problem or direct you to an appropriate person within the faculty or administration.

Personal or Family Matters

The Dean of Students, Dr. Charlie Wingard (office: 601.923.1627; cell: 256.509.9284), can handle many problems in these categories. He is happy to speak with you night or day to help you through a crisis situation. More extensive counseling is also available for a nominal/reduced fee through the RTS Counseling Center (601.923.1645).

Placement

The Director of Field Education will assist M.Div., MABS, and MATS students who are seeking placement. MAC students will be assisted by the Director of the RTS Counseling Center. Students and graduates seeking employment (especially ministry positions) are also encouraged to visit the [Vocational Services](#) page to view current job openings.

STUDENT LIFE

Student Conduct

Students are expected to always conduct themselves as mature believers. Exemplary Christian conduct should control our words and our actions, both in public and private. In today's technological environment our words can include texting, emails, social networking, and blogging, in addition to our speech. Godly behavior, expected of all Christians, is especially required of those who are preparing themselves to become ministers of the Word or servants in the church. Classroom manners should also reflect this maturity. Students should be respectful of professors, attend all class periods, and submit assignments on time.

Student conduct is under the supervision of the Dean of Students. The seminary reserves the right to dismiss any student whose conduct is found to be unsatisfactory based on spiritual or moral principles found in the Scriptures. If desired, the student can appeal the dismissal according to the policy stated on [page 14](#).

Plagiarism

Research papers require borrowing other people's ideas and words. However, the source of such borrowing must be acknowledged properly so that your ideas are clearly distinguished from ideas that you borrowed. If the source is not acknowledged properly, your work is plagiarism. For an excellent summary of plagiarism (both intentional and unintentional) and steps to avoid it, see Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations* (rev. by Wayne C. Booth, etc.; 9th ed.; Chicago: University of Chicago Press, 2018), pp. 81-83 (section 7.9).

Plagiarism includes word-for-word copying, lifting terms, restating someone's argument or line of thought, etc. – all without acknowledgment of source. Plagiarism also includes giving a source partial credit when more is taken from that source than indicated. Plagiarism, whether intentional or unintentional, is very serious. All plagiarism cases are referred to the Academic Dean for resolution. Consequences may include the following:

- Students may be required repeat the assignment and receive a maximum of a D.
- Students may receive an F on the assignment.
- Students may receive an F in the course.
- Students may be expelled from the seminary.

Sexual Harassment

The seminary expects all members of its community to apply common sense and biblical principles to their relationships. It will not tolerate offensive or inappropriate sexual behavior and requires all faculty, staff, and students to refrain from any action or conduct that could be viewed as sexual harassment. Any such harassment is contrary to and prohibited by seminary policy and will be considered grounds for disciplinary action. It should be noted that, for academic purposes, some appropriate teaching and discussion of sexual information may occur, particularly in a counseling program; however, these discussions are necessary for the formation of a competent counselor or pastor and therefore do not constitute sexual harassment.

Unwelcome sexual advances, requests for sexual favors, and other offensive verbal or physical conduct of a sexual nature is expressly prohibited. Examples of prohibited conduct include but are not limited to lewd or sexually suggestive comments; off-color language or jokes of a sexual nature; verbal, graphic, or physical conduct inappropriately relating to an individual's gender; or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos, computer images, or cartoons.

The seminary must have the cooperation of all faculty, staff, and students to implement its sexual harassment policy. It is the individual's responsibility to report immediately any incident which they believe to constitute sexual harassment. Even if they believe the act is isolated or infrequent, they should report it to the campus Dean of Students or President. RTS will promptly investigate the situation and take whatever corrective action is necessary and appropriate. RTS prohibits any retaliatory action against persons reporting conduct that is believed by the reporting individual to be in violation of this policy.

Chapel

Chapel is held in the RTS Chapel on Wednesday mornings from 11:00 to 11:50 a.m. during the Fall and Spring semesters. The purpose of chapel is to praise God with singing, to offer prayer for the seminary community, and to sit together as a community under the preached Word of God. Chapel messages are always recorded by our A/V department and uploaded to the [RTS website](#).

Attendance is required for all faculty members and for all students taking two or more classes during the Fall or Spring semesters. Each semester (Fall and Spring) we gather twelve times for chapel. Students are permitted to be absent from two chapels each semester. Additional absences must be made up by listening to the chapel message online and submitting a 100-word summary of the chapel message to the office of the Academic Dean. Summaries must be submitted no later than the last day of classes for the semester. Students sign-in to chapel with their student IDs at the electronic card reader in the chapel lobby.

