Parent Guide

2013-14
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Dear Parents,

I am honored and delighted that you and your student have chosen to attend Emmanuel College. As a parent, I know this can be an exciting and challenging time for both you and your student. Just because a student is going away to college, it doesn’t mean the parents have to be left behind.

You will always be an important part of your student’s education, and we want you to take part in the college experience. Both my administrative staff and I are here to serve you during this transition. Our hope is that the information provided in this booklet will be a resource to you the entire time your student is at Emmanuel. For additional information, please visit www.ec.edu/parents.

For almost a century, Emmanuel has been preparing students to become Christlike disciples who integrate faith, learning, and living for effective careers, scholarship, and service. I look forward to celebrating the accomplishments and successes of your student, and I wish you both the best throughout your experience at Emmanuel.

Again, welcome to the family.
Sincerely,

Dr. Michael S. Stewart
President of Emmanuel College
Faith

SPIRITUAL LIFE
Spiritual Life at Emmanuel College is vibrant and all-inclusive. Through small groups, weekly corporate gatherings like convocation and chapel, classroom learning, and individual mentoring, we create an environment that fosters community, spiritual formation, and a biblical worldview. For an up-to-date list of campus speakers and spiritual life events, please visit www.ec.edu/life/spiritual-life.

CAMPUS OUTREACH
We are committed to helping students become caring, Christian citizens by providing opportunities for outreach, social justice awareness, missions, and partnerships with Christian service organizations. Taking part in these activities is a great way for students to become involved in campus life while using their God-given passions to make a positive difference in the world.
Because of the heightened social awareness and community involvement of our students, Emmanuel has been named to the President’s Higher Education Community Service Honor Role for the second year in a row, a distinction which nationally recognizes institutions that significantly impact their communities and achieve measurable social change. Below are just a few of the ways your student can get involved in outreach at Emmanuel.

**STUDENT MINISTRIES**
- Emmanuel College Singers
- Emmanuel College Players
- Revive Dance Team
- Koinonia

**MISSION TRIPS**
- Port St. Lucie, FL
- Costa Rica
- Philippines
- Nashville, TN
- Honduras
- United Kingdom
- Israel

**OUTREACH PROGRAMS AND PARTNERSHIPS**
- Campus Clean-Up and Recycling
- Franklin County Mentoring Program
- Franklin Life Crisis Pregnancy Center
- Habitat for Humanity
- Heart Haven Domestic Violence Shelter
- iRespect Mentoring Program
- Lavonia Animal Shelter
- Nathaniel’s Hope Ministry for Children With Special Needs

For more information about campus outreach and ministry opportunities, please visit [www.ec.edu/life/campus-outreach](http://www.ec.edu/life/campus-outreach).
Learning

ACADEMIC LIFE
Emmanuel offers a first-rate education with opportunities and qualities rarely seen at an institution this size. Our small class sizes keep learning highly interactive, and the low student-to-teacher ratio ensures your student will receive personalized attention when needed. In addition, students have the opportunity to showcase their work through a variety of academic activities, from participation in our Annual Student Research Symposium to publication in the Montage literary magazine. For more information about academic life at Emmanuel College, visit www.ec.edu/academics.

ACADEMIC RESOURCE CENTER
The Academic Resource Center (ARC) is a free service provided to students. Trained tutors, consisting of upperclassmen hand-picked by members of the faculty, conduct one-on-one training sessions in all disciplines. For more information, please contact Karen Compton at kcompton@ec.edu.

LIBRARY
The Shaw-Leslie Library contains a collection of more than 80,000 volumes including books, music scores, DVDs, electronic books, and other multimedia materials. Periodical resources include online and print journal subscriptions, newspapers, microfiche, indexing and full-text access contained in the databases of Galileo. For more information, please visit www.ec.edu/library.

CAREER SERVICES
Career Services is a free resource available to all Emmanuel students, which provides assistance with resume preparation, mock interview workshops, career fair coaching, career counseling, and assessment. For more information, please visit our career services webpage at www.ec.edu/life/career-services.
STUDENT RECORDS
In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Emmanuel College will disclose to parents/guardians information from the academic records, financial records, and medical records of a student provided the college has written consent of the student on file. For more information or to download a consent form, please visit www.ec.edu/academics/registrars-office.
Living

STUDENT LIFE
Emmanuel offers a vibrant, active, and educational campus life. Your student will be encouraged to get connected on campus through a variety of activities designed to grow the whole person—body, mind, and soul. In addition to intercollegiate athletics, we offer intramural sports, clubs and organizations, music and dramatic arts, and a variety of ministry opportunities. There’s something for everyone at Emmanuel. For more information about current campus events and activities, please visit www.ec.edu/life.

