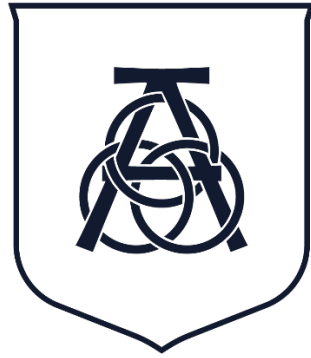


NEW SAINT ANDREWS COLLEGE  
MOSCOW, IDAHO



2025-2026  
RESIDENT STUDENT  
HANDBOOK

*Updated 7/29/2025*

# NEW SAINT ANDREWS COLLEGE

## RESIDENT STUDENT HANDBOOK

2025-2026

New Saint Andrews College  
405 S. Main St.  
P.O. Box 9025  
Moscow, ID 83843

Phone: (208) 882-1566

Email: [info@nsa.edu](mailto:info@nsa.edu)

[www.nsa.edu](http://www.nsa.edu)

### ***Statement of Non-Discrimination***

New Saint Andrews College will not discriminate on the basis of race, color, national or ethnic origin, sex, age, or physical disability with respect to (1) student admissions, (2) use of facilities and exercise of student privileges, or (3) scholarship programs.

New Saint Andrews maintains its constitutional and statutory right to make hiring, employment, and student admission and superintendence decisions on the basis of religion in order to accomplish its Christian mission.

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## Student Questions and Services

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New Saint Andrews seeks to provide the most effective service to our students. For administrative appointments, please call the main office at (208) 882-1566.

*For questions about ..... Contact*

Prospective Student Inquiries.....Recruitment Director ([admissions@nsa.edu](mailto:admissions@nsa.edu) x 831)

Course Registration.....Miss Sarah McCabe, Registrar ([registrar@nsa.edu](mailto:registrar@nsa.edu) x 115)

Financial Questions.....Mrs. Katherine Paradiso, Bursar ([bursar@nsa.edu](mailto:bursar@nsa.edu) x 116)

Coursework Questions.....Faculty member teaching the course (See course syllabi for contact information)

Academic Advising/Progress towards Graduation

.....Dr. Timothy Harmon, CAO and Provost ([tharmon@nsa.edu](mailto:tharmon@nsa.edu)) x125

.....Dr. David Talcott, Graduate Dean ([dtalcott@nsa.edu](mailto:dtalcott@nsa.edu)) x119

.....Dr. Jared Longshore, Undergraduate Dean ([jlongshore@nsa.edu](mailto:jlongshore@nsa.edu)) x115

.....Miss Sarah McCabe, Registrar ([registrar@nsa.edu](mailto:registrar@nsa.edu)) x 115

Bookstore .....Mr. Adam Walter, Bookstore Manager ([bookstore@nsa.edu](mailto:bookstore@nsa.edu) x 130)

Library .....Miss Rebekah Leidenfrost, Head Librarian ([rleidenfrost@nsa.edu](mailto:rleidenfrost@nsa.edu) x110)

Parking Permits, Parking Issues .....College Administration Office

Security and Safety Questions .....Mr. Nathan Kirkpatrick, VP of Operations ([safe-campus@nsa.edu](mailto:safe-campus@nsa.edu))

President's Council:

Tim Harmon, VP of Academics and CAO, holds a PhD. in Systematic Theology from University of Aberdeen.

Andy Trauger, VP of Finance and CFO, holds a BBA in Accounting from Texas A&M University-Texarkana.

Nathan Kirkpatrick, VP of Operations, holds a BS in Communications from Pensacola Christian College.

Brenda Schlect, VP of Administration, holds an MS from the University of Idaho.

Matt Saar, VP of Development, 20 years of experience in related fields.

Jean Brainerd, DAIE, holds a BS in Business Administration from the University of Texas.

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## Institutional Overview

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### **New Saint Andrews College's Core Principles**

#### ***Mission***

Our mission at New Saint Andrews is to graduate leaders who shape culture living faithfully under the Lordship of Jesus Christ.

#### ***Vision***

New Saint Andrews College is an academic community centered on the lordship of Jesus Christ over all things. The College is pursuing a robust liberal arts education in the classical Christian tradition in the context of real Christian community.

We provide young men and women with the highest quality undergraduate and graduate education in liberal arts and culture from a distinctively Christian and Reformed perspective, to equip them for lives of faithful service to the Triune God and his Kingdom, and to encourage the use of their gifts for the growth of Christian culture.

At New Saint Andrews, the Triune God revealed in the Bible is our ultimate source and standard of truth, beauty, goodness, liberty, and freedom. Without Him, truth and freedom dissolve into relativism and chaos. We believe historic, biblical Christianity, as contained in the Scriptures of the Old and New Testaments, to be the only basis on which the search for truth and the exercise of liberty are meaningful or possible. Liberty is found not in the absence of law, but in keeping the letter and spirit of the Law of God: "Where the Spirit of the Lord is, there is liberty" (2 Cor. 3:17). For this reason, New Saint Andrews encourages genuine liberal education and protects an environment of genuine liberty of thought and expression within the parameters of our Statement of Faith for faculty and administrators, and the Student Code of Conduct for students.

#### **TRINITARIAN**

The College's integrative approach to classical Christian higher education stresses the interrelationships between disciplines, since both their unity and their diversity are rooted in the Holy Trinity.

#### **CULTURAL LEADERSHIP**

The College seeks to equip its students with the biblical wisdom, integrative knowledge, creative insight, and humility to lead our culture faithfully as the servants of all, through excellence in the arts, letters, sciences, business, government, the church, and all lawful vocations.

#### **VOCATIONS**

A vocation entails much more than a "job" or "career." Vocations include all our lawful callings, responsibilities, and labors before God in our different stations and stages of life as sons and daughters, spouses, parents, providers, citizens, and church members. The College seeks to prepare students for faithful servant leadership in all their God-given callings through all stages of life for the glory of God and the advance of His Kingdom.

#### **THEOLOGICAL PERSPECTIVE**

All who teach courses at New Saint Andrews, and all who sit on our Board of Trustees, must pledge in writing their commitment to uphold the Statement of Faith. Students are not required to pledge their assent to it, but instead are required to affirm the Code of Conduct by means of the Student Pledge. Students indicate their agreement by signing the Student pledge at Registration during the beginning of the academic year.

## ***Statement of Faith***

### **PREAMBLE: AUTHORITY AND WITNESS**

The Scriptures of the Old and New Testaments are our only infallible rule of faith and practice. The Lord Jesus Christ committed these inspired Scriptures to His Church. We therefore defer to the witness of the historic Christian Church as a genuine but fallible authority, subordinate to the Scriptures themselves, in discerning what the Scriptures teach. Because they faithfully witness what is taught in the Word of God, we receive the great creedal statements the Church has affirmed throughout the ages: The Apostles' Creed, The Nicene Creed, and the Definition of Chalcedon. Moreover, we believe that the Reformational confessions of the sixteenth and seventeenth centuries (including the Westminster Confession of Faith of 1646 and the three forms of unity, etc.) of all historic statements, most fully and accurately summarize the system of orthodox Christian doctrine revealed in Scripture. Therefore, the specific headings below do not exhaust our doctrinal understanding, but rather identify those doctrines that merit greater attention today. *All of our faculty members state their alignment with one of these confessions on their annual work agreement, along with any stated exceptions.*

### **THE TRIUNE MAJESTY**

The Triune God is the one uncreated Creator of all things that exist in heaven and on earth, and there is a fundamental divide between the Creator and His creation. This one God is eternally existent in three Persons: Father, Son, and Holy Spirit. His Majesty is omnipotent, omnipresent, omniscient, and limited by nothing other than His own nature and character. He is holy, righteous, good, just, loving, and full of mercy.

### **CREATION**

In the beginning, God created the material universe from nothing in six ordinary days. He spoke, and by the Word of His power, it was. Our science on the nature and time of this event must be determined in full submission to God's Word.

### **SIN**

Our first father Adam was our federal head and representative. He was created innocent, but through the temptation of Satan and his rebellion against the express Word of God, plunged himself and his entire posterity, represented in him, into the hopelessness of death in sin. This sin is lawlessness—an attempt to live apart from the law and Word of God. Since that first great apostasy, no descendant of Adam has escaped from the physical death of lawlessness and the judgment of hell apart from efficacious grace.

### **THE INCARNATE CHRIST**

The Lord Jesus Christ is, according to the flesh, a descendant of David and sits on David's throne. He is, at the same time, God incarnate, born of the Virgin Mary. He is one person with two distinct natures—fully man and fully God. As a man, He is our elder brother and High Priest before God, representing us to God the Father. As God, He is the visible image of the invisible Father, representing God to us.

### **SALVATION**

Because all sons of Adam are spiritually dead, they are consequently incapable of saving themselves. But out of His sovereign mercy, God the Father elected a countless number to eternal salvation, leaving the remainder to their sinful desires. When the time was right, the Lord Jesus Christ died on the cross and was raised to life bodily from the grave as an efficacious redemption for the elect. Thus, He secured the salvation of His church, for which He laid down His life. And at the point of each individual's conversion, the Holy Spirit brings resurrecting grace, effectually calling him by His power, with the result of repentance and faith.

### **REVELATION**

The sixty-six books of the Old and New Testaments are the Word of God, infallible in all they affirm and exhibit. The Word has divine authority in everything it addresses, and it addresses everything. In no way should the Scriptures be brought to the judgment seat of human reason; rather, we must rationally and submissively study the Word granted to us.

#### LAW

The grace of God in the gospel does not set aside the law of God; rather, it establishes it. To the one who believes, the law of God is precious, and through faith the law is established. The law stands as God's testimony of His own righteous character; as such, it cannot be altered by anything other than God's express Word. Consequently, we receive the entire Bible, Old and New Testaments, as fully containing the will of God for us. To all who do not believe, the law of God condemns them in their self-righteousness.

#### COVENANT

When God is pleased to bless the proclamation of His gospel, the result will always be a visible collection of saints bound in covenant to Him. They will be characterized through their assembly around the preached Word, their faithful administration of baptism and the Lord's Supper, and their orderly and disciplined government according to the Word of God.

#### WITNESS

As believers present the gospel to those who remain in rebellious unbelief, there must be no halfway compromise with that unbelief. Every thought, which necessarily includes our teaching, apologetics, and evangelism, is to be made captive to the Word of God, in obedience to Christ, and every tongue is to glorify the Father.

#### ESCHATOLOGY

As the gospel of Christ is proclaimed throughout the world, the result will be the gradual transformation and salvation of the world. Prior to Christ's return, the earth will be as full of the knowledge of the Lord as the waters cover the sea, and the whole earth will be full of His glory.