Reformed Informer

The *Reformed Informer* campus newsletter is emailed on Monday of each week during the regular academic calendar. All submissions to the *Informer* must be made to the Student Services Coordinator no later than Wednesday prior to the following week's issue. If you are not receiving the newsletter, please advise the Student Services Coordinator.

Student Organizations

Information concerning student organizations can be found on the website. Specific information about meeting dates and programs will be emailed in the *Informer* or displayed on electronic bulletin boards on campus.

Student Services Committee

As an arm of the Office of Student Services, the Student Services Committee exists to enrich student life by fostering community among RTS students through campus events. The Student Services Coordinator organizes the Student Services Committee and selects members of the student body annually to serve on the committee. The coordinator seeks to enlist students who are eager to help organize student events and facilitate opportunities for students to find and foster community on campus.

Leadership:

- Coordinator — Ben Goff
- Faculty Advisor — Dr. Charlie Wingard

The Great Commission Society

GCS exists for two reasons: (1) to cultivate a concern for making disciples of all nations, across the street and around the world, and (2) specially to impress upon students the necessity of the work of missions among the peoples of the world who have no access to the gospel.

RTS Women's Fellowship

Women's Fellowship exists for female students and wives of students to foster a gospel-centered community on the RTS campus where women can learn, connect, and be encouraged as they prepare for a life of ministry.

We gather for teaching, training, fellowship, and prayer. By fostering authentic and meaningful relationships with other women on the same journey, we are forming lifelong connections to guide, encourage, and uplift us along the way. The journey may be counseling education, theological studies, or preparing with a spouse for ministry; either way, we have the same goal: to glorify God and serve his Church. Whether you are living on- or off-campus or whether you are a student, a spouse of a student, or both, allow Women's Fellowship to be a means by which you can connect with other women on the same journey.

Please [follow on social media](#) to stay updated on Fellowship opportunities this fall and beyond.

Reformed Baptist Student Fellowship

The Reformed Baptist Student Fellowship exists to build community, to strengthen one another's biblical convictions, and to help prepare students for ministry. For more information contact [Prashant Thakkar](#).

Amateur Theological Society

The ATS seeks to promote academic excellence among the student body and prepare participants for vocational scholarship. They meet at the end of every semester to present and discuss papers on theology, biblical studies, and other subjects related to ministry. For more information, contact [Parker Mansfield](#).

International Students

On-campus student work for international students is only available to students holding an F-1 visa. Under U.S. law, spouses of international students (usually holding an F-2 visa) are not permitted to work in the U.S. unless they, too, have an F-1 visa. Full-time international (F-1 or non-resident) students who receive any form of financial aid or on-campus student employment from the seminary are required to maintain insurance for their families.

As an F-1 student, international students are not permitted to work off-campus or to engage in business without specific employment authorization. Check with Jim Scott for additional information and approval. F-1 students may work on campus up to 20 hours per week while school is in session. Such employment may be increased during vacation periods (Fall, Christmas, Spring, and Summer breaks) so long as it stays within RTS policy. Employment means the rendering of services for compensation, financial or otherwise, including self-employment. If international students receive food, clothes, money, etc. in exchange for work, skills, or expertise, the students are considered by INS to be working.

Working illegally is one of the most serious violations of immigration law. Not only could it jeopardize the student and force them to return home, but also it could cause RTS to lose the privilege of bringing any international students to all RTS campuses.

Security

Student ID cards: RTS will create student ID cards. This ID should always be worn when on campus grounds. The badge will give you access to the buildings and various areas controlled by access within the building. It will identify you as belonging on campus and will serve as your access to check out books at the library.

Campus security is a matter of concern and involvement for everyone. All students, faculty, and staff should note and report suspicious people who may be on our campus, whether during the daylight hours or at night. Polite inquiries as to an unfamiliar person's needs might be in order, but we strongly discourage direct challenges or confrontations. During regular business hours, call the campus receptionists at 601.923.1600 and report potential concerns, or contact the Emergency Hotline at 601.923.1743

Be sure that your vehicle has an official white and maroon RTS decal on your windshield as identification for Security. This can be obtained from the Student Services Office. Proper placement is the lower corner of the

passenger side of windshield on the inside of the vehicle.

All faculty, students, and staff must notify security if they will be in the buildings after normal working hours.

