

## STUDENT DEVELOPMENT and CAMPUS LIFE

While academic life is basic to one's education, Lynchburg College students also grow as individuals and as citizens through participation in out-of-classroom, co-curricular activities. The offices of Student Development, in collaboration with students, faculty, and staff, enhance the educational mission of the College and provide learning opportunities by creating an inclusive campus community that promotes social awareness and fosters community development, educating students to become effective leaders, involved citizens, and critical thinkers, as well as nurturing the personal, physical, academic, and spiritual development of students. Student Development includes the offices of the Dean of Students, Residence Life, Student Activities, Campus Safety and Security, Health and Counseling Services, SERVE (community service), Bonner Leaders Program, and Multicultural, Access, and Commuter Services. In addition, a special collaborative relationship is maintained with the Spiritual Life Center and College chaplains.

Whatever a student's background and goals, the offices of Student Development offer ways to get involved in campus life and to experience self-discovery and personal development. Through residence hall programs, cultural and social activities, membership in clubs and organizations, workshops and retreats, counseling, spiritual life activities, and intramural sports, students enhance their intellectual ability, social maturity, emotional and physical well-being, aesthetic sensibilities, spiritual fulfillment, personal values, career goals, commitment to community involvement and service, leadership and membership skills, and appreciation of cultural diversity.

Students are invited to participate in the governance of the Lynchburg College community through the Student Government Association or through independent participation. Typically, students are appointed to various committees and task forces established by the faculty, staff, and other constituents of the College. Students appointed to these committees represent the interests and views of their organizations, residence halls, graduation class, or specific populations within the general student body. In almost all cases, students serving on these committees enjoy full voting privileges as they participate in decision-making processes that affect policies, planning, programming, budgeting, academic offerings, dining, and other student services. Specifics related to the student's role and participation in institutional decision-making are noted in "Student Rights," numbers 9 and 11.

Most Student Development offices are located on the terrace level and first floor of Hundley Hall. Campus Safety and Security is located on the first floor of Hall Campus Center. The Spiritual Life Center is located at 500 Brevard Street.

### Student Activities

The Office of Student Activities (OSA) contributes to achievement of Student Development's mission through intentional programs that promote leadership and involvement in co-curricular opportunities, including adventure-based learning, the fraternity and sorority community, intramural and recreational activities, social and multicultural experiences, and campus governance. Also, OSA provides advising and event planning support for all recognized student organization activities. Information about student activities can be obtained through OSA (terrace level of Hundley Hall, 434/544-8254) and at <http://www.lyncburg.edu/osa>.

The Student Life Policies Committee, composed of faculty, staff, and students, is a standing governing committee that reviews matters of policy pertaining to student activities. Policies and procedural guidelines adopted by the Student Life Policies Committee and the College are detailed in *The Hornet* student handbook or publicized by the offices of Student Development. These policies and procedural guidelines address such matters as responsibilities and privileges of recognized student organizations, reservation of campus facilities, admitting guests to events, posting, alcohol on campus, and freedom and order on the campus.

Campus organizations and individuals involved in student activities are expected to comply with all College policies. Violation of College policy may result in disciplinary action as outlined in the Honor and Student Conduct Codes and Regulations. Additionally, the College reserves the right to intervene and, if necessary, to cancel a program, activity, and/or process if it is found to be in violation of stated policies or procedures or is in conflict with the mission of Lynchburg College.

Students who wish to form a new organization must seek approval for recognition and organizational privileges from the Student Government Association and the Office of Student Activities (see "Procedures for Applying for Recognition"). Student groups not recognized by the College through this process may not operate in any such manner as recognized organizations, including participation in the activities of membership, recruitment, pledging, initiation, and collection of dues on or off campus. Neither members of unrecognized groups nor individual students may promote the goals, purposes, identity, programs, or activities of unrecognized, suspended, or charter-revoked organizations. Students who recruit, promote, or organize activities related to an unrecognized, suspended, or charter-revoked organization may be subject to disciplinary action under B4.4 of the Student Conduct Code.

### Student Government Association

The Student Government Association (SGA) is an exciting and active part of the Lynchburg College campus community. The SGA encourages the participation of interested students. Each year, positions in the legislative, judicial, and executive branches are filled by elections and appointments. Additionally, the SGA nominates students to serve as members of most standing committees of the general faculty. Information about SGA and the SGA Constitution are available online at <http://www.lyncburg.edu/sga.xml>.

#### 2011-12 SGA Executive Cabinet

President	Katie Thompson
Vice President	Geralyn Gulino
Chief of Staff	Andy Chick
Secretary	Cameron Gates
Treasurer	Sal Onofrio
Public Relations Coordinators	Helen Osinga & Megan Willis
SJB Liaison to SGA	Emily Pfeiffer
Special Events Coordinator	Sierra Spicer

#### Class Officers

##### SENIOR CLASS:

President	Alex Tomko
Vice President	Kaleigh Giles
Secretary	Brittany Gibson
Treasurer	TBA

##### JUNIOR CLASS:

President	Caroline Bailey
Vice President	Sean Holloway
Secretary	Casey Sawyer
Treasurer	TBA

##### SOPHOMORE CLASS:

President	D.J. Bowles
Vice President	Paige Hammock
Secretary	Julia Rosa
Treasurer	Marvin Argueta-Sol

*Freshman Class:* elected during the fall semester

Anyone interested in running for election to a freshman class office or senate position should obtain an election packet from the Student Government Association Office, located on the first floor of Hundley Hall. For more information, call the Office of Student Activities at 434/544-8107.

## Student Activities Board

The Student Activities Board (SAB) is the primary programming organization for Lynchburg College and is a student-operated group that strives to provide the campus community with a diverse selection of cultural, social, educational, and recreational programs.

### 2011-12 SAB Officers

The SAB Executive Board is comprised of the following officers and committee chairpersons:

<b>PRESIDENT</b>	Megan Johnson
Vice President/Treasurer	Nigel Word
Marketing/Public Relations	Amy Saunders
<b>EXPANDED</b>	Lauren Brizendine
This committee is responsible for trips to off-campus venues and activities and sells tickets to concerts and activities off site. This group is also responsible for co-sponsorship of activities with other organizations.	
<b>O.P.E.N.</b>	Theresa Gillette
This committee has primary responsibility for Thursday through Saturday evening programs and for programming on nights when alcohol-free alternatives are desired (e.g., Super Bowl Party, NCAA Basketball Championship, and Finals Blow-Out).	
<b>TRADITIONS</b>	Elizabeth Haxton
This committee is responsible for oversight of major campus events occurring on an annual basis, including Parents and Family Weekend, Homecoming, and Monster Bash.	
<b>MAIN STAGE</b>	Kelly Janik
This committee is responsible for entertainment large in scale in terms of budget or performer popularity.	
<b>ONE NIGHT STAND</b>	Katie Weatherwax
This committee is responsible for "homemade" programs that provide entertainment from local/regional artists, students, movies, and coffeehouse-type events.	

## Fraternity/Sorority Life

The fraternity/sorority community at Lynchburg College is governed by three separate councils: Panhellenic Council, which oversees the NPC sororities; Interfraternity Council, which oversees the NIC fraternities; and Pan-Hellenic Council, which oversees the NPHC historically-black Greek organizations. Recognized fraternities and sororities provide members with opportunities for service, scholarship, brotherhood/sisterhood, and leadership.