#### MERE CHRISTENDOM

As the Great Commission is progressively fulfilled, this necessarily will create challenges with regard to church/state relations. As the Reformational confessions referenced in the preamble above were adopted in the context of established state churches, it is important for us to confess that we rather affirm the "Mere Christendom" approach of the American version of the Westminster Confession of Faith, wherein the magistrate serves as the deacon of God and is not religiously neutral, but makes no distinction between the protestant churches of our common Lord.

#### MARRIAGE, GENDER, AND SEXUALITY

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God.

We believe that in order to preserve the function and integrity of New Saint Andrews College as a Christian ministry, and to provide a biblical role model to the students of New Saint Andrews College and the community, it is imperative that all persons employed by New Saint Andrews College in any capacity, or who serve as volunteers, or who attend as students, agree to and abide by this statement on Marriage, Gender, and Sexuality.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of New Saint Andrews College.

## SANCTITY OF HUMAN LIFE

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including unborn babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

## FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of New Saint Andrews College's faith, doctrine, practice, policy, and discipline, the session of elders of Christ Church, Moscow, is the college's final interpretive authority on the Bible's meaning and application.

## Facility and Library Resources

### ***Facility at 405 S. Main Street (South Campus)***

New Saint Andrews occupies an historic downtown building in Moscow known as the Skattaboe Block, which was built in 1891 on the city's central Friendship Square at Main and Fourth Streets. This building holds our main classrooms, the Bookstore (Sword & Shovel), Tyndale Library, the Commons area, and offices for our faculty and administration.

When not in use, classroom spaces are available to registered New Saint Andrews students for school-related academic uses (e.g., study groups). Such use may take place only when the library is open, and must be prearranged through the Registrar, except for the Reading Room, whose calendar is managed by the Librarian. Special permission is required for any other uses, or uses at any other times; requests are made using the facilities use form available in the Admin Office.

No food is allowed in the library and drinks must remain in capped containers. While library staff will enforce this rule, we expect our students to observe this policy so that the staff will have no need to address this issue.

The Atwood Commons (sometimes referred to as the Tea Room) is a place for formal and informal public gatherings, but it is not to be treated as though it is a student's private residence. It is therefore an inappropriate location for napping. Nor is it to be used for private storage or as a drop-off place for clothing, books, or other personal articles. Items left overnight in the room or refrigerator may be thrown away. Students are expected to clean up after themselves (i.e. wash their dishes, throw away their trash, etc.).

Each student will be issued his or her own "pidge box," which will be used by instructors and administrators for distributing materials to the student. Students are welcome to use the pidge system for passing limited personal materials to individual classmates, but must respect the privacy of their classmates by not removing or examining the contents of their classmates' pidge boxes. There will be no bulk distribution or handouts by any student; approved materials may be posted on the bulletin board.

### ***Facility at 112 N. Main Street (North Campus)***

During 2018, NSA purchased 112 N. Main, a 30,000 square-foot shuttered nightclub formerly known as Cadillac Jack's (CJ's). The goal is to remodel it so that it serves as a venue for classrooms, events, and musical performances that glorify God. In AYE 2020 the college received a certificate of occupancy which allowed the use of a portion of the building for educational purposes. During AYE2021 the facility came into use for offices, classes, and events. By 2023, Phase 2 of the remodel was completed, which tripled the space available for classes.

### ***Tyndale Library***

Tyndale Library is located on the main floor of South Campus, at the Main Street entrance. It holds more than 45,000 volumes in classics, history, literature, philosophy, languages, aesthetics, and Christian theology. Students also have access to the growing number of online resources, databases, and interlibrary loan options through the library's website: <http://tyndale.nsa.edu/index>.

For more information on Tyndale Library, please see the Library Handbook.



### ***Nuart Theatre***

The Nuart Theater is located at 506 South Main in downtown Moscow. The use of this building is limited to non-academic purposes such as community events.

### ***Pierian Gallery***

The Pierian Gallery is located at 414 S Main St. It exists to present art to the Moscow community and visiting public to the glory of God by housing fine art pieces and exhibits. It also houses NSA's Welcome center.

### ***General Principles for Facilities Care***

To maintain harmony with those communities within and around which New Saint Andrews College operates, and to foster a godly culture of Christian scholarship, students should observe the following protocols:

1. Students should comport themselves appropriately in the areas around all school facilities, when going to and coming from class and *Disputatio*. This is important for the school's culture and reputation.
2. Students should dress to show respect whenever they are in the NSA building, even when not attending classes.
- 3.-All campus student food should be limited to the Commons unless an approved event is specified elsewhere, and all drinks must be covered.
4. Students should enter a classroom shortly before class begins and depart shortly after class adjourns. They should avoid loitering and talking loudly outside the classroom unless they are in an approved location for study groups. They should not raise any excessive noise in any classroom, study area, or the library. They should avoid loitering in office areas.
5. Students should police their own waste and pick up after themselves.
6. The playing of instruments must not interfere with classroom operations.
7. Students may not use college facilities (classrooms, library, foyers, the Nuart Theatre, etc.) as places to leave messages for one another, or to leave things (e.g., borrowed books) for someone else to pick up later.
8. Students may post notices or leave fliers in designated areas only with the permission of the Director of Administration.

NSA has a regular system of facilities maintenance and janitorial care to preserve a safe and healthy environment. Facilities use and maintenance forms are available in the files tab on Populi. Maintenance requests are prioritized by the VP of Operations. Decisions by the administration on facilities usage requests are final.

### ***Parking***

The College requires all students with a car in Moscow to register the car with the NSA office: students are given NSA parking stickers and access to designated NSA parking lots west of Jackson Street. A map is available at registration. The Friendship Square parking lot is municipal parking, and the downtown parking ordinances are diligently enforced by the Moscow Police.

### ***Accreditation***

NSA is a member institution of two accreditation associations, with Northwest Commission on Colleges and Universities (NWCCU) as our primary accreditor and dual secondary accreditation with the Transnational Association of Christian Colleges and School (TRACS).

NWCCU and TRACS are both institutional accrediting agencies recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA). They accredit institutions as a whole, not individual degree programs. Accreditation of an institution of higher education indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. Accreditation is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

NSA's accreditors may be contacted at the following addresses:

Northwest Commission on Colleges and Universities  
8060 165th Avenue NE  
Suite 200  
Redmond, WA 98052

[www.nwccu.org](http://www.nwccu.org)

Transnational Association of Christian Colleges and Schools  
15935 Forest Road  
Forest, Virginia 24551

[www.tracs.org](http://www.tracs.org)

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# Code of Conduct

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## Code of Conduct

NSA exists to graduate leaders who shape culture living faithfully under the Lordship of Jesus Christ. To that end, students must join the faculty and staff in submitting themselves to Scripture's clear principles for our labors together as a community of Christian scholars, pledging annually to uphold NSA's ideals and obey NSA's standards. While we have found it convenient to group these ideals and standards under four headings—personal holiness, sound doctrine, academic integrity, and cultural reformation—we recognize that these are ultimately interconnected, and students who diligently follow Christ in all things will find themselves conforming to these standards by default. Our hope is that students will follow God's law without legalism and exercise their Christian liberties without worldliness. Students who have questions regarding anything in the Code of Conduct should feel welcome to approach their academic advisor, the DSA, or both.

### *Personal Holiness*

**Expectations:** NSA expects students to read and obey the Word of God, to attend church regularly while at NSA, to conduct themselves in sexual purity as described by NSA's Statement of Faith, and to exercise their Christian liberties insofar as they are edifying both to themselves and to the body of Christ. NSA expects students to abstain from all works of the flesh (Gal. 5:19-21, 24, 26; Eph. 5:3-7), and also to not give any approval to those who practice them (Rom. 1:32). NSA expects students to honor and respect those in authority over them. NSA encourages students to maintain habits such as diligence, gratitude, honesty, maturity, and self-discipline.

**Disciplinary Issues:** While all sins are grievous in the eyes of God, NSA does not discipline all equally. Certain sins that are more grievous and/or public in nature warrant a disciplinary hearing from the Disciplinary Committee. These include, but are not limited to, sexual immorality (I Co. 6:16; 1 Tim 1:10); drunkenness (Eph 5:18); use of intoxicating drugs (including marijuana), cheating/plagiarism (see Academic Integrity below); overt disrespect toward other students, faculty, or administration; unruly and disruptive behavior. Other code of conduct infractions will be addressed administratively.

### *Sound Doctrine*

#### **Expectations:**

**Basic Doctrine:** Students should embrace the Scriptures as their only ultimate rule on all matters of doctrine. All students are required to attend a confessional, evangelical, orthodox, Protestant church; students who are enrolled at the Moscow campus, but maintain their membership elsewhere, must regularly attend a local church.

**Profession of Faith:** NSA welcomes any faithfully practicing Protestant as a student, while itself teaching from a specifically Reformed perspective. Therefore, students must adhere to the Protestant faith. Students should respect the Reformed faith even if they do not embrace and practice from a Reformed standpoint themselves. All students, regardless of their personal creed or confession, must pledge to maintain a teachable spirit while they are instructed by faculty who are confessionally committed to Reformed theology.

1. **Discussion within NSA:** NSA encourages free and open discussion on the great theological debates of history within the framework of our common Christian faith. Students are not required to pledge their assent to any particular orthodox creed or confession, and NSA will not require students to violate their consciences with regard to Christian doctrine.
2. **Disciplinary Issues:** Students shall avoid theological liberalism, errant doctrine, false gospels, and the churches that embrace them. They must abstain from actively promoting doctrines contrary to the Reformed mission and goals of NSA. If students do come to embrace errant doctrines personally, they promise by their signed pledge to inform NSA administration immediately and honestly in a letter offering to withdraw from NSA. If a student wishes to appeal a determination of what is considered an "errant doctrine" by the Provost

and the President, they may do so by submitting a written request for reconsideration to the Board. If the student wishes to appeal the NSA Board's decision, they may make a final appeal in writing to the Elder Board of Christ Church, Moscow, Idaho. The decision of the Elder Board will be based on its interpretation of the underlying scriptural guidance, and will be final.

### ***Commitment to Academic Integrity***

**Expectations:** NSA expects students to express themselves truthfully in all of their academic work and in their personal relations with NSA faculty, staff, and fellow students. Students must not only do their own work honestly, but also do it to the best of their abilities. Students should avoid laziness, tardiness, or apathy. Students must do their own work, and their work alone, on all assignments, exercises, and examinations, except where disclosed properly and fully in the appropriate forms, or where the instructor has specifically allowed or required group coordination on an assignment.