Children on Campus

Because of the many seminary activities usually in progress, as well as the lack of supervisory personnel available, students, faculty, and staff are generally discouraged from bringing their children on the campus except for activities that involve children such as parties and picnics. It is recognized that there are certain times when an individual must have their children with them on campus, and, when this is the case, the individual should make certain that their children stay with them and are kept from wandering unattended around the campus or in any seminary buildings.

Student Appeals

An appeals process exists to resolve any behavioral or academic problem that cannot otherwise be settled in a biblical manner and to assure fairness to all parties concerned. This process is rarely needed and should only be used after all other means have been exhausted. For example, in academic matters that pertain to a class or a grade, the student should first work directly with the professor and/or Registrar.

Concerning behavioral or community issues, the student should first consult with the Dean of Students. If the matter cannot be resolved by the above means, the following appeals process exists:

1. The student should submit a written appeal to the Academic Dean regarding the issue. Depending on the issue, the Academic Dean may request input from the faculty. The Academic Dean will render a written decision.
2. If the student is not satisfied with the decision of the Academic Dean, he or she may submit a subsequent written appeal to the campus President requesting a hearing. The campus President may or may not grant the request. If granted, the campus President will appoint an ad hoc committee that may consist of trustees, faculty, staff, and/or institutional officers to hear the case. This committee is authorized to meet with any or all concerned parties to resolve the issue and will render a written decision concerning the case.
3. The decision of the President or the ad hoc committee is considered final, subject only to review by the Executive Committee of the Board to affirm that the appeals process was properly observed.

FACILITIES AND EQUIPMENT

Campus Overview/Building Information

Generally, all buildings are open from 8:00 a.m. to 5:00 p.m. during regular business hours, but you will need Open Pass to gain entrance. No campus buildings are open on the Lord's Day, except for special services by permission.

Children of students, faculty, and staff may use these facilities under the same rules that apply to their use of other facilities: they must be accompanied and supervised by at least one parent. The facilities are provided primarily for students.

North Building

First Floor hosts the library, bookstore, Admissions Office, Rare Book Room, and the Board Room.

The Bookstore Manager and all personnel are happy to help you select books. The RTS Bookstore's motto is that we will meet, beat, or compete with Amazon. Check with the bookstore for information on purchasing textbooks with tax exemption. The sale of a book by the bookstore does not constitute endorsement of its contents by the seminary. Hours of operation are 9:00 a.m. until 4:00 p.m. Monday through Friday, closed on

holidays. The bookstore closes early on the last day of the month for end-of-the-month-processing. The email address for the bookstore is jacksonbookstore@rts.edu, and the phone number is 601.923.1616.

Second Floor houses faculty offices, Registrar, Faculty Conference Room, Student Break Out Area, Student Services, Field Education, TA Lab, and Classrooms.

Third Floor houses the offices of the Chancellor/CEO, COFO, Student Billing, Human Resources (Payroll and Benefits), Finance, Development, Communication Department, and Computer Services.

South Building

Second Floor houses the Chapel, Game Room, Student Center, South Classroom, MAC Faculty Offices, and the Counseling Center at RTS.

Students may use the Student Center for special events. There may be a cleaning charge, depending on the event. These events must be discussed and approved by the Student Services Coordinator and the Dean of Students in advance. A [Facilities Request Form](#) must be completed for the following reasons: 1) for approval, 2) to ensure that only one event is planned at a time, and 3) to notify all departments of the event. Please call the Student Services Coordinator at 601.923.1672 for details.

General Campus Policies

We have been blessed with great facilities at RTS for residence, study, and recreation. We all bear a common responsibility to maintain, clean, and use them considerately. Each student is expected to share that responsibility in at least the following ways:

1. When you see a need for maintenance, take a moment to complete an online request at <http://rtsjackson.org/maintenance>. Please do not phone in requests to maintenance or housing offices. For emergencies, contact our Emergency Hotline on 601.923.1743.
2. Wherever you see litter or trash, please pick it up and dispose of it properly.
3. Turn off lights that are not being used.
4. Thermostats are to be adjusted only by the Facilities Department.
5. Dogs, cats, and other pets are not allowed in seminary buildings.
6. Drinks are only permitted in the classrooms and Student Break Out Area. Food and drink are not permitted in the Chapel.
7. Alcoholic beverages are not permitted in the school's academic, social, and administrative buildings.
8. Tobacco products are not permitted on campus grounds.
9. Automobiles should be parked only in paved, designated areas. All student vehicles must have an RTS decal on the windshield for identification.
10. Firearms are not permitted in classrooms, public buildings, or grounds of seminary property at any time. Stored firearms in your on-campus housing must be registered with the Student Services Office.
11. Any attempt to disable fire protection devices (smoke detectors, alarm systems, etc.) is a serious offense that will incur disciplinary action. For the safety of our campus, do not tamper with any such equipment in our campus buildings or apartments.