### 2011 Council Officers\*

Interfraternity Council President	Allen Francis
Interfraternity Council Vice President	TBA
Panhellenic Council President	Brooke Gibson
Panhellenic Council Vice President	Allison Thomas
Pan-Hellenic Council President	Sean Holloway

\* New officers will be elected mid-year.

## Student Organizations

The Office of Student Activities provides assistance and support to all recognized student organizations. The *Student Organization Handbook*, which includes information about resources available to recognized groups and tips for forming a new organization, is available from the Office of Student Activities.

The following clubs and organizations were recognized in 2010-11:

### Club Sports

Men's Basketball  
 Women's Basketball  
 Field Hockey Club  
 Fishing Club  
 Gymnastics  
 Ice Hockey Club  
 Men's Club Lacrosse  
 Women's Club Lacrosse  
 Men's Club Soccer  
 Women's Club Soccer  
 Rock Climbing  
 Rugby  
 Men's Volleyball  
 Wrestling

### Departmental Organizations

American Chemical Society  
 Delta Sigma Pi (Business Club)  
 English Club  
 Enrollment Student Ambassadors  
 LC Graphics  
 Hornet Booster Club  
 Istorla (History Club)  
 Model U.N. Club  
 Resident Student Organization  
 Sociedad Hispana  
 Society of Physics Students  
 Society of Westover Fellows  
 Student Nurses Association of Lynchburg College  
 Theoria

### Fraternity/Sorority Life

Alpha Chi Omega Sorority  
 Alpha Kappa Alpha Sorority  
 Alpha Phi Alpha Fraternity  
 Alpha Sigma Alpha Sorority  
 Delta Sigma Theta Sorority  
 Kappa Delta Sorority  
 Phi Delta Theta Fraternity  
 Sigma Nu Fraternity  
 Sigma Phi Epsilon Fraternity  
 Sigma Sigma Sigma Sorority

### Governing Organizations

Class of 2012  
 Class of 2013  
 Class of 2014  
 Class of 2015  
 Club Sport Council  
 Interfraternity Council  
 National Pan-Hellenic Council  
 Panhellenic Council  
 Student Government Association  
 Student Judicial Board  
 Student Senate

### Honor Societies

Alpha Kappa Delta (Sociology)  
 Alpha Psi Omega (Theatre)  
 Beta Beta Beta (Biological Sciences)  
 Kappa Delta Pi (Education)

Kappa Pi (Art)  
 Lambda Pi Eta (Communications)  
 Omicron Delta Kappa (Leadership)  
 Order of Omega (Fraternity/Sorority Life)  
 Phi Alpha Theta (History)  
 Phi Epsilon Kappa (Health Fields)  
 Phi Eta Sigma (Freshman)  
 Phi Kappa Phi (Academic)  
 Phi Sigma Iota (Foreign Language)  
 Pi Sigma Alpha (Political Science)  
 Psi Chi (Psychology)  
 Sigma Iota Rho (International Relations)  
 Sigma Phi Omega (Gerontology)  
 Sigma Tau Delta (English)  
 Sigma Theta Tau (Nursing)

### Music Groups

Chamber Singers  
 Concert Choir  
 Gospel Ensemble  
 Handbell Choir  
 Jazz Band  
 LC A Cappella  
 Wind Ensemble

### Religious Organizations

Canterbury Club  
 Catholic Community  
 College Life  
 Disciples on Campus  
 Fellowship of Christian Athletes  
 InterVarsity Christian Fellowship  
 Jewish Student Organization  
 Lynchburg Christian Fellowship  
 Methodist Student Fellowship  
 ReJOYce in Jesus Campus Fellowship

### Service Organizations

Emergency Medical Services  
 Habitat for Humanity

### Special Interest Organizations

Alliance for Energy Awareness  
 Amnesty International  
 Anime Society  
 Association of Commuter Students  
 Black Student Association  
 College Democrats  
 Gay-Straight Alliance  
 International Society  
 LC ACM  
 LC College Republicans  
 LC Current  
 LC Operation Smile  
 One Step Up Dance Team  
 PACE (Peer Advocates for Campus Education)  
 STAND (Students Taking Action Now against Darfur)  
 Steppers in Motion  
 STING (Special Talents Inside Notable Groups)  
 Student Activities Board  
 Student Athlete Training Club

## 18 STUDENT ORGANIZATIONS

### Responsibilities of Campus Organizations

Campus organizations are expected to comply with all College policies. Violation of College policy, including obstruction of or interference with any regularly sponsored or official function of the College, may result in disciplinary action, as outlined in the Honor and Student Conduct Codes and Regulations. Additionally, the College reserves the right to intervene and if necessary, to cancel a program, activity, and/or process if it is found to be in violation of stated policies or procedures or is in conflict with the mission of Lynchburg College.

### Privileges of Recognized Student Organizations

Subject to any other specific requirements, recognized student organizations are eligible to:

- have the cooperation and support of the College for the general good of the organization and for specific projects and activities;
- represent themselves as being affiliated with Lynchburg College (The use of "Lynchburg College" in the name of an organization does not indicate that Lynchburg College or its students, as a body, are in favor of, or opposed to, a given cause.);
- advertise on campus and use organizational names or symbols in advertising;
- schedule and use indoor and outdoor facilities;
- solicit or advertise on campus for members;
- co-sponsor activities with other recognized organizations, such as the Student Activities Board, or with campus operations, such as the Westover Room;
- apply for and, if approved, receive money from the Student Government Association for producing events;
- conduct fund-raising activities on campus;
- use the campus mail system;
- obtain an organization mailbox;
- use College listservs;
- participate in the President's Council;
- participate in the annual leadership recognition event;
- participate in the annual student organization awards competition;
- obtain from the College, as available and appropriate, names of prospective members, their mailing addresses, and other categorical information;
- be listed in College publications;
- participate in showcase events such as the Organization Fair;
- use College services, such as the Print Shop; and
- use the Student Organization Resource Room.

Occasionally some or all of the above privileges may be extended to interest groups of a type which can be recognized if interest persists. No other unrecognized groups are eligible for these privileges, and unauthorized use of them will result in appropriate action against involved members.

### Procedures for Applying for Recognition

Lynchburg College clubs and organizations should be formed for the purpose of social, educational, and leadership development and must relate directly to the mission, goals, and objectives of Lynchburg College. Club members should at all times consider how the College community views their organization.

Organizations of a type already permitted on campus may be chartered after approval by the SGA and the Office of Student Activities. Requests for new types of organizations may require more extensive consideration of their potential impact on the College.

To apply for recognition of a new organization, students must:

1. Seek approval from the Student Government Association (through the Senate) and from the College (through the Office of Student Activities);

2. Obtain the necessary forms and sample constitution from the Office of Student Activities;
3. Discuss the goals and objectives of the proposed group with the director of student activities;
4. Select and register a faculty or staff member as advisor for the proposed organization;
5. Provide to both SGA and the Office of Student Activities a constitution for the proposed organization containing at least the following items:
  - a. name of the organization
  - b. purpose of the organization
  - c. names, addresses, and telephone numbers of the president, vice president, secretary, and treasurer
  - d. name, address, and telephone number of a faculty or staff advisor
  - e. qualifications required for membership
  - f. offices and election procedures
  - g. procedures for organization meetings including methods of calling and conducting meetings
  - h. procedures for amending the constitution
6. Complete and return the anti-hazing form.

