

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).

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The Lynchburg College Campus Store carries all required and recommended textbooks and course materials for classes taught at LC. Course materials will be sold only to LC students with College ID or class schedule during the first two weeks of each semester. Purchases may be made by credit/debit card (American Express, Discover, MasterCard, Visa), College account, personal check, or cash.

For the convenience of students, the Campus Store stocks general books and magazines; health and beauty, snack, and sundry items; school, office, and computer supplies; imprinted clothing; DVDs; gifts; and insignia items. Numerous special products and services are available to the campus community through the Campus Store, including:

- student/employee College account (charge or declining balance), which may be used at all campus dining facilities, the campus Post Office, and the Campus Store;
- online textbook look-up service available to registered students at <https://myLC.lyncburg.edu> (click "Students Online");
- rental books available at <http://www.lyncburg.edu/campusstore>;
- online textbook reservations;
- campus gift cards (any denomination);
- postage stamps;
- debit card cash back with purchase and check cashing with proper student identification (\$100 limit);
- web catalog at <http://www.lyncburg.edu/campusstore> (click "Mail Order Catalog" on menu bar);
- mail order service;
- online special ordering of personalized clothing (team, fraternity/sorority, major, family);
- College rings; and
- graduation cap, gown, degree hood, and announcements.

Campus Media

LC's student media, two publications and video/multimedia productions, enhance community outreach and service and develop creative expression and journalism skills. Student publications are the *Critograph* (weekly campus newspaper) and *Prism* (literary magazine). Student electronic media are *Eye on LC News Magazine*, corporate videos, and service oriented-media. Supported in part or whole by College funds, student media adhere to the Lynchburg College Policy Statement for Student Publications and Broadcast Media.

Lynchburg College Policy Statement for Student Publications and Broadcast Media

- A. Scope of Application of Policy
This policy shall apply to any student newspaper, magazine, publication, or other media, including broadcast media, at Lynchburg College that is supported in whole or in part by College funds.
- B. Responsibility for Media
Responsibility for Lynchburg College media rests in the Board of Trustees. The Board shall delegate authority over media through the Office of the President. Direct responsibility under the president shall reside in the appropriate dean or vice president, a faculty or staff advisor and/or editor, and a student editor-in-chief (if applicable). In cases where the budget allocation for the media resides within an academic program and the production of the media is in whole or in part a classroom experience, the media are protected under the faculty right of academic freedom as described in the faculty handbook.
- C. Faculty/Staff Advisor
Each publication subject to this policy shall have a faculty or staff advisor and/or editor. The role of the faculty/staff advisor and/or editor of student publications shall be to assist the student staff in the transfer of the theories of publication/broadcast to successful, effective practice. Details of the advisor's and/or editor's functions may be delineated by further policies set by the individual publication in a manner consistent with provisions of this policy statement.

D. Submissions to Student Media

Each publication will develop individual policies on advertisements, submissions, deadlines, authorship, editing of submissions, and any other relevant criteria related to publishable material. These policies will be posted on the publication's web site at least annually and will be available upon request from the faculty/staff advisor and/or editor. Advertising policies must be consistent with the policies set out in *The Hornet*.

E. Content

Material must not violate any postage, copyright, obscenity, libel, or privacy laws. The student editor (if applicable) shall make decisions concerning content and publication/broadcast practices in consultation with the faculty/staff advisor and/or editor. Where disagreement between the publication's advisor and/or editor and student editor occurs on particular content, conflicts of opinion will be resolved through the administrative structure of the academic or administrative unit housing the publication.

F. Freedom of the Press

The statement of student rights published in *The Hornet* affirms and guarantees freedom of the press. Therefore, the prevailing legal principles of freedom of the press shall be respected with regard to all student media at Lynchburg College. Accordingly, this policy shall be interpreted and applied in a manner consistent with the prevailing judicial interpretations of the meaning and substance of laws pertaining to the freedom of the press.

G. Disclaimer Statement for Reproduction in Each College Publication

Publications subject to this policy will print a disclaimer in the appropriate place that states that the opinions expressed in the publication are not necessarily those of Lynchburg College. A suggested statement is below.