RTS Jackson Library

Library General Rules

1. Respect the privacy and property of all other library users.
2. Refrain from interrupting or disturbing other library users.
3. Do not use any Internet access to download, view, or transmit video or images that would be considered mature, X-rated, etc.
4. Conduct conversations, including cell phone calls, away from other library users.

5. Limit use of photocopier/scanner to five minutes or less when someone is waiting to use it.
6. Keep any study area free from litter, including food and drink containers.
7. Children must always be monitored by a parent or guardian.
8. The only pets permitted on the premises are those licensed as a Service dog or other license to assist those individuals with a disability.
9. Library database login credentials are only for currently enrolled RTS students and should not be shared with individuals not associated with RTS.
10. Promptly notify library staff of any change in your address or contact information.

Circulation Policies

1. The due date for books and all other material will be three weeks from the date of checkout. If the due date falls on a holiday, the item(s) checked out will be due the first business day after the holiday. You must have your student ID with you to check out or renew library materials.
2. You may renew library materials online or in-person. For instructions on renewing online, please visit <https://rts.edu/academics/library/jackson/#renewal>. You will need your library barcode number and PIN number to access your account. Your default PIN number is the last four digits of your library barcode number. To verify your PIN number, please contact library.jackson@rts.edu.
3. RTS students may renew each item twice unless it is needed to fulfill a class reserve reading. Once you have reached your renewal limit for an item, you must return it to the library to be re-shelved and made available for other students and library users. The book must remain in the library for one week before you can check it out again.
4. It is the patron's responsibility to return checked-out material on time. An overdue notice will be emailed to the patron two days after the due date of the item(s). An excessive number of overdue books will result in the patron's being unable to check out additional books until the overdue books are returned.
5. RTS Students are not charged fines for overdue books. Other patrons with check-out privileges are charged \$0.10 per day, per item. The maximum fine is \$10.00, and patrons with \$5.00 or more of fines will be unable to check out additional books until the fines are paid.
6. You are encouraged to replace a lost or damaged item with an identical item in good condition. For books, the replacement copy must be free of any underlining or highlighting and have solid binding. If the lost or damaged book is not replaced, the charge is equal to the current retail price plus a \$10.00 processing fee.

Library Equipment

Copying machines are available for student use in the Library at \$0.05 per copy. Scanners are available free of charge. For assistance with these machines or for information regarding other equipment in the Library, please see a Library staff member.

Library Hours

Fall and Spring Semesters:

Monday	8 a.m. – 9 p.m.
Tuesday	8 a.m. – 9 p.m.
Wednesday	8 a.m. – 9 p.m.
Thursday	8 a.m. – 9 p.m.
Friday	8 a.m. – 4 p.m.
Saturday	9 a.m. – 2 p.m.
Sunday	CLOSED

Summer, Winter, and Breaks:

Monday	8 a.m. – 5 p.m.
Tuesday	8 a.m. – 5 p.m.
Wednesday	8 a.m. – 5 p.m.
Thursday	8 a.m. – 5 p.m.
Friday	8 a.m. – 4 p.m.
Saturday	CLOSED
Sunday	CLOSED

RTS Chapel

Students are eligible to use the RTS Chapel for their weddings, subject to regulations. Details should be discussed with the Student Services Coordinator (601.923.1672).

Audio/Video Equipment

1. No A/V equipment may leave the seminary grounds, except for the purpose of maintenance or repair, without the expressed permission of the President's office.
2. Equipment is made available only to individuals who are associated with RTS.
3. Requests for A/V equipment setup must be made 48 hours in advance by completing the [Audio-Visual Equipment/Service Request form](#) on the RTS website. Requests made less than 48 hours in advance will only be filled as permitted by the class schedule of the A/V student worker(s).
4. Projectors, computers, cables, and video cameras are not available to RTS staff, faculty, and students for personal use.