#### **Disciplinary Issues:**

**Academic Probation:** When students fail multiple classes in the same term, they must make substantive improvement in all classes during a probationary period set by the Undergraduate Dean. If this improvement is not made, they may be dismissed from NSA.

**Plagiarism and Academic Dishonesty:** Students must avoid plagiarism, misrepresentation, misappropriation of the work of others, or any other form of academic dishonesty, whether intentional or as the result of reckless disregard for academic integrity. Such conduct will not be tolerated. Therefore, any student who has been found to be academically dishonest, following due process, may be dismissed from NSA.

**Online Academic Security:** It is each student's responsibility to keep his/her academic login passwords (e.g. Populi and gmail) confidential from all other persons. It is the student's responsibility to share their grades with and to print out their invoices for their parents without allowing access to these platforms (since they are shared with other students).

### ***Cultural Reformation***

1. Reformation by Conduct and Example: The previous three points have all discussed the conduct of the students as Christians, the focus being the students' own integrity. However, anyone who faithfully conforms to the standards laid out above cannot help but affect the surrounding culture. Students are to be holy, honest, and doctrinally sound, not only for their own sake, but also that they might be a city set on a hill. They are to let their light shine before others, so that their good works might be seen and the world give glory to God (Matt. 5:14,16).

2. Reformation by Engagement: NSA develops the students' understanding of how our culture's worldview manifests itself through the arts, and an ability to criticize thoughtfully and biblically. As such, NSA expects students to embrace and encourage the development of distinctly Christian music, art, literature, poetry, and drama, and to participate cautiously and critically in popular culture.

### **Dress Code**

Students are expected to dress in a way which honors God and themselves at all times and are required to dress appropriately for all New Saint Andrews appearances during regular business hours in addition to all New Saint Andrews meetings, gatherings, and classes, as well as appearances at school. This includes all seminars, recitations, disputations, etc. In all respects, the students must strive to maintain a wardrobe that is neat, clean, modest, dressed up, and not shockingly idiosyncratic. The design of this dress code is not to stamp out students' creativity and individuality, but to provide a standard of dress that reflects the college's mission to raise up leaders and shapers of culture. In dress--as in all things--strive for truth, goodness, and beauty.

We recognize that any specific dress code can always be circumvented in effect while obeyed in the letter, and a student may technically carry out these rules without achieving the appropriate standard of dress. Therefore, we urge our students to embrace the spirit of the dress code in their appearance. That said, the following rules are rules as such--not guidelines. All students are expected and required to observe them.

### *General Dress Rules:*

- Students must maintain good hygiene and grooming, both for the sake of the student's appearance and for the comfort of others nearby. Hair, skin, nails, and teeth should be clean. Facial hair for men and makeup for women may be worn so long as it remains neat, pleasant, and not shockingly idiosyncratic. Clothes must be clean and in good condition, free of odors, stains, rips, fraying, and noticeable holes; neither excessively tight nor wrinkled.
- Black academic robes (available for purchase from the college bookstore) are required at disputation, convocation, commencement, and oral finals for matriculating students who have earned 32 credits toward their degree program. Robes do not replace proper dress and must be worn over the top of correct clothing as required by the dress code.
- Students must adhere to the dress code while at school during regular business hours, even if not attending any classes or finals that day. This includes using the library, visiting office hours, and hanging out in the commons.
- Students must keep their shoes on at all times.
- Students are to follow the dress code, even if their peers or professors do not. Others' laziness is no excuse for one's own.

### *Standards for Men*

Required for all men:

- Button-up dress shirt (no polos)
- Dress pants (khakis, corduroys, chinos, etc.)
- Dress shoes (no athletic shoes, sneakers, sandals, flip-flops, slippers, etc.)
- At least one extra item (tie, vest, sweater, blazer, etc.)

Freshmen:

- Jeans of any color are prohibited.

Upperclassmen:

- Jeans are permitted in a dressy cut and dark wash (or solid color) instead of dress pants. Tears, holes, fading, light washes, and frayed edges are prohibited.
- If jeans are worn, the student must elevate his outfit with at least two different extra items instead of just one.

### *Standards for Women*

#### **Standards for Women**

Required for all women:

- Dress

OR

- Dressy top (no sweatshirts, hoodies, graphic tees, or casual t-shirts) and skirt.

OR

- Dressy top and dress pants (slacks, khakis, corduroys, etc. Leggings or tights as pants are prohibited).

WITH

- Dress shoes (no Uggs, Birkenstocks, combat boots, athletic shoes, flip-flops, slippers, sneakers, etc.)
- At least one extra item (scarf, visible and dressy jewelry, dressy jacket, blazer, cardigan, etc.)

Freshman:

- Jeans of any color are prohibited.

Upperclassmen:

- Jeans in a dressy cut and dark wash (or solid color) are acceptable instead of dress pants or a skirt.
- Tears, holes, fading, light washes, and frayed edges are prohibited.
- If jeans are worn, the student must elevate her outfit with at least two different extra items instead of just one.

## CONCERT PERFORMANCE WEAR FOR CHOIR MEMBERS

### *Required for all*

- Black choir binder
- Hair must be neat, off the face, and out of the eyes
- Do wear deodorant, maintain fresh breath, practice good hygiene
- Do not wear perfume, hairspray, or strong scents

### *Standards for Men*

- White dress shirt (must be free of wrinkles; sleeves must be worn down and buttoned – rolled up sleeves are not permitted)
- Solid black dress pants
- Solid black tie
- Black dress shoes

### *Standards for Women*

- Long black dress
- Dress must be at least mid-calf length, preferably floor length
- Black tights must be worn if dresses are shorter than floor length
- Sleeves must be at least three-quarter length

OR

- Black dress top and long black skirt (must meet same sleeve and length requirements as a dress)

WITH

- Flat, black dress shoes
- Minimal jewelry is acceptable

## NSA Alcohol Statement

By signing the NSA Code of Conduct, students commit themselves to avoiding the sin of drunkenness. We understand that alcohol can be a significant blessing and we don't bind the consciences of students with a requirement of total abstinence. However, students can expect discipline from the college if they abuse the gift of alcohol with drunkenness.

Additionally, there is a particular dynamic in groups of younger people where what could have been a judicious amount of alcohol becomes a pretext for a foolish aping of worldliness. We consider students not just to be responsible for the amount that they consume but also for being wise about the context in which they consume it.

Students should inform themselves with regard to local laws regarding the purchasing, serving, and consumption of alcohol. While it is not the college's job to enforce the law, it is within the college's purview to require that students act with wisdom.

We know from Scripture that there is a use of alcohol that is distinct from drunkenness. We don't see this distinction in the use of Marijuana, magic mushrooms, or narcotics. Students can expect the use of such substances to be cause for immediate disciplinary action.

## Violations of the Code of Conduct

Students who are accused of or confess to violations of the Code of Conduct will normally be called to appear before the Disciplinary Hearing Board, which includes two faculty members, and one student representative. This Board will hear the accusation and supporting evidence, and will also hear any denial or other remarks offered by the accused. This Board will then present a recommendation to the Undergraduate Dean, who will make a final determination of appropriate action(s) in the matter.

In the event of an egregious violation of the Code of Conduct, the facts of which are not disputed by the student and/or the timing of which warrants immediate disciplinary action, the Undergraduate Dean and the President have the authority to make a unilateral disciplinary decision without a recommendation from the Disciplinary Hearing Board if they consider it necessary for the protection of the students, staff, standards and reputation of the College. Such executive disciplinary decisions may be appealed through the Grievance Policy, which is set forth elsewhere in the *Student Handbook*.

When disciplinary action for violations of the Student Code of Conduct are warranted, the Hearing Board may recommend:

- To place the student on probation, with appropriate conditions stipulated by the Undergraduate Dean to encourage the student to improve his conduct and meet the standards of the College.
- To suspend the student for a limited, fixed period of time (with or without conditions to be stipulated by the Undergraduate Dean), or
- To dismiss or expel the student from the College, especially in the case of egregious or repeated violations of the Code of Conduct.

Students may receive formal discipline without a prior probationary period. Students under formal discipline may be subject to special restrictions or terms of accountability. To be removed from disciplinary status, students must demonstrate to the satisfaction of the Undergraduate Dean that they have met the terms of the discipline and are adhering faithfully to the standards of student conduct at the College by their cheerful compliance and documented good behavior.

## The Student Pledge

As a New Saint Andrews student, I represent by my words, actions, and attitudes the Lord Jesus Christ before the local community, the academic community, the church, and the watching world. Therefore, I freely and solemnly pledge, with God as my Witness, to uphold the honor of my Lord and of the College by honoring and cherishing the principles of the Code of Conduct outlined above in their application to all facets of my life, in or out of the academy, as long as I remain a New Saint Andrews student.

**Commitment to Personal Holiness:** I pledge to conduct myself with all holiness and reverence in word, deed, and attitude, as Scripture requires.

**Commitment to Sound Doctrine:** I pledge to maintain sound Christian doctrine, to regularly attend a confessionally evangelical and orthodox Protestant church, and to maintain a teachable spirit. I pledge to abstain from actively promoting doctrines contrary to the mission and goals of the College. I pledge to resist temptations to entertain or to encourage vain speculations and historic or contemporary doctrinal errors.

**Commitment to Cultural Reformation:** I pledge to nurture a reformational Christian culture in my role as a student by submitting to the lordship of Christ in all areas of my life, especially in my social activities and entertainments, my personal habits and manners, my conversation and dress, and other cultural practices.

**Commitment to Academic Integrity:** And I pledge to commit myself to the practice and preservation of the highest standards of academic integrity.

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# Academics

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## Policies

Current financial policies such as refund policies and information about scholarships appear in the current College catalogs, which are published on the College website. The College urges students to acquaint themselves with these policies. Tuition and fee information is available on a chart from the admin office, in Appendix A, and on the website.

Degree requirements and policies governing course registration and enrollment appear in the current college Catalog, which is published on the College website. The College urges students to acquaint themselves with these policies.

## Terms in the Academic Year

The regular academic year at New Saint Andrews is divided into four eight-week terms, each named after a great council of the Christian church. The first is Jerusalem Term, named for the great council recorded in Acts 15 that confronted the heresy of the Judaizers. The second term is called Nicea, deriving its name from the council held in A.D. 325 that definitively addressed disputes regarding the Trinity. The third is Chalcedon Term, named after the council which convened in A.D. 451 to address Christological controversies. The fourth is Westminster Term, named for the assembly of divines that met in London from A.D. 1643 to 1652 and gave us one of the great systematic expressions of the Reformed faith.