If a request for organizational recognition is approved by the Senate and the director of student activities, the proposed club assumes status as an officially recognized Lynchburg College organization.

Student organizations are required to register each year with SGA to be recognized officially. Membership in registered student organizations must be open to all persons without regard to race, color, creed, religion, national or ethnic origin, gender, sexual orientation, age, marital status, citizenship, or handicap (SA-302). Title IX of the Educational Amendment of 1972 provides an exemption of fraternities and sororities from the requirement that membership in these groups be open to all persons regardless of sex.

### **Faculty/Staff Advisors**

Student organizations are required to have an advisor who is a regular, full-time Lynchburg College faculty or staff member. While some advisors play very active roles within organizations by attending meetings, working with student officers, and assisting in program planning and development, others maintain a more distant relationship to organizations, seeing officers or members only occasionally.

It is hoped that an advisor will maintain regular contact with the organization, be accessible to members, and provide whatever counsel the group seeks. An advisor accepts responsibility for keeping informed about activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. However, advisors are not responsible for the actions or policies of student organizations; members are solely responsible.

Advisors should become familiar with the policies and practices of the Office of Student Activities so they can assist campus organizations effectively with program planning and organization management. Professional staff in the Office of Student Activities are available to assist all recognized organizations and their advisors to ensure support for the College mission.

### **Lynchburg College Statement Prohibiting Hazing**

All student organizations are responsible for encouraging an atmosphere of learning, social responsibility, and respect for human dignity and for providing a positive influence and constructive development for members and aspiring members. All organizations are expected to utilize good judgment to determine the abilities of individual students as they relate to organizational activities and requirements. Hazing is unproductive and hazardous behavior that is incongruous with this responsibility and has no place in our college life on or off campus. Consequently, hazing as defined in this statement is prohibited by Lynchburg College and the Commonwealth of Virginia.

## 20 STATEMENT PROHIBITING HAZING

Section 18.2-56 of the Code of Virginia provides as follows:

- It shall be unlawful to haze so as to cause bodily injury, any student at any school, college, or university.
- Any person found guilty thereof shall be guilty of a Class 1 misdemeanor.
- Any person receiving bodily injury by hazing shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.
- The president or other presiding official of any school, college, or university receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student hazing another student, sanction and discipline such student in accordance with the institution's policies and procedures. The institution's policies and procedures shall provide for expulsions or other appropriate discipline based on the facts and circumstances of each case. The president or other presiding official of any school, college, or university receiving appropriations from the state treasury shall report hazing which causes bodily injury to the attorney for the Commonwealth of the county or city in which such school, college, or university is, who shall take such action as he deems appropriate.
- For the purposes of this section, "hazing" means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

At Lynchburg College, hazing is further defined as any action taken or situation created intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips, or any other such activities; wearing publicly apparel which is conspicuous and not normally in good taste; engaging in public stunts of buffoonery; morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; and any other activities that are not consistent with the regulations and policies of Lynchburg College. Acts of hazing are prohibited in any circumstance, whether in the context of a structured organization, an informal group, or by an individual.

Hazing shall be identified in two categories: **physical** and **psychological**. Physical hazing includes:

- paddling;
- kidnapping;
- all forms of physical activity that are used to harass or are not part of an organized athletic context and not specifically directed toward constructive work;
- road trips (involuntary excursions);
- spraying, painting, or pelting with any substance;
- burying in any substance;
- requiring or compelling activities creating unnecessary work, duties, detention, or any duties that impair or do not allow adequate time for study;
- requiring or compelling the forced consumption of any liquid (including alcohol) or solid substance;
- burning, branding, or tattooing any part of the body, or any other activity, whether voluntary or involuntary, that may cause physical injury or endanger the life of the individual being hazed;
- binding or restricting any person's arms or legs in any fashion that would prohibit them from moving on their own;
- requiring or suggesting prospective members or members to obtain articles that would be illegal to obtain or possess (items for a scavenger hunt).

Psychological hazing includes:

- any act that is likely to: (a) compromise the dignity of a member or prospective member, (b) cause embarrassment or shame to a member or prospective member, (c) cause a member or

- prospective member to be the object of malicious amusement or ridicule, or (d) cause psychological harm or substantial emotional strain;
- confinement in any room or compartment;
  - nudity at any time;
  - requiring or compelling exposure to uncomfortable elements;
  - verbal harassment;
  - requiring or compelling the wearing in public of apparel that is not in good taste;
  - depriving students of sufficient sleep (six consecutive hours per day is normally considered to be minimum);
  - misleading prospective members in an effort to convince them that they will not become members, that they will be hurt during induction/initiation, or any other activity that would cause extreme mental stress;
  - carrying any item (shields, paddles, bricks, hammers, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier;
  - blindfolding and parading individuals in public areas, blindfolding and transporting in a motor vehicle, or privately conducting blindfolding activities that serve no constructive purpose.

Any organization of Lynchburg College found to be in violation of this policy may face sanctions ranging from a warning to loss of status as a recognized student organization. Campus privileges may be revoked, charters rescinded, and/or disciplinary sanctions imposed on individual officers or members. Individuals found to be in violation of this policy may face sanctions from warning to expulsion.

### **Student Activities Fee**

A student activities fee is assessed each semester to full-time students to provide additional funding for on-campus activities and co-curricular opportunities. The funds are distributed among the Student Activities Board, the Student Government Association, Intramural and Club Sports, hall councils, and programs for off-campus and commuter students. Recognized student organizations may request funding from the SGA Senate to support organizational programs.

### **Leadership Conferences**

The annual Anderson Leadership Conference helps students discover and develop their leadership skills through exposure to expertise and insights from nationally known leaders and through participation in a variety of hands-on workshops. Students who demonstrate interest in developing leadership abilities and desire to be involved in campus activities are invited to attend. This conference is made possible by an endowment established in 1990 by Crantford V. Anderson '59 and his wife, Jeri, in honor of their son, Chip '85.

In addition to the Anderson Leadership Conference held annually on campus, delegations of Lynchburg College students are sent to selected regional and national conferences to expand their leadership knowledge and abilities, enabling greater contribution to the LC campus community. A limited number of scholarships are available to assist students who wish to attend national and regional leadership training conferences. For more information, contact the Office of Student Activities at 434/544-8254.

### **Intramural and Club Sports**

Intramural and Club Sports provide opportunities for students to engage in healthy competition, to assist each other in learning new skills, and to interact with students outside their familiar social groups. Intramural sports offered include basketball, dodgeball, flag football, floor hockey, golf, soccer, tennis, ultimate Frisbee, volleyball, and whiffle ball, as well as Playstation, Halo, and poker tournaments. Additional sports may be offered based on student interest.

Active club sports include men's and women's basketball, field hockey, fishing, ice hockey, men's and women's lacrosse, men's and women's soccer, and wrestling. A full list of sports clubs is available at [www.lynchburg.edu/clubsports.xml](http://www.lynchburg.edu/clubsports.xml). Students interested in playing or starting a new sports club are encouraged to contact the coordinator of intramural and club sports at 434/544-8552.