Computer Privileges

1. Student users may use only those computers that have been authorized for their use by Computer Services or their department supervisor.
2. KnowBe4 Internet training must be completed to use any RTS computer.
3. Student users may use a computer only for the purpose for which permission has been granted. Seminary computers may not be used for commercial purposes without the permission of the President.
4. Student users given a password for computer access are responsible for the security of the password. A user's password must never be given to another person. If a user suspects another person knows his password, he must contact the Director of Computer Services immediately for a new one.
5. Student-users must respect the intellectual labor and creativity of others. Since electronic information is easily reproduced, respect for the work of others is especially critical in computer environments. Violations of original works, including plagiarism, unauthorized access, and copyright violations, may be grounds for disciplinary action.
6. Student users must not access or copy volumes, libraries, directories, programs, files, or data not belonging to them without authorization. For computer software and data owned by the seminary, authorization must come from the President.
7. **Student users must not attempt to modify or allow others to modify the seminary's computer hardware or software.** Failure to adhere to this policy may be grounds for disciplinary action. In addition, the cost incurred to restore damaged hardware or software will be charged to the student.
8. Student users of seminary computers must have appropriate training before operation. Each department is responsible for ensuring that student-users and workers are adequately trained. Questions from student-users and workers should be directed to the department staff. Only department staff should contact Computer Services.
9. Student users of seminary computers should report hardware or software problems to their department supervisor or department staff designated to receive such reports. That person should report the problems to Computer Services.
10. A student user that deliberately adds a computer virus to equipment owned by the seminary will be subject to disciplinary action. Users who suspect a computer has been infected by a virus or has been maliciously tampered with in any way should contact Computer Services immediately.

11. Computer Services, acting on behalf of the seminary, reserves the right to access all computer files on seminary computers.
12. Students may use computers designated for student use in labs or for public access. Students are not to use computers designated for administrative purposes unless authorized to do so by their department supervisor or Computer Services.
13. Administrative tasks have priority for any computer assigned to a department with administrative responsibilities.
14. Computer Services is not responsible for the support of hardware or software not owned by the seminary.

EMERGENCY RESPONSE PROCEDURES

The following procedures and guidelines are intended to help students, faculty, staff, and others on our campus respond appropriately to the various emergencies that may arise on the campus of RTS Jackson. It is impossible to prepare for every possible emergency, but these guidelines will serve you well for the most common and/or most dangerous emergencies. More emergency preparedness resources may be found at [Ready.gov](https://www.ready.gov).

Reporting

In the case of a true emergency (involving an immediate threat to life and/or property), **call 9-1-1 immediately** to report the situation to emergency services. When speaking to the dispatcher, remember to do the following:

- Remain calm.
- Speak slowly and clearly.
- Provide a detailed description of the nature and location of the emergency.
- Answer all questions from the dispatcher.
- Comply with all instructions.
- Remain on the phone until instructed by the dispatcher to hang up.

After you have spoken with the dispatcher, report the incident to the Emergency Hotline, 601.923.1740. Report non-emergency incidents via our RTS website or email to Jim Scott.

RAVE Mobile Safety

RTS uses Rave Mobile Safety to send text messages and email alerts to lists of people in the event of an emergency. We ask all students with a viable text message plan and phone number to submit their number via their Self-Service account. It is essential to opt-in to this service so that RTS can notify you in the event of a weather emergency, school closing, change in schedule, etc.

If you do not supply your phone number via Self-Service, you will not receive alerts on your phone and are opting out of this service. If you have any questions or concerns, please email RaveAlert@rts.edu, and they will be happy to assist you. Visit the RTS website for [step-by-step instructions](#) on how to register your cell phone numbers through Self-Service.

Emergency Monitors

Every floor of each building at RTS Jackson has been assigned an Emergency Monitor to act as the emergency contact person for those inside the building. In the case of an emergency, the Emergency Monitors are responsible for ensuring that their floors are secure and that students, faculty, and staff are aware of how to respond to the emergency. The following are the names of the staff members who are serving as Building Monitors for the current academic year:

- **Tori Thoman/Carolyn Callahan** — North Building First Floor North Side
- **Alleen McLain** — North Building First Floor South Side
- **Ben Goff** — North Building Second Floor Classrooms and TA Lab

- **Lauren Potter** — North Building Second Floor Student Break Out Area and Faculty Offices
- **Kim Lee** — North Building Third Floor North Side
- **Cheryl McCullouch** — North Building Third Floor South Side
- **Stephanie Wielgosz** — South Building Second Floor RTS Counseling Center
- **Ronjanet Taylor** — South Building Second Floor Student Center, Large Event Space, & Gameroom

Active Shooter

Most of the information contained in this section was taken from the “Active Shooter Quick Reference Guide” card provided to residents upon moving to campus. If you would like one of these cards, contact Ben Goff. We recommend that residents keep one of these cards in a visible place in the home and that all students familiarize themselves with this information.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, individuals must be prepared both mentally and physically to deal with an active shooter situation until law enforcement arrives on the scene.