Occasionally, students may complete course work during special non-standard terms (e.g. Winter or Summer terms). There is no guarantee that courses will be scheduled during these times. Such work may be done only by special arrangement with the Instructor and the Registrar. Work in a Winter term takes place in early January, prior to the commencement of Chalcedon Term. Work in a Summer Term takes place during the summer holiday. Special fees are assessed for Winter or Summer course work; such fees are not determined by the student's normal tuition schedule. Consult the Bursar for the current Summer Term and Winter Term fees.

Each standard term has its own unique schedule. Schedules are available in the forms area of the admin office and in the files tab of Populi.

Seminars, Recitations, Declamations, and Disputatio are not held during examination week (the eighth week of each term). Instead, oral and written examinations are administered Monday through Friday. Students wanting to leave town for breaks must not make plans to leave early unless they have conferred with the exam schedule. The exam schedule will normally be posted by the end of the fifth week of each term.

Because of the nature of our weekly schedule, New Saint Andrews takes no three-day weekends (except for Easter weekend, when all school activities are canceled for Good Friday). Fall, Thanksgiving and Spring breaks are each a full week in duration. Thus, classes remain in session on Labor Day, Columbus Day, Martin Luther King Day and Presidents' Day.



***Calendar for the Academic Year 2025-2026***

August 12-15, 2025	Prologus Studiorum
August 16, 2025	Convocation
August 18, 2025	Jerusalem Term Begins
October 6-10, 2025	Final Examination Week
October 10, 2025	Jerusalem Term Ends
October 13-17, 2025	Fall Break
October 20, 2025	Nicea Term Begins
November 24-28, 2025	Thanksgiving Break
December 15-19, 2025	Final Examination Week
December 19, 2025	Nicea Term Ends
December 20, 2025	Christmas Break Begins
January 19, 2026	Chalcedon Term Begins
March 9-13, 2026	Final Examination Week
March 13, 2026	Chalcedon Term Ends
March 16-20, 2026	Spring Break
March 23, 2026	Westminster Term Begins
April 3, 2026	Good Friday
May 11-15, 2026	Final Examination Week
May 14, 2026, Thursday	Commencement
May 15, 2026	Westminster Term Ends

***Tentative Calendar for the Academic Year 2026-2027***

August 11-14, 2026	Prologus Studiorum
August 15, 2026	Convocation
August 17, 2026	Jerusalem Term Begins
Oct 5-9, 2026	Final Examination Week
October 9, 2026	Jerusalem Term Ends
October 12-16, 2026	Fall Break
October 19, 2026	Nicea Term Begins
November 23-27, 2026	Thanksgiving Break
December 14-18, 2026	Final Examination Week
December 18, 2026	Nicea Term Ends
December 19, 2026	Christmas Break Begins
January 18, 2027	Chalcedon Term Begins
March 8-12, 2027	Final Examination Week
March 12, 2027	Chalcedon Term Ends
March 15-19, 2027	Spring Break
March 22, 2027	Westminster Term Begins
March 26, 2027	Good Friday
May 10-14, 2027	Final Examination Week
May 13, 2027, Thursday	Commencement
May 14, 2027	Westminster Term Ends

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## *Student Services*

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### **Director of Student Affairs**

This office is available for counseling in non-academic matters. Disciplinary matters of a non-academic nature are handled by the Director of Student Affairs and the Undergraduate or Graduate Dean. The office coordinates and supervises the activities of the Class Whips (for more information, see “Student Government” section).

### **Faculty Advisors**

Each student is assigned a member of faculty as their Faculty Advisor. The advisor will monitor and guide their students throughout their time at NSA and will be the first point of contact for a student in all matters, academic and pastoral. Students can see which faculty member is assigned to them in Populi.

#### *Academic Advising*

Students are strongly encouraged to seek advice regarding academic concerns from any or all members of the faculty and college administration. For questions or concerns about specific course work, students should consult the relevant individual faculty member. Faculty members keep regular office hours which are posted outside of their offices. For academic concerns of a more general nature, and for questions regarding progress toward graduation, students should seek an appointment with their Faculty Advisor or the Registrar.

### **Learning Assistance and Tutoring**

Students in need of more intensive, specific, and personalized academic assistance than that which the individual college instructors and the Academic Advisor are able to provide, are encouraged to seek additional, paid tutorial services from other students, alumni, or other members of the academic community; students may ask their instructors for names of recommended tutors and referrals.

### **College Halls**

Students are assigned to one of three halls prior to Prologus. See the hall handbook for the full description.

### **Populi**

Populi is the College’s online information management software and is an important tool in the life of a New Saint Andrews College student. Through Populi, for example, a student can update his or her personal information; access academic transcripts with degree, audit, and course grades; find assignments and other course materials; view the academic calendar and daily/weekly class and activities schedule; register for courses; review their financial balances; and so much more.

Students also receive information about school events (such as Photo Day), internship opportunities, etc. over the Populi feed. To avoid email overload, most college-wide communications are posted in Populi rather than being pushed out over email. Students are expected to be aware of all events posted on the Populi feed and calendar.

Students may login to Populi by going to <https://nsa.populiweb.com> and entering their username and password. (Students who have lost or forgotten their password should contact the Registrar to have their password reset.) For further instructions and helpful video tutorials on how to use some of the more important features of Populi, go to:

<https://support.populiweb.com/hc/en-us/categories/203333527-For-Students>

## **Library**

For library services, see Tyndale Library under Facilities and Library Services.

## **Bookstore**

The mission of the NSA Bookstore is to serve NSA's academic purpose in the following ways: primarily by providing required texts and materials to students; also, by providing supplementary books and other educational supplies to faculty and students; by providing on-site beverages and snacks, and by promoting collegiality among students, alumni, and friends of NSA through the sale of appropriate attire and memorabilia which bear NSA's name, motto, or symbols. The proceeds from these secondary sources supports the Bookstore's primary purpose of providing required texts and materials to students.

The Bookstore is open an appropriate and reasonable number of hours during each academic term to permit students ample opportunity to purchase their assigned books and materials. Other hours of operation are determined by the Bookstore Manager. The Bookstore may conduct special sales for students, conferences, and events, as appropriate. The Bookstore normally posts its days and hours of operation so as to allow students ample opportunity to schedule their purchases of required and recommended books and materials.

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# Records and Privacy Policy

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The New Saint Andrews Registrar maintains academic and personal records on all matters necessary for the efficient functioning of the College and its operations. Admissions materials, academic records, and related correspondence for each student are kept confidential, accessible only to those whose job it is to make use of them. Only the student transcript is kept indefinitely, all other documents are kept only as long as legally required. Students may seek permission, in writing, to get copies of documents that remain in their active files. No confidential documents (such as pastoral recommendations) will be released to the student.

## Notification of Rights Concerning Educational Records

New Saint Andrews College affords students certain rights with respect to their education records. Educational records include: grades, transcripts, comments, and earned honors. The student is afforded the following rights concerning their education records:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.
  - a. A student who wishes to ask the college to amend a record should write the official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
  - b. If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment.
3. In some cases, the right to provide written consent before the college discloses directory information from the student's education records.

Online access to academic records and resources is a privilege. The college actively manages access-holders and reserves the right to limit or remove access at any time.

## Student Addresses & Mail

For the faculty and other college personnel to effectively communicate with students, the office must have correct local and permanent addresses, phone number(s) and e-mail address(es) of each student. It is the responsibility of the student to keep their contact information up to date in Populi, the College's online student information system. Students may not, for any reason, have personal correspondence or personal shipments sent to New Saint Andrews.

## Student Identification Cards

New Saint Andrews will provide one photo identification card to each student. Should a student need to replace his I.D. card, a fee will be assessed. Students who are not present at the time designated for I.D. photos will not be issued a card, unless other arrangements have been made ahead of time.

## Computer Networks and Resources

All students are to access college management resources by using their own unique login and password. All students are to safeguard the associated wireless network access passwords. Passwords are considered confidential information and shall not be shared with or transferred to others. The college's computing, management, and networking resources may not be used either to commit or facilitate academic dishonesty, or to compromise the privacy of personal or academic information.

## **“The Book”**

“The Book” is a giant leather bound book, which holds the signatures of all degree-seeking resident students who have been enrolled at the college. The list of names reaches all the way back to NSA’s very first class. Each year, matriculating freshmen sign this book for the first time. Continuing students sign it each year at registration. Graduates also sign the book at Commencement—the closing ceremony of the year—upon the completion of their degree program.

We consider the act of signing “The Book” for the first time the matriculating student’s formal initiation into the college. It is a rite, a ceremony invested with meaning. Like a military salute, or singing “The Happy Birthday Song,” it is an event that points to something much larger. It is a symbolic representation of the process by which a student becomes part of the collegium, literally, the college community. In fact, it should be noted that those who sign out of “The Book” upon receiving their degree are considered lifelong members of the college.

Historically, institutions have always used lists, registries, charters, compacts, etc. to do the practical work of documenting the *who, what, when, and where* of their formation and existence. As the inheritors of these documents, we have learned from our forbearers that there is an added value of meaning gained when an event, such as enrolling in classes, has been invested with a certain care and seriousness. The college believes that signing this book in the presence of one’s academic colleagues provides an appropriate “vestment” over the beginning and end of the school year. It is the college’s hope that, for all who participate in or witness the event, a proper weightiness might be felt.

## **College Name, Symbols & Academic Property**

The New Saint Andrews Board reserves all rights for the use of the College names, New Saint Andrews College, New Saint Andrews (when used in reference to the College and its associated operations), symbols and its academic property. The name or the symbols of New Saint Andrews College may not be published, reproduced, stored, transmitted, or appropriated, in any form by any means, electronic, mechanical, photocopying, recording, or otherwise, for commercial, personal, or academic use without prior written permission of the Board of Trustees or its duly appointed agent.

New Saint Andrews limits the use of its name, symbols and academic property to official documents, materials, events, publications and academic offerings authorized by the Board of Trustees or its duly appointed agents. All other unauthorized uses of the College name and symbols are prohibited.

## **Privacy**

Because New Saint Andrews takes no federal funding, it is not bound by FERPA. However; to ensure the privacy of our students, we have put into effect the following privacy policies:

The College’s Privacy Policies requires that the College, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, the College may disclose "directory information" without written consent, unless you have advised the College to the contrary. The primary purpose of directory information is to allow the College to include this type of information in certain publications, such as the College Directory, honor roll or other recognition lists, and commencement programs. If you do not want the College to disclose directory information without your prior written consent, you must notify the Registrar’s Office in writing by September 1. The following student information is considered directory information by the College: name, telephone, e-mail address, photograph, degrees, honors, and awards received, parent’s names, hometown, dates of attendance, attendance at past and future educational institutions, participation in officially recognized College activities, graduate school attendance and/or employment.