## **Outdoor Leadership Program**

The Outdoor Leadership Program offers both leadership development programs and recreational adventures for the Lynchburg College campus community. Activities are organized and facilitated by Lynchburg College students and include hiking, backpacking, rock climbing, caving, whitewater rafting, canoeing, tree climbing, SCUBA diving, and ropes course workshops.

All activities are “challenge by choice,” and no experience is necessary. The only prerequisites are a willingness to explore, a desire to challenge oneself, and curiosity to seek adventures available in the nearby Blue Ridge Mountains and beyond.

The Outdoor Leadership Program offers a variety of student staff positions throughout the academic year. Staff members are trained in ropes course facilitation, rock climbing, caving, hiking, backpacking, canoeing and emergency medicine. Staff members spend their first year training in the basics of adventure education, and then build upon that foundation by leading wilderness and adventure course programs.

For more information about Outdoor Leadership Program adventures, workshops, or becoming a facilitator, contact the program office (terrace level of Hundley Hall, 434/544-8224, [olp@lynchburg.edu](mailto:olp@lynchburg.edu)).

## **SERVE**

“Never doubt that a small group of thoughtful citizens can change the world; indeed, it’s the only thing that ever has.” – Margaret Mead

Lynchburg College students, faculty, and staff are changing their communities by contributing to on-campus, local, national, and global volunteer projects. Each year, members of the LC community perform approximately 35,000 hours of service through opportunities such as Habitat for Humanity, Haitian Partnership Organization, Special Olympics, Relay for Life, and Big Brothers/Big Sisters.

The SERVE Office (Students Engaged in Responsible Volunteer Experiences) connects students, faculty, and staff with local, national, and global service agencies that seek to make a lasting change in the lives of others through philanthropy, volunteerism, service-learning and/or social justice efforts.

To learn more about service opportunities, visit the SERVE Office on the first floor of Hundley Hall, go to <http://www.lynchburg.edu/serve.xml>, call 434/544-8470, or e-mail [serve@lynchburg.edu](mailto:serve@lynchburg.edu).

## **Multicultural, Access, and Commuter Services**

The Office of Multicultural, Access, and Commuter Services (MACS) offers a variety of educational programs and support services intended to meet the needs of multicultural and non-traditional populations within the student body, including international and minority students, students age 25 or older (Access), and commuter students. This school is authorized under Federal law to enroll nonimmigrant students.

International students receive an extended orientation program designed to help them get settled in a new country, register for classes, move into residence halls, and meet new friends. Immigration advising is provided through the MACS Office. Minority students are offered participation in the Summer Transition Program, an early-arrival program that supplements new student orientation. Special interest groups such as the Multicultural Programming Committee, Black Student Association, and Association of Commuter Students are advised through MACS.

The Access program is designed to serve students age 25 or older who enter or return to college to pursue an undergraduate degree, often while balancing full-time employment, family, or other responsibilities. Services for both Access and commuter students include a seasonal newsletter, brown-bag lunch program, and a lounge located on the terrace level of Bullard House with lockers, study tables, computer, telephone, refrigerator, and microwave ovens.

The MACS Office also provides the campus community with educational programs that enhance knowledge and appreciation of diversity on campus and throughout the world, including International Education Week and diversity training.

For more information about MACS programs, visit the office on the first floor of Hundley Hall, call 434/544-8330, send e-mail inquiries to [macs@lynchburg.edu](mailto:macs@lynchburg.edu), or visit the website at <http://www.lynchburg.edu/MACS.xml>.

## Residence Life

From the light in your room to the programs and activities offered on your hall, the Office of Residence Life is responsible for all aspects of residential living. The primary goal of the office is to develop a safe and secure residential community that fosters learning and growth.

Throughout the year, the Office of Residence Life sponsors a variety of programs in residence halls on such crucial topics as alcohol and other drugs, AIDS and other health issues, study skills, involvement, and social and cultural activities.

Residence Life student staff, consisting of more than 50 undergraduate and graduate students who serve as resident assistants (RAs), hall directors (HDs), and assistant hall directors (AHDs), live in the residential facilities. These students plan activities, provide peer counseling, and maintain community standards. Periodically during the academic year, Residence Life staff members hold mandatory meetings for their residents. Attendance at these floor and/or building meetings is required of residents. Unexcused absences may result in fines and/or disciplinary action.

Questions about roommates, room changes, policies, organizations and activities, counseling, academic services, or other aspects of campus life may be directed to any residential staff member or to the Office of Residence Life (116 Hundley Hall; 434/544-8320; [residence@lynchburg.edu](mailto:residence@lynchburg.edu)).

## Residence Life Policies

The following policies exist to enhance the safety and comfort of all students living in College housing. Failure to adhere to these policies may result in disciplinary action.

**Alcohol**—Possession of alcohol by anyone under age 21 is prohibited everywhere on campus, including in all residential facilities. Students and guests who are age 21 or older may possess and consume alcohol in residential facilities only in accordance with the Student Conduct Code and any policies established by the Office of Residence Life.

Possession and consumption of alcohol is prohibited in the following residential areas regardless of the possessor's age:

- In a residential room where all assigned residents are under age 21;
- Montgomery Hall, Tate Hall, and other facilities designated as alcohol-free;
- Indoor common areas, including lounges, stairwells, and hallways; and
- Outdoor areas around residential facilities, including porches, yards, sidewalks, parking lots, and streets.

Possession of an open container of alcohol in public is prohibited by both Lynchburg College policies and Lynchburg City laws. This prohibition applies to alcohol in any form or container, including but not limited to bottles, cans, cups, and sports bottles.

Residence Life and security staff members may ask to see the contents of backpacks, bags, and other packages suspected to contain alcohol. Unauthorized kegs on campus and related taps are confiscated, regardless of whether they contain alcohol, and are not returned to the owner.

## 24 RESIDENCE LIFE POLICIES

Intoxication, public drunkenness, and disorderly conduct are prohibited by Lynchburg College policies and Lynchburg City laws. Disorderly conduct includes but is not limited to cursing profanely in public. Neither presence on campus nor residence in College housing shields a student from obligation to adhere to College alcohol policies and alcohol laws.

For more information about policies regarding alcohol, see the Student Conduct Code, including “Alcohol and Other Drugs.”

**Balconies and Roofs**—Students may not be on any balcony or roof with the exception of Hundley Hall’s second floor balcony located off the lounge.

**Basements**—Students may not enter or use basements and crawl spaces in College houses for any reason, including storage and gatherings.

**Bicycles**—Bikes may be stored only in individual rooms or in bike racks provided. Bikes may not be stored in hallways, stairwells, lounges, bathrooms, or other areas so designated by the Office of Residence Life.

**Card Access and ID Cards**—All residence halls are locked 24 hours a day. Residential students and other authorized individuals gain entrance into the residence halls by using their LC ID cards. Students are responsible for their own ID cards and may not lend them to anyone for any reason. Similarly, students may not use another’s ID card. Any student who loses his/her ID or whose ID does not function should report immediately to the Information Desk in Hall Campus Center to receive a new one.