Should there be an active shooter event on campus, the two most important things for you to do are:

(1) remain calm and (2) **call 9-1-1 as soon as it is safe to do so!** If the shooter is nearby and you are unable to speak, call and leave the line open so that the operator can hear what is happening.

When speaking to the 9-1-1 operator, be sure to provide, if possible, the following information:

1. The number and location of the shooter(s)
2. A physical description of the shooter(s)
3. The number and type of weapons possessed by the shooter(s)
4. The number of potential victims.

Answer any further questions that the operator may ask and comply with all the operator’s instructions.

When law enforcement arrives on campus, remember to do the following:

1. Remain calm and follow instructions.
2. Drop any items you have in your hands, especially bags and jackets.
3. Raise your hands and spread your fingers.
4. Keep your hands visible at all times.
5. Avoid quick movements toward officers.
6. Avoid pointing, screaming, or yelling.
7. Refrain from asking questions while evacuating.

Be aware that the first officers to arrive on scene will usually not stop to help the injured. Rescue teams will follow the initial officers, and these rescue teams will treat and remove the injured. Law enforcement will most likely hold you at a safe location until the situation is under control and all witnesses have been identified and questioned. **Do not leave the area** until law enforcement instructs you to do so.

Before law enforcement arrives, you have three options in responding to the shooter: run, hide, or fight.

RUN

- Have an escape route in mind
- Leave your belongings
- Evacuate whether or not others will agree to follow.
- Help others escape if possible.
- Do not attempt to move the wounded.

HIDE

- Hide in an area out of the shooter’s view.
- Lock the door or block the entry to your hiding place.
- Silence your cell phone, including vibrate mode, and remain quiet.

FIGHT

- Fight **only as a last resort** when your life or another’s life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with as much physical aggression as possible.

- Prevent others from entering an area where the active shooter may be.
- Keep your hands visible.
- Call 9-1-1 when you are in a safe place.
- Improvise weapons or throw items at the active shooter.
- Commit to your actions; your life may depend on it!

Weather Emergencies

Tornado

Regarding the threat of tornado activity, Jim Scott will monitor the situation closely and may send an email reminder regarding the building safety areas. In the case of a tornado warning, the Emergency Monitors will direct all students, faculty, and staff to the designated safe area in their designated area. A member of campus administration (likely Jim Scott) will alert the campus via a RAVE alert text and email, as well as through the student Facebook group. In the event of a tornado, please go to the ground floor of the building you are in to an interior space without windows.

Winter Weather

Due to the significant rise and fall of temperatures during Jackson winters, otherwise insignificant precipitation may cause icy conditions. Students are advised to limit travel as much as possible when there is snow or ice on the roads.

Closing Campus due to Inclement Weather

RTS Jackson administration consistently monitors developing weather situations closely to determine when it is best to close the campus. Administration handles each inclement weather circumstance individually. Jim Scott will communicate with other campus leaders to ensure we make the best decision for RTS Jackson in each situation. Jim will notify the campus via email and/or RAVE alerts when appropriate.

Building Emergencies

Fire

If a minor fire is seen and appears controllable, report it to the **Emergency Hotline** (601.923.1740). If possible, use a fire extinguisher to put out the fire.

Upon recognizing the existence of an uncontrollable fire in the building, pull the fire alarm and evacuate the building. Notify the **Emergency Hotline** (601.923.1740) as soon as possible. In the case of an uncontrollable fire, all students, faculty, and staff must evacuate the building calmly, but as quickly as possible. To facilitate a smooth evacuation process, do your best to always be aware of primary and secondary exits when entering a building or room.

Building Evacuation Procedures

Building Evacuations will occur when an alarm sounds and/or upon notification by Jim Scott or another Emergency Monitor. When the building evacuation/fire alarm is activated during an emergency, everyone must leave the building via the nearest marked exit and alert others to do the same. The following procedures should be followed:

- Stay as low as possible while evacuating, as smoke is the greatest danger during a fire and the lower air will be cooler and less toxic.
- Emergency Monitors will assist any handicapped persons in exiting the building.
- Emergency Monitors will physically check each room/area in the building to ensure everyone has left the building.
- Once outside, everyone should proceed to a clear area that is at least 500 feet away from the affected building.
- Keep streets, hydrant areas, and walkways clear for emergency vehicles and personnel.
- No person should return to an evacuated building until designated seminary or law enforcement

- personnel give permission.
- When the emergency dictates that the campus be evacuated, personnel will be strategically placed at specific locations to direct vehicle traffic.