Opinions expressed in (name of publication) are not necessarily the opinions of Lynchburg College. The full text of the Lynchburg College policy on student publications is available in The Hornet. Guidelines for submissions to (name of publication) may be found (location). Submissions must not violate any postage, copyright, obscenity, privacy, or libel laws.

Dining Services

LC Dining Services is committed to providing students and members of the College community with healthy and pleasurable dining experiences. The student board program is available to all students; students living on campus must have a meal plan (see <http://www.lynchburg.edu/x610.xml>). Meal plans may be supplemented with an LC Express Account. Information about additional meal plan options available to students living off campus is available from the Business Office (434/544-8213; <http://www.lynchburg.edu/x615.xml>).

Fall semester meal plans begin with breakfast on August 20, 2011, and continue throughout the exam period. Spring semester meal plans begin on January 13, 2012, and continue through Commencement for seniors graduating in May. Meals are not provided during the Thanksgiving, winter, and spring breaks and/or during other periods for which notice is given.

Hours of dining facility operations are as follows:

BREWED AWAKENINGS

Monday-Thursday: 8 a.m.-10 p.m.

Friday: 8 a.m.-3 p.m.

Saturday-Sunday: 2-5 p.m.

ROLY POLY at STINGER'S

Monday-Friday: 11 a.m.-2 p.m. and 7 p.m.-1 a.m.

Saturday: 8 p.m.-2 a.m.

BURTON DINING ROOM

Monday-Friday

Breakfast: 7:15-10 a.m.

Continental: 10-11:15 a.m.

Lunch: 11:15 a.m.-2 p.m.

Late Lunch: 2-4:30 p.m.

Dinner (Mon.-Fri.): 4:30-7 p.m.

Saturday-Sunday

Brunch: 10:30 a.m.-1:30 p.m.

Deli Sandwiches and Soup: 1:30-4:30 p.m.

Dinner: 4:30-6:30 p.m.

WESTOVER ROOM

Monday-Friday: 8 a.m.-10 p.m.

Saturday-Sunday: 2-8 p.m.

HORNET SHOP (Grab 'n' Go)

Monday-Friday: 8 a.m.-2 p.m.

Burton Dining Room provides all-you-care-to-eat meals; however, food may not be removed from the dining hall for subsequent consumption. Diners may finish eating a small item (piece of fruit, cookie, ice cream cone) as they are leaving the dining room at the end of a meal.

One's LC ID card must be presented to the Burton Dining Room cashier before entering the dining room and to the Westover Room cashier when utilizing a meal exchange. The ID card is not transferable and may not be used by anyone other than the authorized holder. For the protection of authorized card holders, Dining Services staff will confiscate any ID presented by someone other than the authorized holder, and the matter will be referred to the Office of the Dean of Students. One's ID card is as valuable as cash or a credit card, so appropriate precautions should be taken to safeguard it.

Menus for Burton Dining Room are available at <http://www.lynchburg.edu/menus.xml>. Students with special dietary needs should meet with the director of dining services (434/544-8247) to facilitate special accommodations.

Mail Services

The mail service window, located on the lower level of Burton Student Center, is open Monday-Friday, 11:30 a.m.-3 p.m. (full service) and 3-5 p.m. (package pick up only). The mail service window is also open 11 a.m.-1 p.m. on Saturday (package pick up only). All mail sent to students via their campus mailbox must be addressed with the recipient's first and last names and campus box number.

Individual items of campus mail from only the following sources will be distributed through the campus mail service: campus organizations, students, faculty, and staff. Use of the campus mail service for mass notices (50 or more) is restricted to campus offices, faculty, staff, and recognized student organizations listed in *The Hornet*. Therefore, the name and box number of the sender must appear on all mail.

All campus mail must be on 4" x 8.5" cards or 8.5" x 11" paper folded to 4" x 8.5". All campus mail that is not on card stock must be folded. Notices should be banded and in alphabetical order.

Cash should never be sent through campus mail. Also, tests and term papers cannot be delivered to campus boxes. A written statement must accompany any request to pick up another student's mail. Mail or packages with return addresses that are not picked up within ten working days will be returned to the sender, marked "unclaimed." Mail that is left at the mail room without return addresses will be held for a period of one week and then destroyed. Newspapers not picked up within three working days will be discarded.