Students should not allow non-residents to gain access to any residence hall. Propping of exterior doors is strictly prohibited. Students aware of trespassers, unsecured doors, or other problems related to security in any College residence should immediately contact an RA or LC Security (emergency number 434/544-5555).

**Checkout Policy**—All residents checking out of a College residence at any time must do so through a Residence Life staff member or by using an Express Check-Out envelope, available in the Office of Residence Life and at the Information Desk in Hall Campus Center. Failure to do so will result in substantial fines.

**Cooking**—Hot pots, coffee makers, popcorn poppers, and approved Microfridge microwave ovens are the only cooking appliances permitted in residence hall rooms. In residence hall kitchens, students may use the appliances provided for simple heating and baking. Due to local fire regulations, frying, grilling, and rotisserie cooking are strictly prohibited in residence hall kitchens.

For information about use of gas and charcoal grills, see “Fire Hazards.”

**Damage Policy**—In any community living environment, materials in a building break or must be replaced periodically due to normal wear and tear. Lynchburg College’s housing fees are designed to cover such routine maintenance expenses. However, damages are sometimes caused by accident, horseplay, or misuse of facilities. If an individual causes accidental damage, he/she should report it to a Residence Life staff member within 24 hours after the damage occurred. In such cases, the individual is held accountable for the cost of the needed repair(s). Multiple or repeated incidents of damages may result in disciplinary sanctions.

When damage occurs but no one takes responsibility, an investigation is conducted to identify the responsible individual(s). If the responsible individual is identified, he/she is subject to replacement costs, fines, and other sanctions as deemed appropriate. If the responsible individual(s) cannot be identified, the residents of the wing, floor, or building may be assessed common area damage charges. Any appeal of damage charges or common area damage charges must be submitted in writing to the Office of Residence Life within 30 days of the billing date.

Below is a list of approximate charges assessed for damage; other damages not listed below are also subject to repair, replacement, and/or labor charges. Specific charges issued depend on the nature and severity of the damage. Damage to residential furniture results in charges sufficient to replace the damaged item(s). All incidents of damage are subject to review through Residence Life and disciplinary processes, which may result in additional fines and/or other sanctions.

<u>DAMAGE</u>	<u>COST</u>	<u>DAMAGE</u>	<u>COST</u>
Fire Safety:		Checkout:	
Pulled fire alarm	\$50	Improper checkout	\$75
Replace fire extinguisher	\$55	Unauthorized move	\$75
Replace fire box	\$200	Failure to return key	\$50
Replace battery to fire box	\$25	Unclean/Not vacuumed	\$25
Damaged exit sign	\$75		
Structural Damage:		Cleaning:	
Window pane	\$35	Trash	\$25
Ceiling tile	\$35	Excessive trash	\$125
Bulletin board	\$25	Writing on wall	\$25
Paint:		Bodily excretion	\$100
One wall	\$125		
Ceiling	\$100		
Door	\$60		
Nail holes	\$20		
Whole room	\$300		

**Decorations**—Students are permitted to hang personal belongings in their assigned rooms. However, decorations may not impede fire safety, entrance or egress, ventilation, or view of the room. Possession of a street, traffic, or municipal sign is prohibited; such signs are confiscated by Campus Safety and Security and not returned, regardless of how the signs were obtained by the resident(s).

To decrease fire hazards, decorations may not be placed over lights or fire safety equipment. Holiday and other decorative lights must be U.L. approved. Only artificial trees are allowed in residential facilities. All holiday decorations must be removed in a timely manner and prior to departure for scheduled holiday breaks.

Students are not permitted to paint walls in individual rooms or in common areas. Proposals for wall murals for residence hall common areas may be submitted to the Office of Residence Life for approval. Subsequent approval by three-fourths of all floor residents must follow.

**Drugs**—Possession, use, and distribution of illegal drugs, as well as distribution and abuse of prescription medication, are prohibited. Possession or use of drug paraphernalia is also prohibited. For more information about policies regarding illegal drugs, see the Student Conduct Code, including “Alcohol and Other Drugs.”

**Fire Hazards**—The following items are not permitted in any College residential facility: candles (unlit or lit), halogen lamps (and other lamps deemed unsafe by the Office of Residence Life), incense, hookahs, space heaters, and any appliances that make an open flame or have exposed heating elements other than stoves provided by the College.

Fireworks may not be possessed or used anywhere on campus.

Hot pots, coffee makers, popcorn poppers, and approved Microfridge microwave ovens are the only cooking appliances permitted in residence hall rooms. All other cooking appliances, including other microwave ovens, toaster ovens, hot plates, toasters, and grilling machines, are prohibited in residence hall rooms.

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Fires are not permitted inside or outside any College residential facility, except for use of gas and charcoal grills for cooking. Grills may be stored outdoors only. When in use, grills must be at least ten feet from all parts of a structure, including decks and porches. Also, appropriate safety precautions must be taken (e.g., distance from dry brush and other flammable materials, absence of wind hazards, extinguished coals, and disposal of cold coals in trash receptacles). Damage caused by use of a grill will result in repair fees and/or disciplinary sanctions.

**Firearms and Other Weapons**—Firearms and weapons of any type are strictly prohibited in residential facilities and on campus, including concealed weapons for which the carrier has a legal permit. Possession and/or use of a weapon will result in immediate disciplinary action that may include separation from Lynchburg College. Weapons include but are not limited to firearms (e.g., BB guns, pellet guns, Airsoft guns, paintball guns, handguns, and rifles), knives, bows and arrows, and martial arts weapons.

**Furniture**—Possession of any type of College property in a campus residence other than the standard room furniture provided is prohibited. Likewise, College furniture may not be removed from individual rooms in any College housing. In residence halls, lounge furniture may not be taken to an individual's room for any purpose.

Upholstered furniture is not permitted on porches, decks, and other areas outside apartments, College houses, and townhouses. All furniture outside a residence must be manufactured for outdoor use.

A resident who has lounge furniture in a residence hall room or unauthorized furniture outside will be instructed to return the furniture promptly to its proper place and assessed a fine.

**Holiday Closings**—All residential facilities close for Fall Break, Thanksgiving, winter break (between semesters), and spring break vacations. Students must vacate during these breaks and may not be in residential facilities without advance permission from the Office of Residence Life or Security. Specific dates and times of closings and openings are listed in *The Hornet* and posted on campus. During exam periods, all students must vacate campus housing within 24 hours after their last exam, with the exception of graduating seniors in May. Students who arrive early or stay late during a time when residential facilities are closed will either be instructed to leave or assessed a fine of \$75 per night.

**Liability for Loss**—Generally, each individual is responsible for his/her personal belongings. Students are encouraged to purchase insurance that will cover losses and/or theft. Some homeowners' insurance policies cover losses at school.

**Lofts**—Only Lynchburg College lofts are permitted in campus housing. Only one loft kit may be used per bed, and total height may not exceed one added loft kit.

**Noise**—Living in a College residence in close proximity to many other students can create noise disturbances. Because noise travels easily, all residents must be considerate of neighbors when playing stereos, TVs, or simply talking. Generally, quiet hours should be observed from 11 p.m. to 11 a.m. Sunday-Thursday and midnight to 11 a.m. Friday and Saturday nights. Courtesy hours are in effect 24 hours per day. Repeated disruptions by individuals at any hour will result in loss of privileges and/or specific sanctions.