Recording of lectures, presentations, discussions, or any other College-sponsored activity or event, in any form (e.g., audio, video, photograph, stenograph) is prohibited without the express permission of the appropriate instructor or the Provost. If granted, such permission extends only for individual, private and temporary use. Such recordings may neither be copied, permanently stored or archived, published, nor distributed in any form, including (but not limited to) e-mail and personal web sites, without the express permission of the Provost. In accordance with this policy, students should be aware that any class, and discussions held therein, may be subject to recording.

All students are advised that New Saint Andrews College takes photos, videos, and sound recordings throughout the year. These photographs, videos, and sound recordings include New Saint Andrews classes, study areas, events, and

other College related activities for the purposes of publicity and marketing. Students grant New Saint Andrews College, and its employees and agents, the right to make, use, and publish any recorded footage in which their name, likeness, image and/or voice may be included. Students waive any and all right to inspect and approve the finished product.

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## Student Life

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### Community and Practical Considerations

#### ***Health Insurance***

Because New Saint Andrews expects students to live independently, we do not provide medical insurance and health services as an institution. We urge students and their families to make sure that they have adequate health insurance coverage. Students desiring a local referral to an insurance agent may ask the CFO.

#### ***Medical***

As examples of the variety of care available, see information below on three different options frequently used by our students:

Walk-in care: “Quickcare” – a full service walk-in clinic approximately two miles from NSA.

Direct Primary Care – Story Family Medicine is a medical practice group in Moscow which has a registration fee and a monthly charge.

Conventional provider - Moscow Medical is a traditional family practice a few blocks from NSA which accepts insurance, offers a sliding fee scale, and will schedule same day appointments.

#### ***Dental***

Two local dental offices welcome New Saint Andrews students. Students should call for an appointment:

Moscow Family Dentistry	Bearable Dentistry
1215 E. 6 <sup>th</sup> Street	1410 S. Main
Moscow, ID 83843	Moscow, ID 83843
Phone: 882-6570	Phone: 882-3214

#### ***Counseling***

Students with personal counseling needs may visit the Director of Student Affairs in the academic offices (see statement under Student Services). The Director of Student Affairs may encourage students to seek more involved counseling than the school is able to supply and may encourage students to seek biblical counsel from the pastors of the local church they are attending. The Director of Student Affairs may also refer students in need of licensed professional counseling to Dr. Rand Walker, a local Christian counselor. However, the College encourages students to constantly seek wise, biblical, pastoral care, and to consider professional counseling as working in concert with (rather than as a replacement for) pastoral care.

Rand W. Walker, Ph.D.  
2301 W. A Street, Suite C  
Moscow, ID 83843  
Phone: 883-1144

The college may also refer students to the Center for Biblical Counseling when appropriate.

## **Student Housing**

New Saint Andrews encourages students to become members of the wider local community because we expect students to be mature enough to live independently and faithfully. Thus, students are responsible for their own housing arrangements. In addition, we encourage students to live in the community as Christians, with due respect and charity, as they encounter many people of various ages, callings, and circumstances.

### ***Housing Information***

New Saint Andrews provides no student housing, and offers limited assistance in locating housing opportunities in the Moscow community. Students who have been admitted and who have submitted their tuition agreements and deposits will be provided with contacts and offered leads on housing opportunities. Christian families in the area regularly open their homes to our students in Christian hospitality.

Students and their parents are responsible for making appropriate inquiries as to the quality and suitability of their various housing options. New Saint Andrews assumes no responsibility for creating housing opportunities or for making recommendations among a student's various options.

Students from the University of Idaho and Washington State University also compete for rental space in Moscow, so spring is usually the best time to secure an apartment for the following academic year.

### ***Living with a Family***

Some NSA students live with host families. The common procedure for a student seeking such a situation is to contact an interested family directly. Students and their families seeking to find host families often arrange a visit to Moscow to search out their options, to evaluate their prospects, and to confirm personally the arrangements for the next academic year. Each situation is different, with various financial arrangements, house rules, and expectations, so students and their families should carefully arrange the right match. New Saint Andrews assumes no responsibility for creating housing opportunities or for making recommendations among a student's various options.

### ***Apartment Living***

Apartments in various price ranges are available in Moscow. Many of our students live in apartments that are clean, reasonably priced two or three-bedroom units (ideal for sharing). Two-bedroom apartments typically rent in the \$600 to \$700 per month range, and duplexes and houses go for between \$750 to \$1,500 per month depending on size, location, utilities, and amenities. Contacts for available apartments are available by e-mail ([admissions@nsa.edu](mailto:admissions@nsa.edu)).

## **Social Activities**

The College encourages students to initiate and lead community or college-specific activities, events, and clubs. Any new college-wide initiatives must be registered with the Director of Student Affairs to ensure God-honoring management of events and activities associated with the College. The DSA reserves the right to require a faculty or staff sponsor dependent upon the club or activity's nature. The College may provide financial support for certain initiatives or ongoing activities. All college-wide activities are posted in the weekly announcements on Populi.

### **NSA Club Startup Process**

#### **Step 1:**

Consider whether you have a STUDENT LEADER and TREASURER (can be the same person) who can commit to your club for a year.

Both the STUDENT LEADER and TREASURER must be matriculating students of NSA, registered in at least three courses, or students enrolled in at least one class who are on schedule to finish their degree within the year, unless otherwise determined by the Undergraduate Dean. The TREASURER must be responsible for all club funds.

#### **Step 2:**

Consider whether you can find a faculty or staff ADVISOR who is willing to sign for your club and is therefore:

- a. supportive of your club as representing and enhancing NSA's mission and goals for student activities.
- b. confident in the club's STUDENT LEADER as an example of one who follows the NSA code of conduct.

- c. willing to give advice as needed.

**Step 3:**

Consider what membership requirements you will have, in addition to NSA policy that members “be enrolled in or auditing at least one course.”

**Step 4:**

Complete the NSA Club Registration Form found in the shared files on Populi, including the required signatures and information about STUDENT LEADERS, faculty/staff ADVISORS, and any other organizers, coaches, and participants, as well as club membership requirements. Registration of ongoing clubs must be renewed each academic year prior to October 1st.

**Step 5:**

Submit Club Registration Form to the Head of Student Activities. If the HSA approves, they will submit a signed copy to the COO for advisement by the Presidential Council.

**Step 6:**

Student(s) will be informed by the HSA upon approval or denial of their request. If approved, the STUDENT LEADER can coordinate with admin or the HSA on making any necessary announcements to the college, and the student TREASURER can request a club debit card to be set up with the NSA accounting department at the appropriate time (when the club has money).

**Note on Club Money:** All club funds from student fundraising, etc. must be submitted for deposit to the NSA accounting department, who will then allocate the corresponding amount for club use on a debit card to be given to the student TREASURER. The TREASURER must keep a record of all income and expenses. All club funds will stay with the club from year to year, despite changes in student leadership, etc. If the club dissolves, any funds remaining will be re-allocated within the NSA budget at the discretion of the CFO.

**Current Clubs**

Civics Club  
Catalyst Newspaper  
Athletic Club  
Soccer Club  
Fencing Club  
Rowing Club  
Fine Arts Club  
Creative Writing Club  
Boxing Club

**How to Obtain Copyright License for Student Fundraising Event**

If your NSA fundraiser event will be using copyrighted material such as music, a movie, or other in a setting outside “a normal circle of family and its social acquaintances” in the home, then you will need to purchase a “public performance license” ahead of your fundraiser. See below for guidance on how to obtain the licensing.

**Music:**

Songwriters, composers, and music publishers may of course play their own music publicly and authorize others to do so at your fundraiser. Otherwise, a public performance license should be purchased through a music rights organization such as BMI.com at 888-689-5264 or [licensing@bmi.com](mailto:licensing@bmi.com). Describe the nature of your event and what music you want to use, and they can tell you the options.

**Movie:**

To show a feature film and sell tickets for a fundraiser event on campus or at the Nuart, for example, you will need to purchase a public performance license through a movie distributor or licensing service. Here are two common options for companies that work with schools and colleges:

- Swank Motion Pictures, Inc.: 1-800-876-5577 or request a wank quote



- Criterion Pictures USA, Inc.: 1-800-890-9494 or request a Criterion quote

Both companies can provide licensing quotes for one-time screenings if you provide information on which movie you want to show, location and approximate date of screening, and how many tickets you expect to sell. If specific institutional info is needed regarding NSA, contact the HSA for assistance.

## **Opportunities for Christian Growth & Service**

All students are encouraged to be a part of the community by active participation in the various ministries and programs supported by local evangelical and Reformed churches, such as evangelistic outreach to University of Idaho students through Collegiate Reformed Fellowship and International Student Fellowship, singing at area nursing homes, outreach to the poor and needy through the diaconal work of Christ Church and Trinity Reformed, and many other opportunities. For information about venues for Christian growth and service, contact any of the elders or ministers at the College or in the wider Christian community.

## **Advice to Students**

### ***On the Body***

College students are notorious for treating their bodies badly. First, we urge you to give yourself a true Sabbath. Keep the commandment and order your work to fill six days and not seven. Get rest. In the second place, eat. Eat right. Schedule your shopping so that your pantry and fridge remain stocked and ready. Remember that when God's enemies gather, He conducts warfare by means of table preparation (Psalm 23). Third, sleep. Get yourself to bed each evening, and rouse yourself each morning, on a set daily schedule. Many students appreciate a work schedule, but precious few appreciate a sleep schedule. Daunted by their workload, some students lose all sense of judgment. They sacrifice food and drink and sleep and Sabbath-rest at the altar of schoolwork. If this results in sickness, missed classes and deadlines will cause them to really fall behind.

### ***On Reading***

Study your syllabi and prepare a reading schedule. Set daily goals for your reading, and meet your goals by bedtime. If you cannot meet your goals on time, then you may be going too slowly. Read faster. Read faster regardless of the havoc this may wreak on your comprehension level. The first thing is to train your eyes to move fast. In due time—it may take weeks or even months—your brain will catch up.

Guard jealously your reading time and your reading space; make a place where you will not be distracted, and read at a time when you are alert. If your friend is trying to focus on his work, leave him alone.

### ***Learning Assistance and Tutoring***

New students should not be afraid to ask other students for help. Upperclassmen are all very philanthropic, and also like an excuse to show off their hard-won wisdom. In addition to this kind of peer assistance, upperclassmen, alumni, and well-educated members of the Moscow community routinely make themselves available as paid tutors. More than one student has found their way through Latin or retraced the paths of ancient lights with the help of academic tutors.