COMMUTER LIFE
Commuters are a valued part of our campus community, and we encourage them to be involved! Commuters have access to all of the same campus facilities, events, and opportunities available to residents. Monthly commuter lunches allow commuters to express their interests and concerns to our staff. For more information about commuter life, please visit www.ec.edu/life/commuter-life.
RESIDENCE LIFE
Emmanuel seeks to create an engaging living and learning environment where your student will make relationships that last a lifetime. A resident assistant (RA) lives on each hall to help your student navigate life at Emmanuel, and a residence coordinator (RC) or resident area director (RAD) is located in each dorm to answer any questions you may have. For more information about polices and procedures, including curfew and visitors, download a copy of the Residence Life Guide at www.ec.edu/Life/residence-life.

MY EC ACCOUNT
Each student must have a MyEC account, which provides access to EC email where students will receive official communication, class registration, student accounts, online classes, WiFi, and many other Emmanuel services. For information about setting up a MyEC account, please visit www.cris.ec.edu/regis/login.

COMPUTERS & INTERNET ACCESS
Many students bring their own computers with them. However, both Mac and PC computer labs with Internet access are also available on campus. Wireless Internet can be accessed in the dorms and academic buildings through a MyEC account.
NEW ATHLETIC COMPLEX
Our new 74,000 square-foot athletic complex houses a basketball arena, volleyball and intramural courts, an indoor track, a student fitness center, a swimming pool, a bowling alley, a food court, and outdoor athletic facilities, such as baseball and softball stadiums, tennis courts, and a soccer field. These resources benefit not only the student athletes involved in our growing athletic programs, but our academic programs as well. Students majoring in kinesiology and sports management use this equipment for classes and training. In addition, the entire student body and members of the local community have access to exercise and wellness facilities, which are unparalleled in the local area.

DINING SERVICES
The goal of Emmanuel dining services is to help your student understand and make the right dining choices by offering them a variety of options and dining styles from which to choose. While we may never completely replace mom’s cooking, we will offer a selection of both comforting foods as well as authentic cuisine styles to entice and expand your student’s palette. For more information, please visit www.dineoncampus.com/ec.
COUNSELING SERVICES
Counseling Services is a free resource available to help your student define and accomplish personal, spiritual, and academic goals. Services offered include individual and group counseling and support, programming, consultative services, crisis management, and assessment services. For more information, please visit www.ec.edu/life/counseling-services.

DISABILITY SERVICES
Emmanuel provides reasonable accommodations for qualified individuals with disabilities. We comply with all applicable federal laws and regulations regarding reasonable accommodations to provide equal opportunity to qualified individuals with disabilities. It is up to the individual student to self-identify their disability and provide documentation in order to receive services, which include intake counseling, provision of reasonable accommodations, support with alternative media, and ongoing support and counseling if needed. For more information, please contact Sean Williamson at swilliamson@ec.edu.

CAMPUS SAFETY
The college cooperates with the City of Franklin Springs Police Department to maintain a security presence seven days per week for protection of students and facilities. In addition, the ECAlert notification system is used to inform students and parents of emergencies which pose a threat to campus health and safety. For more information, please visit www.ec.edu/life/campus-safety.

CONDUCT
As a Christ-centered institution, we hold our students to a high standard of moral and academic conduct. We operate as a drug-free, tobacco-free, alcohol-free campus, and we expect our students to adhere to this policy. The Emmanuel Student Handbook outlines the rules and expectations, as well as possible disciplinary consequences for a student who fails to abide by the code of conduct. You may download and view the Emmanuel Student Handbook in its entirety at www.ec.edu/life/student-handbook-0.
Finances

**STUDENT ACCOUNTS**
Students can view their accounts online by logging into MyEC. Payments may be submitted electronically using a debit or credit card, in person at the Cashier’s Office, or mailed to Emmanuel College, P.O. Box 129, Franklin Springs, GA, 30639. Paper statements will not be mailed unless a specific need exists. For information about how to receive the 5% Early Payment Discount or to enroll in the interest-free payment plan option, please visit [www.ec.edu/about-ec/accounting-services](http://www.ec.edu/about-ec/accounting-services).

**EC DEBIT CARD**
The Discover® backed EC Debit Card is a pre-paid signature debit card accepted online and at Discover® merchants worldwide. The EC Debit Card is automatically issued to all students currently enrolled at Emmanuel and is the primary way that any financial aid refunds or work-study payments are delivered to students. For more information, please visit [www.ec.edu/about-ec/emmanuel-prepaid-card](http://www.ec.edu/about-ec/emmanuel-prepaid-card).

**FINANCIAL AID**
Emmanuel realizes financial assistance is a key factor that may influence which college your student attends. Because we understand the importance of an affordable quality education, we accept federal financial aid funds (such as Pell Grant), and we offer academic scholarships for qualifying students.

**Please note:** The financial aid application process must be completed annually, and academic scholarships have certain requirements the recipient must meet in order to maintain eligibility. For more information about financial aid, please visit [www.ec.edu/aid](http://www.ec.edu/aid).
What’s down the road?