Each semester, 24-hour quiet hours are in effect from the last day of classes through the closing of College housing.

**Parties**—Students living in College-owned houses, townhouses, Courts, and apartments may host parties in their assigned residences in accordance with College policies. Event occupancy in the residence is limited to five guests per resident present. Alcohol may be consumed only by individuals age 21 or older and only in accordance with all College alcohol policies.

Residents who host parties are held directly responsible for conduct occurring at their residence, including outside areas, and for their visitors' behavior.

Failure to adhere to this policy may result in administrative action by the Office of Residence Life and/or disciplinary sanctions. These responses may include suspension of party privileges, and/or removal from the residence.

**Pets**—Due to health issues, animals may not be in any College housing at any time or for any reason. No pets other than fish may be kept in College housing. Prohibited pets include “tank animals,” such as frogs, hermit crabs, lizards, and snakes. Individuals with animals other than fish will be subject to adjudication and instructed to remove the animals immediately (within twenty-four hours); failure to do so within the allotted time will result in additional disciplinary action.

A student residing in a townhouse, apartment, or College house with a pet other than fish will immediately be relocated to a residence hall. Similarly, a student living in a residence hall with a pet other than fish forfeits eligibility to live in a townhouse, apartment, or College house during the following year.

**Recreational Equipment**—Slip ‘n slides, whether purchased or made, and similar water amusements are prohibited on campus. Pools are also prohibited on campus, except as approved by the Office of Residence Life for use outside College houses. For more information about policies regarding outdoor recreation, see the Student Conduct Code, including “Use of Roller Blades, Bicycles, and Other Recreational Equipment.”

**Repairs/Alterations**—If a repair is needed in a residential facility, it should be reported to a Resident Assistant or to the Office of Residence Life (434/544-8320). Repairs may not be made by anyone other than authorized College personnel. Similarly, alterations such as adding air conditioning units or adding or removing doors or other structures may not be made.

**Room Assignments and Changes**—All room assignments are final unless the Office of Residence Life authorizes a room change. If a student wishes to make a room change, he/she should contact the Office of Residence Life to ensure adherence to proper room change procedures.

Students may not request a room change during the first three weeks of classes each semester. Afterwards, residents must fully complete a room change request form, including all applicable signatures, and submit the completed form to the Office of Residence Life by 11 a.m. on the Friday before the weekend they desire to move. If a room change request is granted, students receive a Permission to Move Form outlining instructions for completing the move and specifying the time period during which the move must be made. Room changes generally take place 3 p.m. Friday to 10 p.m. Sunday.

Students should discuss roommate concerns with their RA and/or staff in the Office of Residence Life prior to making a room change. If a resident makes a room change without first attempting a roommate mediation, the resident is subject to a room change fine.

A resident who makes a room change without authorization from the Office of Residence Life or declines a requested room change after it has been processed may be assessed a \$75 fee. Students who move without permission may also be required to move back to their assigned rooms. Students who make more than one unauthorized move are subject to a \$100 fee per subsequent violation.

Students who are eligible to commute from home or to reside off campus but elect to reside in College housing may not move off campus during the academic year in which their Residence Hall Agreement applies unless they have prior approval from the Office of Residence Life and pay a \$250 fee.

Due to limited space, the Office of Residence Life is unable to hold a specific housing assignment for a student who is not residing in campus facilities for a semester due to study abroad, a leave of absence, or any other reason. While efforts will be made to match roommates when students return to campus housing, a specific assignment cannot be held.

**Room Consolidation**—To use residential space effectively and in a fair, consistent manner, the College conducts Room Consolidation beginning the fifth week of each semester. Consolidation affects only those students who do not have a roommate or an approved single room. A resident whose roommate leaves LC (e.g., withdraws, studies abroad, or does not return after a holiday break) is encouraged to notify the Office of Residence Life and to participate in the consolidation process.

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All residents without roommates or approved singles are expected to take an active role in the consolidation process, assisting in the identification of suitable roommates. Through active participation, students increase the likelihood of satisfaction with their new roommate assignments. Students who must participate in the consolidation process are given a list of all other students needing roommates. Using this list, residents can identify a roommate with whom they are compatible and then notify the Office of Residence Life about the roommate selection, enabling the room change process to begin. Students who do not select a roommate from those participating in the consolidation process will be consolidated with a new roommate through administrative assignment. Students who delay the process or otherwise prevent consolidation may be assessed a fee.

**Room Keys**—Keys will be issued to students at the time of check-in. Once a key has been assigned, it becomes the responsibility of the student. If it is lost, the following procedures must be followed:

1. Immediately report the loss of a room key to the Office of Residence Life (434/544-8320).
2. A lost key report will be made by the Office of Residence Life and sent to Campus Safety and Security for proper action.
3. The student is responsible for payment of a \$75 lock change fee, which includes two keys. An additional fee of \$5 per key is charged for residences with more than two occupants. All lock-change fees are assessed to the student's account.
4. Failure to report lost or stolen keys or possession of a duplicate or unauthorized key will result in appropriate disciplinary action.

Students should secure their rooms at all times and are responsible and liable for any actions of non-assigned students or guests in their rooms. Furthermore, students failing to secure their rooms or to obtain or carry room keys will assume all responsibility for theft or damage of any personal belongings in their room.

No student may be in possession of any key to any College building or office unless that specific key has been issued to the student directly in connection with a work assignment. No duplication may be made of any key issued by Lynchburg College.

**Single Rooms**—Typically, single rooms are not available. However, if a resident has a medical condition that warrants special consideration, an Application for Special Medical Housing Accommodations may be obtained from the Office of Residence Life. A completed form and supporting medical documentation are reviewed by a staff committee that makes a housing recommendation.

**Smoke Detectors**—Smoke detectors are provided in each residence hall room and in all other College housing for the safety of all residents in the facility. Students may not remove, cover, or disable a detector for any reason. Tampering with a smoke detector constitutes a violation of the Student Conduct Code and results in disciplinary action.

If a smoke detector does not function properly, students should immediately contact Campus Safety and Security (emergency number 434/544-5555) so proper repair can be made.

**Smoke-Free Policy**—All residence halls and Peakview Hall are smoke-free buildings; therefore, smoking may not occur within any part of these facilities or within 50 feet of the buildings, including exterior steps and entranceways. Outside areas surrounding Hundley Hall and on the front sides of Freer, McWane, and Shackelford Halls are also smoke-free zones. Smoking is also prohibited inside all non-residential buildings on campus.

Possession of or use of a hookah is prohibited on campus and in all residential facilities.

**Visitation Policy**—Students may be visited in their College residence by LC students and other visitors in accordance with visitation and guest registration requirements. Visitation on campus is a privilege, not

a right, and must be respected to maintain order in the community. The privilege of visitation in College housing does not supersede a roommate's/housemate's right to privacy, study time, and sleep. These rights and the safety and security of the campus community are absolute and fundamental principles of the Visitation Policy.