To find help like this, ask to the teacher in question or the Director of Student Affairs.

Discuss your progress with your instructors. Ask how you can improve. You must be quick to identify and own up to your own difficulties, and be straightforward to your instructors about them. Do not wait for an instructor to chase you down. Not only are your instructors paid to interact with you, they actually like doing so. You'll discover them to be rather benign, even friendly.

## **ACADEMIC HABITS**

### ***Attend Class and Recitation***

The teachers will provide information, elucidation, and argumentation, most of which will not be found in books or articles. They will introduce you to unfamiliar material, and try to convey some sense of their own enthusiasm for the subject. They will give you documentation for the course, including useful handouts. Of course, you benefit most when

you show up to class and recitation having already completed your assigned reading. You may have to miss a session through illness or other grave cause, but try not to miss any more. Reasons such as oversleeping, an essay-writing crisis, your job, a social engagement, or some other commitment, are seldom compelling. Failure to attend lectures may put you at a serious disadvantage when it comes to preparing for your examinations. Never rely on others to attend lectures on your behalf; copying other people's lecture notes is no substitute for being present yourself. If you do have cause to be absent, communicate with your instructor in advance, if possible. Following an absence, check in with your instructor as soon as possible, because you, not on your instructor, are responsible for identifying what you missed and compensating for it. Failure to receive an e-mail from you, see you at office hours, or note an attempt by you to set up an appointment immediately following an absence will be considered a bad sign by the instructor.

### ***Be a Courteous Scholar***

Plan your life so that you will not need an instructor's assistance during the evening hours, which may be the only time he has in his day for his family. If any trouble arises, don't discuss it with your classmates and thereby spread the trouble. Go to your instructor or to someone who is in a position to get to the bottom of the matter. We are such a small and close-knit college that we hope you will always feel free to raise any matter with one or other of us, on an informal basis. Less urgent concerns should be stated on course evaluations, which will be available to all students, normally at the end of each course. Please take the trouble to complete the questionnaire in a frank and constructive spirit.

### ***Lectures and Languages***

Language courses require your daily attention. Daily. Stay fresh. Believe your instructors when they tell you this. There is no set rule for taking notes on lectures, but try not write down so much that you have no time to attend to what is being said; concentrate instead on the main headings of discussions or the salient points your instructor makes so that the outline is clear. Make use of handouts to save on note-taking. After class, don't neglect your notes until just before an examination. Set aside time to review your notes every week. Better yet, compare notes with your fellow students. A wonderful habit is to type your notes the evening following each class.

### ***Recitations***

During recitations you should ask at once for clarification of any point which you do not understand; in a lecture setting it may be best to wait until the end, or when the instructor invites questions. Don't be afraid to voice your uncertainties: others may have similar questions, and will be grateful to you for speaking up. Besides, your instructors may not be as clear as they think they are. Although raising questions can seem intimidating, ignorance or misunderstanding should be feared more than embarrassment.

### ***Essay Writing***

Plan your essays before you begin. Don't just write down random thoughts in a stream-of-consciousness manner; arrange them in a rational order of progression, so that one leads on to and into another. But avoid the opposite error: don't wait to start writing until you feel that you have mastered the subject. That feeling will never come. Start your paper as a way to order your thoughts about how to proceed.

When constructing your papers, remember what you learned in school: use paragraphs, and give each paragraph its own clearly indicated mini-subject. Remember that especially in longer essays, paragraphs may be grouped into sections to allow contrasting or complementary arguments to be developed. Keep this in mind when proofreading: with each paragraph, ask whether the reader can recognize its discrete idea and how it relates to the whole paper.

Punctuate properly, and review the comma. Make sure that you spell words correctly, and get into the habit of consulting dictionaries, especially the *Oxford English Dictionary* (OED). Consult guides to the correct use of English. For correct English, we recommend Strunk & White's *Elements of Style* and Turabian's *A Manual for Writers*; the latter is available in the bookstore. Aim at conciseness; we value the ability to say something cogent and interesting over the ability to write at great length. Leave room in the margins and double space (unless instructed otherwise) to accommodate your instructor's written feedback.

Try to complete a paper before it's due, let it sit for a couple days, then return to it. A fresh look will help you to notice ways to improve it. It is also useful to enlist a friend to look over your paper—not a flatterer, but a faithful friend who inflicts the sort of wounds that will help you improve.

### ***Final Examinations***

Carefully follow the study guides your instructors give you before your exam. Identify notes and readings that are relevant to each section identified in the study guide. Meet with friends and put one another through mock exams. When doing so, don't allow your friends to begin an answer, then finish with, "you know what I'm getting at." Push one another to get it right and to express your answers well.

In the exam, listen to the questions. Above all, make your answers relevant to the question asked. Don't just memorize your thoughts on (say) Augustine and dump them on any question that suggests his name. Arrange your material to fit the question, and shape your answer accordingly. Consider carefully the rhetoric of your answers. Also pay attention to your instructor's reactions and follow-ups: your instructor may be prompting you toward the main idea, or hinting that you are heading down a rabbit trail.

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## *Student Government - Whips*

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### **Whips**

Each year the faculty appoints four Class Whips for each of the three upper classes, one man and one woman. A Whip's duties involve communication, organization, and the encouragement of others, particularly those in their respective classes.

#### ***Communication between Students and Faculty***

Whips act as liaisons between the students and faculty. Whips do not represent their own classes exclusively, but the whole student body. Any student is encouraged to approach any Whip with matters pertaining to student life at the college.

#### ***Students to Faculty/Administration***

Whips meet regularly with the Director of Student Affairs (DSA) to discuss, plan, and pray for students and the college. This meeting provides a natural opportunity for Whips to raise questions and concerns from the students' perspective, and for the DSA to solicit student input about the academic and spiritual health of the student body.

#### ***Faculty/Administration to Students***

If the faculty or administration has any non-academic concerns with the students (e.g., messes in the Atwood commons), they may communicate their concern to the Whips. The Whips, then, are responsible to address this concern by example and by stirring others to action.

#### ***Encouraging Students***

Whips encourage fellow students in and out of school by helping students spiritually and emotionally where they are able. In addition to praying for students, Whips often lead Bible studies and other events to build community and spiritual growth among the student body.

#### ***Organizing Class Events***

Whips are responsible to maintain certain college traditions that fall outside of the hall system activities. These include, but are not limited to, class parties for incoming freshmen, finals week soup meals, fundraising for class gifts, Christmas decorating, etc. Whips need not take charge of such events directly, but often may delegate various tasks to their fellow students or encourage others to take charge.

### ***Modeling the Code of Conduct***

Whips lead by example by adhering to the college's standards as set forth in the Student Code of Conduct and to spurring others on to do the same. Whips are not designated enforcers of college infractions, but they build up a culture of appreciation for the college's standards of student conduct.

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## *Grievance Policy*

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### **Academic**

All grievances, disputes, and appeals related to the educational and academic preparation of the student should be handled with Christian charity, following biblical ethics and the letter and spirit of the College's Code of Conduct. Grievances, no matter how justified, do not warrant violations of the Code of Conduct. Students who violate the Code of Conduct in their pursuit of a grievance may be subject to separate disciplinary action regardless of the merits of the initial grievance.

Students who have an academic grievance against a faculty member, staff member, school policy, or school action should submit a complaint in writing to the relevant person or office. The complaint should specify the details of the grievance and that the student is filing a grievance as specified by the *Student Handbook*. The faculty member or appropriate College employee must respond in writing within seven working days.

If the student is not satisfied with the response, the student may file an appeal, in writing, to the Provost of the College within fourteen days of receiving the previous response. The Provost may call an ad hoc committee to consider the matter. The student's appeal should specify the reasons why the decision does not adequately resolve the student's grievance. The Provost will provide a written response to the student within fourteen days.

If the student is not satisfied with the response of the Provost, the student may file an appeal, in writing, to the President of the College within fourteen days of receiving the Provost's response. Again, the appeal should specify the reasons why the previous decisions do not adequately resolve the student's grievance. The President has 30 days to respond to the appeal, and the President's decision is the final administration decision on all student academic appeals.

If the student is not satisfied with the response of the President, the student may file an appeal, in writing, to the College's Board.

All communication between the student and the College regarding the grievance shall be confidential.

Unresolved grievances may be appealed to the Idaho State Board of Education for resolution, as allowed by IDAPA 08.01.11.500 (Complaint form available in Populi Files), or, to TRACS by following the procedures outlined in the Complaint Information Sheet available at [tracs.org](https://nwccu.tfaforms.net/f/complaint), the TRACS website, or, to NWCCU at the following link: <https://nwccu.tfaforms.net/f/complaint>.

### **Personal (Non-Academic)**

All other grievances, disputes, and appeals within the College community should be handled with Christian charity, following biblical ethics and the letter and spirit of the College's Code of Conduct. Grievances, no matter how justified, do not warrant violations of the Code of Conduct. Violations of the Code of Conduct, such as gossip, disrespect, or malice, may be subject to separate disciplinary action regardless of the merits of the initial grievance.

If a student has a personal grievance or complaint against a faculty or staff member, we urge the student not to harbor the complaint, but to bring it forward in a biblical manner, lest the complaint turn into a root of bitterness, which defiles many (Heb. 12:15). To act biblically the student should bring the complaint to the offending party first, in a spirit of humility, as directed in Matthew 18:15-17 and 1 Cor. 6:1-8. If, for any number of reasons, the student feels that he is not equipped to confront the offending party, the student may speak with the Director of Student Affairs or the Undergraduate or Graduate Dean for help in confronting the offending party.

If the student is not satisfied with the results of the first confrontation, the student may ask the Director of Student Affairs or the Undergraduate or Graduate Dean to act as a second witness in confronting the offending party.

If this does not bring about satisfactory results or if the student feels that this is not an option, then the student may file a formal complaint by writing a letter to the Undergraduate or Graduate Dean describing the complaint and indicating that the letter is intended as a formal grievance as specified elsewhere in the *Student Handbook*. The Undergraduate or Graduate Dean will have up to seven working days to investigate and respond to the student. If the Undergraduate or Graduate Dean feels that the grievance that has been brought before them is of a severe nature, he may request that an *ad hoc* committee fulfill the job of investigating the grievance and responding to the student. An investigative committee has up to 14 working days to report to the Dean. In cases where an ad hoc committee has been called, the Dean has 7 days to respond to the student by notifying them that a committee has been formed; the student shall receive the Dean's response within a total of 21 working days (7 for the initial response, 14 to allow for the work of the committee).