Reserving Campus Facilities and Media Equipment For Student Organizations

To initiate the reservation process, students must visit the Office of Student Activities (terrace level, Hundley Hall) to complete a Room Request Form and to consult with Student Activities staff about the specifics of the proposed event. The Office of Student Activities will schedule approved reservation requests on the College calendar viewed at <http://www.lynchburg.edu/online/roomschedule.html>.

Advertisement or promotion of an event should not precede event approval by the Office of Student Activities.

For Faculty and Staff

To avoid conflicts with other events already scheduled for a desired date and time, event sponsors should review the College calendar at <http://www.lynchburg.edu/lonline/roomschedule.html> prior to submitting a reservation request.

To request reservation of a room, facility, or media equipment on campus, faculty and staff should complete the online request form at <http://www.lynchburg.edu/lonline/roomrequest.html> and submit it to the calendar coordinator. Event sponsors should complete the form thoroughly, providing information about the nature of the event, exact beginning and ending times, the number of people expected to attend, and the sponsoring department. All requests should be made at least 10 working days in advance of the desired event. Contact the calendar coordinator at 434/544-8695 with questions.

“myLC” and “StudentsOnline”

“myLC” is the electronic portal students use to access and manage their personal information. It provides useful and important information, including announcements and daily College calendars, direct access to webmail and Moodle, and residential information and housing forms.

Through myLC, students may use “StudentsOnline,” which provides access to the following personal information:

- Class and exam schedules;
- Textbook information;
- Grade reports;
- Financial Aid summary;
- Student billing account; and
- Campus Store/Westover account.

Each student must have a current account and PIN number to access the information on StudentsOnline. To request a PIN, visit <http://lonline.lynchburg.edu/pinrequest.html>. PIN notification is made via e-mail to a student’s College e-mail address.

For assistance with myLC and StudentsOnline, contact Information Technology and Resources (434/544-8350).

Telephone Services

Lynchburg College has the capability to provide local and long distance telephone service to all residence hall rooms. To receive the College’s telephone service in one’s assigned residence hall room, a student must request the service by completing a form available on “myLC.” In some College housing, telephone service is provided to a common room. To use the College’s telephone service, students must supply their own telephones. Major features of the College’s telephone system include four-digit dialing to all College extensions, caller ID, and reasonable long distance rates.

An authorization code is issued to each student who receives telephone service from Lynchburg College. This code is used to place long distance calls and to protect the student’s long distance service from unauthorized use. Sharing of authorization codes is prohibited, and use of another person’s code may violate the LC Honor and Student Conduct Codes. All authorization codes are the property of Lynchburg College and may be revoked at any time. By accepting and using a code, the student agrees to pay for all charges incurred for long distance and value-added calls and to comply with other terms set forth here.

Students are billed monthly for long distance charges, which are posted to the student’s account on the 16th of each month. Payment of charges is due within ten days; long distance service may be terminated if a student’s account is past due. Students may view their telephone statements at <http://www.lynchburg.edu/studentsonline>. Payments should be sent to the cashier at the Business Office; cash payments should not be sent through campus mail.

Questions or concerns regarding telephone service should be directed to Information Technology and Resources at 434/544-8350. Questions about telephone billing should be directed to the Business Office at 434/544-8213.

Fraudulent Uses of Telephone Services

State and Federal laws classify certain types of telephone use as unlawful. Any person who uses a phone to make any comment, request, suggestion, or proposal which is obscene, lewd, lascivious, filthy, or indecent; makes a phone call with intent to annoy, abuse, threaten, or harass any person at the called number; or knowingly permits any telephone under his/her control to be used for any of the above shall be guilty of a criminal act and subject to penalties set by state and federal laws, as well as sanctions deemed appropriate for violation of the Honor and Student Conduct Codes. Students are responsible for and will hold Lynchburg College harmless against the consequences of any such unlawful use or any slander, libel, or other actionable content in any message. The liability of the College, or any of its employees, agents, or cooperating service provider(s), arising from any misdelivery, non-delivery, or any other errors or omissions in the provisions of the telephone services is limited to an amount equal to the charge for any such service(s).

Use of an authorization code other than your own with intent to avoid payment for telephone calls is fraudulent.