Numbers You Might Need

We care about you! To find any phone number or email address at Emmanuel, please visit our directory at [www.ec.edu/directory](http://www.ec.edu/directory). For access to specific academic departments, call 1-800-860-8800.

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<tr>
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<tr>
<td>Academic Accommodations</td>
<td>Sean Williamson</td>
<td>706-245-2881</td>
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<td>Academic Affairs</td>
<td>John Henzel</td>
<td>706-245-2832</td>
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<tr>
<td>Academic Resource Center</td>
<td>Karen Compton</td>
<td>706-245-2626</td>
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<td>Academic Success Coordinator</td>
<td>Ellen Cortese</td>
<td>706-498-6442</td>
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<td>Accounting Services</td>
<td>Rebecca Bruce</td>
<td>706-245-2807</td>
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<td>Alumni Office</td>
<td>Shanterrin Harland</td>
<td>706-245-2863</td>
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<td>Athletics, Director of</td>
<td>Jose Larios</td>
<td>706-245-2884</td>
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<tr>
<td>Athletic Facilities Coordinator</td>
<td>Becky Crawford</td>
<td>706-245-2917</td>
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<tr>
<td>Campus Pastor</td>
<td>Chris Maxwell</td>
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<td>Campus Safety/Parking</td>
<td>Ron McCullar</td>
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<td>Sean Williamson</td>
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<td>Cashier / Copying / Mailroom</td>
<td>Lucinda James</td>
<td>706-245-2600</td>
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<td>Clubs/Organizations</td>
<td>Philip Cortese</td>
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<td>S. Williamson, C. Gaultney</td>
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<td>Development, VP</td>
<td>Brian James</td>
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<td>Enrollment &amp; Marketing, VP</td>
<td>Wendy Vinson</td>
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<td>Finance, VP</td>
<td>Kevin Crawford</td>
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<td>Financial Aid, Director</td>
<td>Niki Stinson</td>
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<td>Food Services (Chartwells)</td>
<td>Brad Motes</td>
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<td>Housing</td>
<td>Courtney Hamil</td>
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<td>Human Resources</td>
<td>Joann Harper</td>
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<td>ID Cards</td>
<td>Sherri Carey</td>
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<td>Information Systems</td>
<td>Glenn Toney, Leo Satara</td>
<td>706-245-2821, 706-245-2822</td>
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<td>Intramural Sports</td>
<td>T.J. Hamil</td>
<td>706-594-6298</td>
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<tr>
<td>Library Services</td>
<td>Austina Jordan, Circulation Desk</td>
<td>706-245-2622, 706-245-2848</td>
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<td>Lion’s Den (EC Café)</td>
<td>Chris Ware</td>
<td>706-245-2812</td>
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<td>Lost and Found</td>
<td>Lucinda James</td>
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<td>Main Fax Machine</td>
<td>Lucinda James</td>
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<tr>
<td>President</td>
<td>Michael Stewart</td>
<td>706-245-2803</td>
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<tr>
<td>Registrar</td>
<td>Debra Grizzle</td>
<td>706-245-2817</td>
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<td>Rental Property</td>
<td>Ron McCullar</td>
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<td>Service Learning / FUSE</td>
<td>Margaret Turner</td>
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<td>Student Activities</td>
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<td>Student Records</td>
<td>Registrar’s Office</td>
<td>706-245-2818</td>
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<td>Student Life, Vice President</td>
<td>Jason Croy</td>
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<td>Theatre Productions</td>
<td>Stephanie Garrett</td>
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<td>Vehicle Registration</td>
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<td>Yearbook</td>
<td>Sherry Story</td>
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2013-14 Academic Calendar

2013 FALL SEMESTER

- Residence Halls Open (New Students) Aug. 8
- Orientation/Registration Aug. 8-9
- Classes Begin Aug. 12
- Drop-Add Period Aug. 12-16
- Alpha Weekend Aug. 15-18
- Labor Day Break Sept. 2
- Mid-Term Oct. 2
- Homecoming Weekend Oct. 3-5
- Last Date To Withdraw Oct. 9
- Fall Break Oct. 10-11
- Thanksgiving Break Nov. 27-29
- Final Examinations Dec. 2-5
- Christmas Break Dec. 9-Jan. 7

2014 SPRING SEMESTER

- Residence Halls Open (New Students) Jan. 6
- Orientation/Registration Jan. 6-7
- Classes Begin Jan. 8
- Drop-Add Period Jan. 8-14
- New Beginnings Weekend Jan. 9-12
- MLK Memorial Holiday Jan. 20
- Mid-Term Feb. 28
- Spring Break Mar. 2-10
- Last Date To Withdraw Mar. 7
- Spring Break Mar. 8-16
- Easter Break April 18-21
- Final Examinations May 5-8
- Honors Night May 9
- Graduation May 10