If the student is not satisfied with the Dean's response, the student may appeal, in writing, to the College President, within fourteen days of receiving the previous response. The appeal should specify the reasons why the previous decision(s) do not adequately resolve the student's grievance. The President will respond, in writing, within thirty days. The President's decision is the final administrative decision on all personal (non-academic) matters. The student's grievance and all written communication will be kept confidential.

Unresolved grievances may be appealed to the Idaho State Board of Education for resolution, as allowed by IDAPA 08.01.11.500 (Complaint form available in Populi Files), or, to TRACS by following the procedures outlined in the Complaint Information Sheet available at [tracs.org](http://tracs.org), the TRACS website, or, to NWCCU at the following link: <https://nwccu.tfaforms.net/f/complaint>.

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# Campus Safety and Emergency Plan

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New Saint Andrews College recognizes its responsibility to provide for the safety and security of the staff and students under its care. The college is committed to providing an environment where threats to security and safety are recognized, assessed, and responded to in the most timely and appropriate way possible. We acknowledge the destructive presence of sin in the world and that there are no human measures that can guarantee absolute safety. Using the following guidance for evacuation and communication in the event of emergency, we call on members of our community to be sober and vigilant for their own sake and the sake of those around them.

## ***Preventative Measures***

NSA has in place a system that prevents unauthorized access, vandalism, and theft:

1. Buildings are equipped with physical and electronic locking mechanisms.
2. Buildings are equipped with electronic warning systems that detect unauthorized access and presence.
3. Warning systems notify on-site staff and local law enforcement in the event of unauthorized access or physical trigger.

## **Campus Access Control**

NSA secures campus access by minimizing entrances and supervising access points. Building access is controlled by individual permissions for private use and remote unlocking and monitoring for public use.

## **Weapons On Campus**

Only with express permission of the college and in accord with the APPM firearms policy shall staff and students be permitted to carry concealed firearms on NSA property or at NSA-sanctioned events. Individuals interested in carrying firearms on NSA property or at NSA-sanctioned events must request a copy of the firearms policy in section 31 of the APPM and schedule an interview with the Vice President of Operations.

### **A. Campus Emergencies**

#### **Emergency Response**

All NSA staff and students shall abide by the following policy in the event of a campus emergency:

1. If the emergency presents an immediate threat to any person's life or health, individual will:
  - a. CARE - first take care to secure and stabilize the immediate situation by whatever measures are necessary to ensure the safety of those in the vicinity (e.g., lock doors, apply first aid, direct students to evacuate, etc.),
  - b. CALL - call 911 or give command to another to do so,
  - c. COORDINATE - contact NSA's Emergency Coordinator (the Registrar) directly or any college leadership. Based on the situation, the Emergency Coordinator will:
    - i. issue emergency instructions to campus and/or
    - ii. inform senior NSA officer of the situation for issuance of emergency communication and coordination with emergency personnel, as needed.
2. If the emergency presents NO immediate threat to any person's life or health (it is unclear whether there is a threat at all, the threat is real but not imminent, etc.), individual will:

- a. contact NSA's Emergency Coordinator (the Registrar) and
- b. continue to monitor the situation in case the threat becomes clear and immediate,

### ***Hostage Situation***

All individuals have the authority to NOTIFY LAW ENFORCEMENT (911) in the event of a hostage-taking emergency. NSA will respond to the emergency according to principles established in the APPM Campus Safety Plan.

### ***Bomb Threat or Threatening Calls***

All individuals have the authority to NOTIFY LAW ENFORCEMENT (911) in the event of a verbal or written threat against the campus, member of the college, or student body. The following principles should be considered when dealing with a threat of campus violence:

1. Report ALL BOMB THREATS to 911 as soon as possible.
2. If you observe a suspicious object or potential bomb, DO NOT handle the object. Clear the area immediately.
3. If receiving a threat in person or over the phone, the recipient should alert a colleague immediately (i.e. writing the nature of the call on a piece of paper), then obtain the following information as best as possible:
  - a. When is the event going to happen?
  - b. What is the target/where will it happen?
  - c. If a bomb, what does it look like/ what kind of bomb is it?
  - d. What is the motive for the attack?
  - e. What message is intended to be sent?
4. After the threat is received, record the following:
  - a. Date and time of the conversation
  - b. Exact words of the threat
  - c. Identifiable accent or unusual speech pattern
  - d. Emotional state of the threatener
  - e. Age and gender of the threatener
  - f. Background noises of the phone call (e.g. traffic, bar noises, house noises).
5. The building may be evacuated on the orders of NSA's administration, or by order of law enforcement officers.

### **Declaring a Campus Emergency**

In addition to the situations outlined above, there may be a need to declare an emergency due to extraordinary circumstances impacting the campus or community (e.g. severe weather, national or state emergency, utility outage, etc.). Declaring a Campus Emergency is the responsibility of NSA leadership according to the highest ranking official available at the time of the emergency.

### **Coordinating a Campus Emergency**

College leadership has appointed a campus emergency coordinator. In the event of a campus emergency, the Emergency Coordinator will:

1. Send notification to college leadership,
2. Receive direction from leadership,
3. Send communication to campus members as directed,
4. Follow the Emergency Plan and maintain communication with the leadership team and/or authorities for the duration of the event.
5. Follow leadership direction to issue ALL CLEAR communication to campus.

### **Evacuation Plans**



Any time NSA facilities are open, the college has assigned campus safety responsibilities to Zone Coordinators. The individual assuming the role of Zone Coordinator will vary, however, in the event of an emergency, the responsibilities of the role are to:

1. Sound alarm/notify occupants
2. Sweep Zone, ensuring evacuation
3. Report “all-clear” status to college leadership on site and await further instructions once outside the building

**All students must become familiar with the campus evacuation plans (below).**

Each campus building has multiple possible emergence evacuation routes. In the event of an emergency, occupants should use the nearest emergency exit, then make their way to the specified rendezvous point. Nearest emergency exits are identified by building zone.

NSA has designated the rendezvous points where students and staff should gather in the event of evacuation. Once gathered, students and staff will await instructions from emergency personnel or college leadership before departing.

**Evacuation Routes**

**SOUTH CAMPUS** (405/403 S. Main St):

- **Primary rendezvous point: Friendship Square, west of Main Street**
- **Secondary rendezvous point: Friendship Square, east of Main Street**

**Zone 1** - First Floor, SE - Library, Classroom, Faculty/Staff Offices

Zone Coordinator:

1. Head Librarian or
2. Most senior faculty/staff

Primary Exits:

1. Main St. Library entrance (A),
2. Friendship Square exit (C),
3. alley exit (B)

**Zone 2** - First Floor, SW – Classroom, faculty office

Zone Coordinator:

1. G. Wilson or
2. Most senior faculty/staff

Primary Exits:

1. Alley exit (B),
2. Friendship Square exit (C),
3. Main St. library entrance (A)

**Zone 3** - First Floor, NW - Commons, Restrooms, Classroom

Zone Coordinator:

1. Most senior faculty/staff or
2. Most senior male student

Primary Exits:

1. Friendship Sq. exit (C)
2. Friendship Sq. exit (D)

3. Alley exit (B)

**Zone 4 -** Sword & Shovel – front and back of house

Zone Coordinator:

1. Bookstore Manager or
2. Bookstore Asst. Manager or
3. On-duty barista

Primary Exits:

1. S&S entrance (F),
2. Friendship Square exit (E)

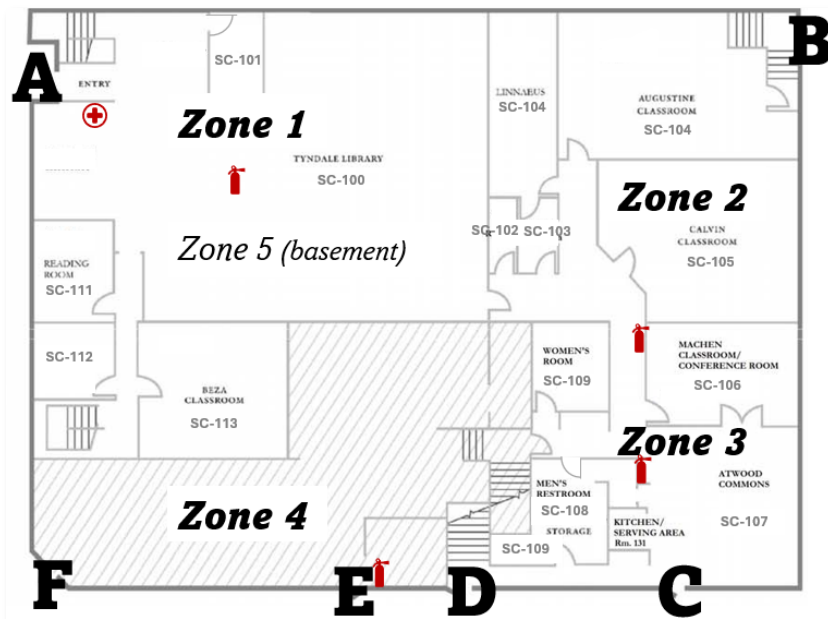
**Zone 5 -** Entire Basement – library, bookstore, S&S storage, etc.