A student residing in College housing may be visited in his/her assigned residence at any time in accordance with the following requirements:

1. ROOMMATE/HOUSEMATE RIGHTS - A roommate/housemate will not be deprived of the right to privacy, study time, or sleep due to the presence of a guest (student or non-student).
2. GUEST REGISTRATION - All non-LC student visitors staying on campus after midnight on any day must be registered by their host at the Information Desk (first floor, Hall Campus Center) before midnight of that day.
3. ESCORTING GUESTS
  - a. Non-Student Guests - Guests who are not LC students must be escorted at all times.
  - b. Student and Non-Student Guests in a Residence Hall - All residence halls are locked 24 hours per day. From 10 a.m. to midnight, residential students and other authorized individuals may gain entrance to the residence halls by using their College ID cards. After midnight, only residents of a particular building may access that building using their ID cards. A visitor (student or non-student) who is not a resident of the building must be admitted and escorted by a resident of the building.
4. RESPONSIBILITY FOR GUESTS' CONDUCT - All guests are expected to abide by Lynchburg College policies at all times. Students are held directly responsible for conduct occurring in their rooms and for their visitors' behavior. Students living in College-owned houses, townhouses, Courts, and apartments are held directly responsible for conduct occurring at their residences, including outside areas, and for their visitor's behavior.
5. COHABITATION - Cohabitation is strictly prohibited.

### **Special Medical Accommodations for Housing/Board**

Students wishing to request special accommodations related to housing or the board plan due to medical need must contact the Office of Residence Life to obtain the necessary application. No special accommodations will be considered prior to receipt of a complete application.

### **Laundry Machines**

Lynchburg College's laundry program includes the following features:

- High-efficiency (HE), front-load washers and dryers in all campus laundry rooms
- Payment made by debit laundry card instead of coins
- Availability of adding value to a debit laundry card with cash, online, and/or by cell phone

Washers and dryers each cost \$1.25 per load. Debit laundry cards can be purchased from a self-operated dispenser, located next to the ATM machine on the lower level of Burton Student Center. A laundry card costs \$10 and includes \$7 in washing value. Detailed information about purchasing and adding value to a laundry card is available at <http://www.lyncburg.edu/laundry>.

To operate campus washing machines correctly:

- Use only liquid HE detergent; look for the "h-e" symbol on detergent bottles.
- Follow the detergent manufacturer's directions for the correct amount of liquid to use. HE washers require less detergent than conventional machines; even less is needed if the detergent is concentrated.
- Pour detergent and liquid fabric softener into the dispenser, not directly on the clothing.
- The washer door locks approximately 30 seconds after the cycle starts and unlocks only after the cycle ends. Do not try to open the door while the washer is running.

Problems with laundry machines or debit cards should be directed to Lynchburg College's laundry vendor, Caldwell & Gregory, at 800/927-9274 or [service@caldwellandgregory.com](mailto:service@caldwellandgregory.com).

## Residential Requirements

Lynchburg College values on-campus living that exposes students to a variety of meaningful out-of-class learning opportunities. Accordingly, on-campus living is required of undergraduate students, and off-campus living is a privilege earned through progression toward degree completion.

Single, full-time freshman, sophomore, and junior students, other than those living at home with parents and students age 23 and older, are required to live in Lynchburg College housing. Students who have completed 85 or more credit hours (either at Lynchburg College or at another accredited institution) prior to the fall semester are eligible to live off campus during the next academic year, as are undergraduates continuing as second-degree students, non-degree-seeking graduate students continuing their studies immediately after baccalaureate degree completion, and students age 23 and older.

Prior to making commitments off campus, students enrolling in undergraduate courses must apply for and receive authorization to live off campus from the Office of Residence Life by the date specified by the College each year. To receive and maintain off-campus approval, a student must provide the Office of Residence Life with accurate and up-to-date address, telephone, and landlord information, including a copy of the lease portion verifying address information. A student admitted for full-time enrollment cannot acquire off-campus authorization by dropping to part-time status (below 12 credit hours per semester).

Students approved for off-campus living (e.g., full-time and part-time seniors, students enrolled in post-baccalaureate studies) may reside only in housing zoned for multi-family dwellings (i.e., apartment complexes). Such approved housing has zoning designations from the City of Lynchburg of R4 and R5. Students may not lease—either directly or unofficially through another who leases on behalf of the student—or reside in housing zoned for single- or two-family dwellings (i.e., residential neighborhoods including those near campus). Such prohibited housing has zoning designations of R1, R2, and R3.

Students who live off campus are expected to act and maintain off-campus residences in ways that positively influence fellow students, the College, and the Lynchburg community. Courteous relationships with neighbors, based on respect, good communication, sensitivity to needs of varying lifestyles, and behaviors that do not infringe on others' rights, are expected.

While encouraging students who reside off campus to exercise responsible self-regulation, the College retains the authority to adjudicate incidents that occur off campus and incidents in violation of the Honor and Student Conduct Codes. Off-campus living is a privilege that may be revoked at any time at the discretion of the College.

After a student's application to reside off campus has been approved, off-campus arrangements must be made directly between the student and the landlord. Although the College advises that careful attention be given to safety and health factors in choosing off-campus housing, it assumes no liability related to these factors.

Violations of this policy, including but not limited to living off campus without proper authorization, failure to provide current contact information, and leasing or residing in a dwelling without R4 or R5 zoning, may result in revocation of eligibility to reside off campus and other disciplinary actions.

### Off-Campus Living and the Law

Students who live off campus are responsible for knowing all applicable College requirements and city ordinances and practices. Violation of College or community requirements may result in revocation of the privilege to live off campus or to live at certain locations and may also result in College disciplinary action.

Community resources available to neighbors and students include the Lynchburg Police Department (434/847-1602, non-emergency), the City Inspector's Office (434/455-3910), the Health Department (434/947-6785), the local district ABC office (434/582-5136), and the Office of the Dean of Students (434/544-8226).

## Student Health and Counseling Services

Student health and counseling services are offered to promote the emotional, mental, and physical well-being of students.

### Health Services

The Student Health Center, located on the terrace level of Hundley Hall, is open 8:30 a.m.-5 p.m., Monday–Friday. Student health services are available to all full-time students who have submitted a completed Health Information Form, including a record of required immunizations. Part-time students may also use the Student Health Services for a semester fee payable at the Cashier's Office prior to the beginning of each semester for which the student wishes to use the services. Part-time students wishing to use the Student Health Center must also provide a completed Health Information Form and a record of required immunizations.

Students are seen as walk-ins, or they may schedule appointments by calling the Student Health Center at 434/544-8357. A family practice physician is on campus each Thursday, 8:30-9:30 a.m., and is on call at other times. Because the physician's time on campus is limited, students are seen on a priority basis; therefore, appointments are encouraged. Primary health care is provided by nurse practitioners and College Health nurses. Routine visits to the Student Health Center are provided without charge. Charges for medications, lab tests, and special examinations are billed to the student's account with the College or paid by the student.

Referrals to physicians or other community health care providers are arranged when necessary or at the request of the student.

All consultations and medical records are kept completely confidential. No information is discussed with or released to anyone without the student's written consent. Medical records and academic records are not connected in any way.

The Student Health Center does not provide medical excuses for class absences or tardiness but will, with a student's written permission, notify instructors that the student was seen by a health professional at the Health Center. This notification will be sent to the specified faculty via e-mail only.