Utility Failures

Gas Leak: If you smell natural gas, notify the Emergency Hotline, **601.923.1740, immediately**. In the case that no one can be reached, contact Atmos Energy directly (866.322.8667). If a gas leak is strongly suspected or confirmed inside a campus building and cannot be controlled, all students, faculty, and staff will be directed by Jim Scott or an Emergency Monitor to exit the building immediately. Do not return to the building unless told it is safe to do so by first responders or seminary personnel.

Power Failure: If there is a power failure anywhere on campus, report the outage directly to Entergy by calling 1.800.968.8243 (1.800.9OUTAGE).

Loss of Water Pressure: If you notice a loss of water pressure on campus, notify our Facilities team via an online [maintenance request](#). However, please be aware that widespread loss of water pressure is usually a city issue rather than a campus issue. If low water pressure persists, certain portions of campus, especially the Library, may close until it is restored. In many cases, the loss of pressure will be followed by a Boil Water Alert from the City of Jackson. Sometimes you will receive direct notice of the alert from the city, but this is inconsistent. Jim Scott will notify the campus via RAVE alerts, and residents will be notified via the campus GroupMe and/or via email. During a Boil Water Alert that affects the campus, do not use the water fountains in campus buildings. The coffee makers in the Student Break Out Area and the Student Center may be used at your own risk but know that the water does not stay hot enough for long enough to meet recommendations for purifying water during a Boil Water Alert.

Appendix A: Release Forms

Acknowledgment of Student Handbook

Sign the following form and return it to the Office of Registrar.

Waiver and Release Information

As it relates to use of facilities owned/operated by Reformed Theological Seminary – Jackson:

In consideration for use of all facilities provided by Reformed Theological Seminary, it is noted that you hereby agree to waive all claims against RTS and its agents, employees, representatives, officers, and directors (Indemnitees), for injuries or damages caused by, arising out of, or related to any participation in activities performed in and utilizing any buildings or on the grounds of the Jackson campus of Reformed Theological Seminary whether caused by, arising out of, or relating to negligence of Indemnitees or otherwise. It is further agreed to indemnify, save, and hold Indemnitees harmless from any loss, liability, attorney's fees, damage, or costs that may incur arising out of or related to the use of Reformed Theological Seminary's facilities or on the premises whether caused by the negligence of the Indemnitees or otherwise. We expect students and guests to conduct their actions in a manner so as not to damage, interrupt, or disturb existing facilities, class sessions, or meeting groups that may take place in adjoining rooms or buildings. You agree to conduct yourself in a Christ-like manner and understand the "no tobacco products" policy and the "no alcoholic beverages" policy of Reformed Theological Seminary.

Acknowledgement of Media Release

As it relates to use of media production:

By enrolling as a student at Reformed Theological Seminary, you are granting RTS permission to use pictures, videos or audio recordings of seminary classes, campus life or other seminary sponsored activities that include your voice, image, or likeness.

Acknowledgement of Student Handbook

I have received a copy of the Student Handbook and agree to abide by the policies and guidelines as set forth in the manual.

Student Name _____ ID _____

Student Signature _____ Date _____

Student preferred email address _____

Student phone number _____

Appendix B: Emergency Contact Information

On Campus	
Emergency Help	<u>911</u>
Maintenance and Security Emergency Hotline	<u>601.923.1740</u>
Meadowbrook Office Park Onsite Security	<u>601.667.7162</u>
Receptionists 8:00 a.m. – 5:00 p.m. Monday – Friday (Except for Holidays)	<u>601.923.1600</u>
Charlie Wingard, Dean of Students	<u>(cell) 256.509.9284</u>

Jackson	
Emergency Help	<u>911</u>
I need to report a crime to an officer.	<u>601.960.1234</u>
I need to report an accident/incident.	<u>601.960.1234</u>

Appendix C: Quick Reference Phone Numbers

To call any number from an RTS phone, just dial the last four numbers.