Zone Coordinator:

1. Most senior staff or
2. Most senior male student

Primary Exits:

1. Main St. library entrance (A),
2. Alley exit (B)



**Zone 6 -** Second Floor, NE - Administrative/Faculty Offices, St. Brigid Conference Rm

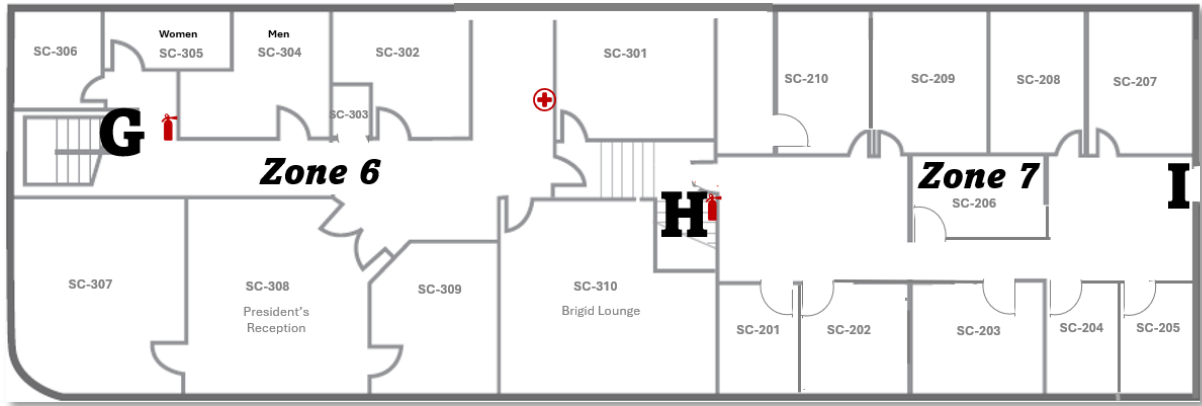
**Zone 7 -** Second Floor, NW - Faculty Offices

Zone Coordinator:

1. President or
2. CAO/Provost

Primary Exits:

1. Friendship Sq. (H),
2. Library via east stairs (G-A),
3. Fire escape (I)



**NORTH CAMPUS** (112 N Main St):

- **Primary rendezvous point:** Parking lot, north of building
- **Secondary rendezvous point:** Avalon House parking, east of building

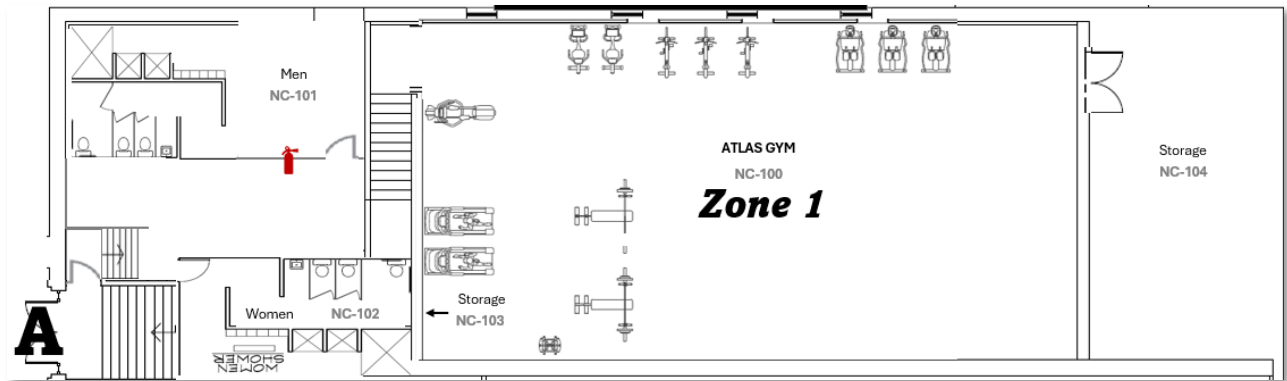
**Zone 1** – Basement Gym (gym, locker rooms, storage)

Zone Coordinator:

1. Gym attendant on duty

Primary Exits:

1. Main St. entrance (A)



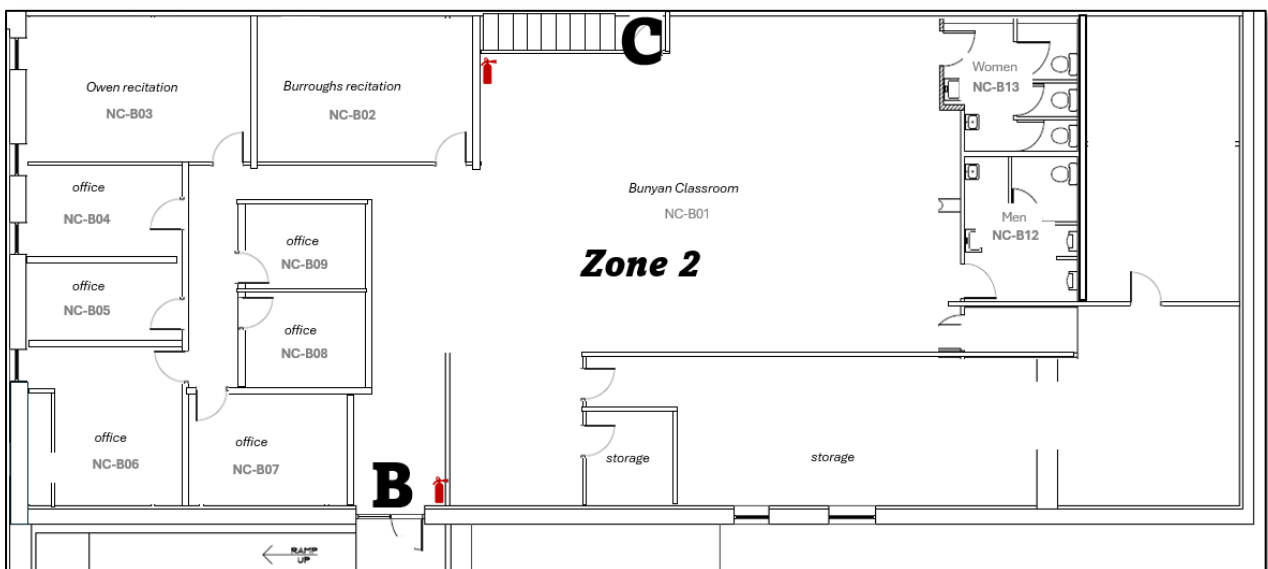
**Zone 2** – Basement (classrooms, offices, storage)

Zone Coordinator:

1. Most senior faculty or
2. Most senior male student

Primary Exits:

1. South Ramp (B)
2. North Stair (C-A)



**Zone 3** – First Floor, NE (offices, classrooms)

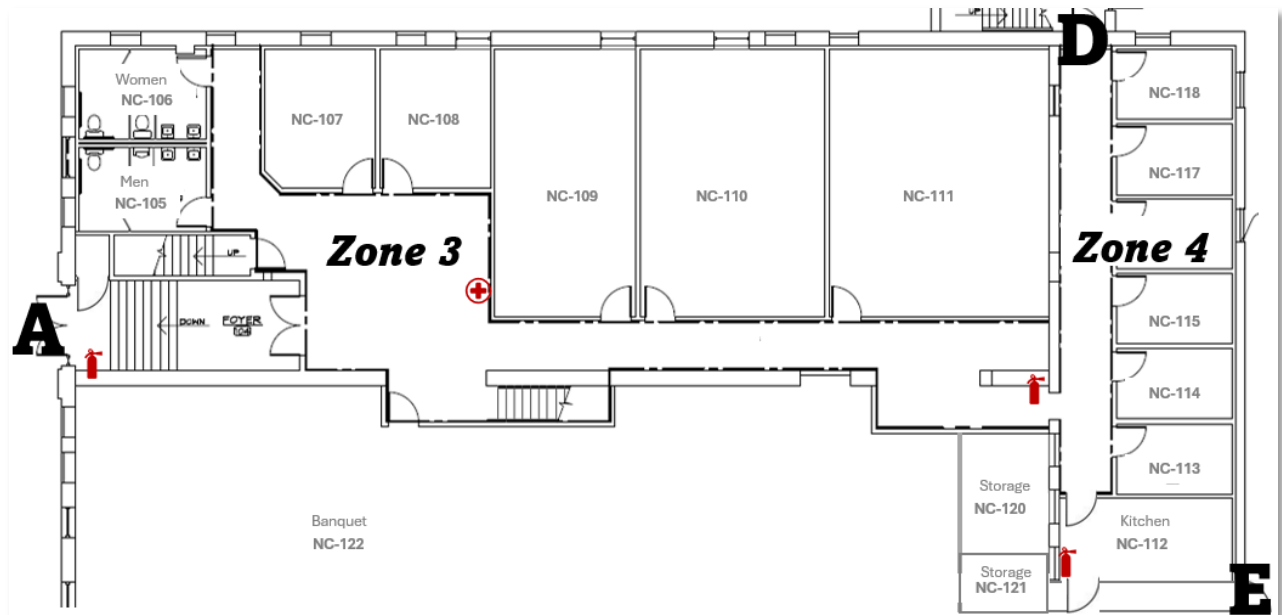
**Zone 4 – First Floor, NW (practice rooms, kitchen)**

Zone Coordinator:

1. David Erb or
2. Most senior faculty or
3. Most senior male student

Primary Exits:

1. Main St. entrance (A)
2. Alley exit (D)
3. Kitchen exit (E)



**Zone 5 – Second Floor, N (classrooms, studios, office)**

**Zone 6 - Second Floor, S (auditorium)**

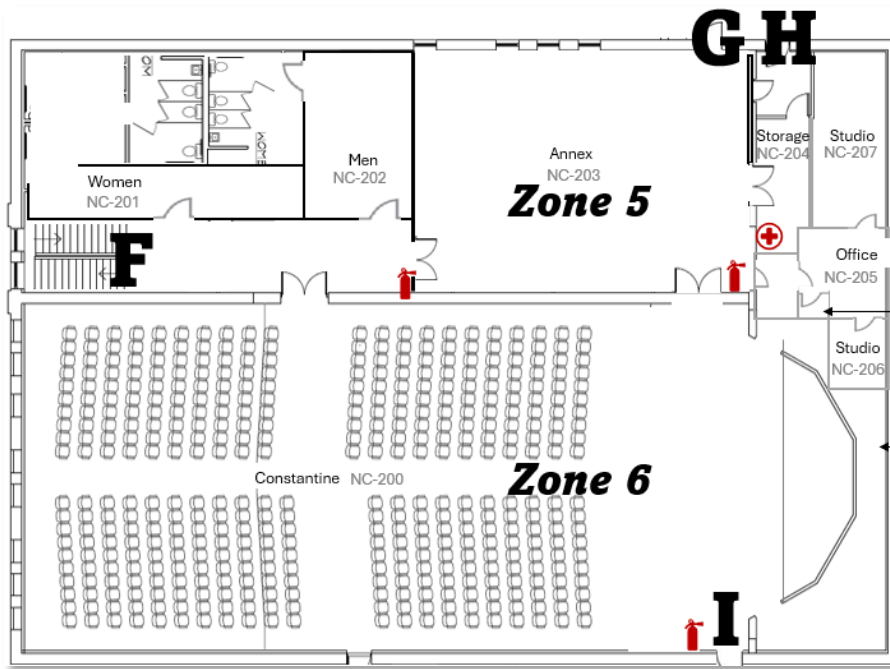
Zone Coordinator:

1. Most senior faculty/staff or
2. Most senior male student

Primary Exits:

1. West Stair (F-A)
2. North Fire Escape (G)
3. North-East stair (H)

#### 4. South Fire Escape (I)



NUART (516 S Main St):

- Primary rendezvous point: Sidewalk, corner of Main St and 5<sup>th</sup> St
- Secondary rendezvous point: COOP parking, east of building

**Zone 1** – Theater (lobby, theater, balcony)

Zone Coordinator:

1. Most senior faculty/staff or
2. Most senior male student

Primary Exits:

1. Main St entrance (A)
2. Alley Exits (B, C)