When the Student Health Center is closed, the Lynchburg College Emergency Medical Service is usually available to provide first aid and emergency care for students on campus. Students can access this service by contacting Campus Safety and Security (emergency number 434/544-5555).

The following community facilities are also available for medical care:

#### **FACILITY**

Forest Family Physicians (LC's physicians)

1175 Corporate Park Drive, Forest, VA

Phone: 434/525-6964

*Appointment necessary*

#### **HOURS**

8:30 a.m.-7 p.m., Monday–Thursday

8:30 a.m.-5 p.m., Friday

8:30 a.m.-noon, Saturday

Central Virginia Family Physicians

Blue Ridge Immediate Care

2137 Lakeside Drive, Lynchburg, VA

Phone: 434/845-4175

*Walk-ins welcome*

8 a.m.-9 p.m., Monday–Friday

8 a.m.-6 p.m., Saturday

10 a.m.-6 p.m., Sunday

Physicians Treatment Center

2832 Candler's Mountain Road, Lynchburg, VA

Phone: 434/239-3949

*Walk-ins welcome*

8 a.m.-9 p.m., daily

Emergency medical care is available at:

Lynchburg General Hospital Emergency Room

1901 Tate Springs Road, Lynchburg, VA

Phone: 434/947-5000

Transportation to off-campus medical facilities can be arranged by the Student Health Center during regular hours or by Security (emergencies: 434/544-5555; non-emergencies: 434/544-8100) when the Student Health Center is closed. Students are responsible for direct payment to any pharmacy or medical facility outside the College and should have current insurance and prescription cards available for emergency or other off-campus medical services.

All students are expected to have medical insurance coverage.

### **Counseling Services**

Counseling Services, located on the terrace level of Hundley Hall, is open 8:30 a.m.-noon and 1-5 p.m., Monday–Friday. Licensed mental health professionals provide individual and group counseling to full-time students for a variety of student issues, such as roommate and relationship issues, grief, anxiety, adjustment difficulties, substance abuse, eating issues, depression, and other needs. Part-time students who submit a completed Health Information Form may also use these counseling services for a fee, payable at the Cashier's Office before the start of each semester. Students can arrange appointments by visiting Counseling Services or by calling 434/544-8616. Strict confidentiality is observed in accordance with professional standards.

### **Wellness Education**

The mission of Wellness Education is to plan, implement, and promote educational activities that encourage the health and well-being of Lynchburg College students. Wellness Education offers a variety of activities and programs to help students learn skills necessary to take responsibility for their own well-being, including:

- **Peer Advocates for Campus Education (PACE)** – This student organization is dedicated to creating a healthier environment on campus. PACE is an affiliate of The BACCHUS Peer Education Network, an international association guided by the belief that peers can play a uniquely effective role — unmatched by professional educators — in encouraging their friends to consider, talk honestly about, and develop responsible habits and attitudes toward high-risk health and safety issues.
- **National Health Awareness Campaigns** – Activities and events take place throughout the year to recognize health-related issues. Campaigns include Alcohol Awareness Week, the Great American Smokeout, National Drunk and Drugged Driving Awareness Month, Sexual Responsibility Week, Eating Disorder Awareness Week, and Kick Butts Day.
- **National College Health Assessment** – Administered biannually to all students, this survey addresses use and perceptions of use of alcohol and other drugs, sexual health, and other aspects of physical and mental health. Data collected via the survey are used to create campus-wide social norms campaigns.

For more information about wellness education, call 434/544-8164.

### **Alumni Activities**

The Lynchburg College Alumni Association, under the leadership of a board of directors, strives to develop and strengthen relationships among current students, alumni, and the College. Representatives of the Student Government Association, Student Activities Board, fraternity/sorority life, and classes serve as student members of the Alumni Board, sharing information about their activities with the Alumni Board and Parents Council. Programs sponsored by the Alumni Association include Homecoming, Westover Alumni Society Weekend (for alumni who attended the College 41 or more years ago), alumni club activities in the United States and abroad, career networking, alumni awards, the Alumni Online Community, and activities for current students to introduce them to the Alumni Association.

The Office of Alumni Relations coordinates all alumni activities and serves as liaison between the College, students, and alumni. Office staff also maintain alumni records, publish an alumni directory, and develop Class Notes for the *Lynchburg College Magazine*.

## Spiritual Life

In keeping with Lynchburg College's historical and current relationship with the Christian Church (Disciples of Christ), all faith traditions are celebrated at LC. The spiritual life of the Lynchburg College community is expressed in a variety of ways, including community worship through Roman Catholic Mass, Protestant worship services, and special interfaith services. Through Spiritual Life, students also participate in a variety of community-service endeavors, social gatherings, recreational activities, and peace and justice programs.

Campus religious organizations and/or contacts include Canterbury Club, Catholic Community, Disciples on Campus, Fellowship of Christian Athletes, Hillel, InterVarsity Christian Fellowship, Islamic, Lutheran, Lynchburg Christian Fellowship, Methodist Student Fellowship, Quaker Meeting, and ReJOYce in Jesus Campus Fellowship. Each group is open to the entire campus community. Students are also welcomed in local congregations of various denominations, the local synagogue, and in the fellowships of other faith traditions. A congregational fair is held in the fall to provide opportunities for students to meet with representatives from a variety of religious traditions.

The College chaplain and associate chaplain are available for pastoral counseling and crisis intervention on a 24-hour basis (434/544-5555 for emergencies). For more information, contact the Spiritual Life Center, located at the corner of College and Brevard Streets, or at 434/544-8348.

## Written Complaints

Lynchburg College faculty and staff strive to provide each student with positive educational experiences and helpful services. Even so, it is understandable that complaints will arise from time to time. To address and resolve concerns as quickly as possible, all students are encouraged to address complaints to the office responsible for overseeing the area of concern.

If a student is uncertain about the appropriate contact for a complaint, he/she may submit a written complaint to the Office of the Dean of Students (113 Hundley Hall, Lynchburg College, 1501 Lakeside Drive, Lynchburg, VA 24501-3113). The vice president and dean for student development or his designee will review the written complaint and contact the student regarding address of the complaint. If another College office is better able to address the complaint, then the vice president or his designee will forward the complaint to that office and notify the student where the complaint was directed. A representative of the office receiving the forwarded complaint will then contact the student regarding address of the complaint.



## STUDENT SERVICES

### ATM on Campus

An Automated Teller Machine (ATM) is located on the lower level of Burton Student Center. This machine is provided by Central Virginia Federal Credit Union (CVFCU), which does not charge its members a fee for using the ATM. Students are eligible for membership, which requires a one-time \$5 membership fee and a \$5 minimum deposit. The ATM uses the following networks: Plus, Cirrus, Exchange, CU24, American Express, and Visa. Deposits may be made at the ATM. The daily withdrawal limit from an account is \$750. For more information, call CVFCU at 434/528-9016.

### Campus Store

The Lynchburg College Campus Store, located on the first floor of Burton Student Center, is open 9 a.m. to 4 p.m. weekdays, as well as designated evenings and Saturdays. For special hours, visit <http://www.lynchburg.edu/campusstore> or call 434/544-8239. The Campus Store can also be contacted by FAX (434/544-8243) or by e-mail ([campusstore@lynchburg.edu](mailto:campusstore@lynchburg.edu)).