Receptionist and General Information:	601.923.1600
Executive Assistant to the Chancellor: Jan Hyde	601.923.1656
President—Dr. J. Ligon Duncan III: contact Jan Hyde	601.923.1656
Director of Operations: Jim Scott	601.923.1699
Academic Dean: Dr. Guy Waters	601.923.1697
Dean of Students: Dr. Charlie Wingard	601.923.1627 Cell: 256.509.9284
Director of Admissions: CL Pearce	601.923.1675
Admissions Counselor: Jermaine Van Buren	601.923.1673
Admissions Counselor: Aly Davis	601.923.1674
Assistant Director of Admissions: Alleen McLain	601.923.1670
Registrar: Lauren Potter	601.923.1681
Field Education: Dr. Charlie Wingard	601.923.1627
Preaching Circuit: Marguerite Westbrook	601.923.1678 Cell: 601.954.1969
Student Accounts: Kim Lee	601.923.1717
Student Services Coordinator: Ben Goff	601.923.1672
Counseling Clinic:	601.923.1645
Bookstore:	601.923.1616
Library Circulation Desk:	601.923.1623
Mailroom: Avery Bakarich	601.923.1647

Appendix D: Faculty and Staff by Last Name

RTS Faculty

Dr. J. Ligon Duncan III	John E. Richards Professor of Systematic and Historical Theology	1656
Dr. John V. Fesko	Harriet Barbour Professor of Systematic and Historical Theology	1646
Dr. Benjamin Gladd	Professor of New Testament	1694
Dr. Michael A. Hillerman	Assistant Professor of Counseling and Director of Master of Arts in Counseling Program	1630
Dr. Joshua Malone	Associate Professor of Systematic Theology	
Dr. William J. Richardson	Professor of Counseling	1632
Dr. Miles V. Van Pelt	Alan Hayes Belcher, Jr. Professor of Old Testament and Biblical Languages	1695
Dr. Guy P. Waters	James M. Baird, Jr. Professor of New Testament and Academic Dean (Jackson, Brazil)	1697
Dr. Charles M. Wingard	Professor of Pastoral Theology and Dean of Students Dean of Chapel and Director of Field Education	1627

RTS Staff

Bakarich, Avery	Mailroom Coordinator	1647
Bautista, Pons	Director of IT- Jackson	1667
Blackmon, Anna	Communications Assistant	1684
Callahan, Carolyn	Receptionist	1600
Crabb, John	Library Director	1618
Davis, Aly	Admissions Counselor	1674
Doggett, Dr. Tony	Chancellor's Chief of Staff	1655
Duncan, Dr. Ligon	Chancellor & CEO, Jackson President	1656
Easley, Derek	Facilities Maintenance Technician	1693
Goff, Ben	Student Services Coordinator	1672
Griffin, Stephen	Communications Content Manger	1683
Harbaugh, David	Systems Administrator	1665
Hartley, Stephanie	Special Projects Coordinator	1657
Hewitt, Dale	Facilities Specialist	1743
Hollingsworth, Sunny	Development Systems Specialist	1657
Hyde, Jan	Executive Assistant to the Chancellor	1656
Ingram, John	Director of Finance	1662
Jackson, David	Assistant Librarian	1639
Lee, Kim	Student Billing Director (all campuses)	1717
Locke, Taylor	Clinical Assistant	1637
Mansfield, Parker	Bookstore Manager	1640
McCall, Perry	Regional Development Officer	1652
McCullouch, Cheryl	Coordinator of Development Operations	1653
McLain, Alleen	Assistant Director of Admissions	1670
Pearce, CL	Director of Admissions	1671
Potter, Lauren	Registrar	1681
Quarles, Bobby	Director of Planned Giving	1651
Rayborn, Ricky	COO	1643
RTS Bookstore	Bookstore	1616

Scott, Jim	Special Assistant to the Chancellor and Jackson Director of Operations	1699
Short, Jessica	CFO	1660
Stallings, Michelle	Payroll and Benefits Administrator	1661
Summers, Shekaria	Accounts Payable Manager	1663
Taylor, Ronjanett	Assistant Site Administrator	1633
Thoman, Tori	Receptionist, Maintenance Coordinator, and Assistant to Director of Operations	1600
Thompson, Tim	Director of Gift Processing	1658
Van Buren, Jr., Jermaine	Admissions Counselor	1673
Westbrook, Marguerite	Administrative Assistant – Field Education and Placement	1678
Wielgosz, Stephanie	Director of RTS Counseling Center	1635
Woods, Abby	Communications Resources Director	1698