ACADEMIC SERVICES AND RESOURCES

Academic Advising

Academic and Career Services coordinates the academic advising program. All freshman advisors work in partnership with a Connection Leader, a peer mentor who aids freshmen with their transition to college. Transfer/Access advisors work in partnership with a Links mentor who provides support to transfer/Access students. New students meet with advisors during orientation, Hornet Days, and scheduled advising sessions throughout the year. When a student declares a major (in the freshman or sophomore year), he/she is assigned an advisor in that discipline. Transfer students who have indicated their major are assigned directly to advisors in the School of their discipline.

Advisors provide students with assistance in making decisions about academic programs, career/graduate program direction, and other matters supporting student success. Although academic advisors monitor advisees' educational progress, each student is responsible for complying with all academic requirements as listed in the catalogue and in tracking his/her individual progress to graduation. All students can find pertinent academic records, including the Graduation Progress Report (GPR), online through "myLC". Students are encouraged to meet regularly with advisors or with the director of academic advising to discuss academic progress as well as short- and long-term academic goals.

Campus Store

The Campus Store, located in Burton Student Center, is open 10 a.m. to 5 p.m. weekdays and has extended hours at the beginning of each semester and on designated weekends. (Call 434-544-8239, option 1, for a voice recording of hours or visit the website at www.lynchburg.edu/CampusStore for additional information on hours and special events and services.)

The Lynchburg College Campus Store offers the following services and products to the campus community. The online purchase of textbooks for enrolled students at MyLC. Student/employee charge accounts and declining balance accounts may be opened on the Campus Store homepage. Purchases can be made on account at the Campus Store, Brewed Awakenings in Schewel Hall, Roly Poly, campus post office, campus dining facilities, the Hornet Shop, and pizza delivery. The Campus Store also offers school, art, technology products, office and health supplies, imprinted gift and clothing items and College rings. Check cashing and debit cash with purchase are available ($100 limit for both with college I.D.). Additional services are special order clothing for teams, Greek life, intramurals, etc., mail order service (434-544-8241); and online web catalog at www.lynchburg.edu/CampusStore. Graduation caps, gowns, degree hoods and announcements are ordered through the Campus Store.

The Campus Store provides students an option to view information about course materials for each enrolled class online at www.lynchburg.edu/studentsonline. (An active LC network password and pin are required for access to this information.)

Visa, MasterCard, American Express, and Discover credit or debit/
check cards, College Account charge or declining balance accounts, personal checks, and cash are accepted for payment. College Accounts may be set up online at http://www.lynchburg.edu/CampusStore.

Career Development

Career Development and the Internship Program, located in the Center for Academic and Career Services offer resources, services, and counseling to assist students in the career planning process. A guide for student decision making about academic programs, cocurricular activities, and experiential education opportunities that allow students to maximize opportunities throughout their entire college career is used to establish a foundation for lifelong career planning. Freshmen and sophomores may enroll in a career development course (GS 105) to provide a structure for the process. Students who have not declared a major or who are exploring several major possibilities are encouraged to use this course to help create a focus for their academic interests. Juniors and seniors may enroll in an advanced career development course (GS 305) to plan for their transition from college to the world of work and/or graduate school.

All students are encouraged to utilize the Academic and Career Services Center to help prepare them for an after-college position or graduate program for which they will be well-suited. Comprehensive services available to students and alumni include career counseling, career testing, workshops, college-sponsored career fairs, newsletters, research resources, on-campus interviewing, internship referral, and credentials file service.

Centers of Lynchburg College

The Centers of Lynchburg College provide interactive programs that support the College mission by offering unique learning opportunities for students and by strengthening the College commitment to community outreach. The Centers are interdisciplinary in nature, build on areas of curricular strength, and are oriented toward specific needs within the broader community. They affirm the importance of student learning, as well as faculty and staff involvement beyond the traditional academic environment.

- Belle Boone Beard Center on Aging at Lynchburg College
  (Denise Scruggs, director) Named in honor of a 1923 alumna and former faculty member, this Center reflects the College's commitment to understanding and addressing issues of aging and needs of older citizens. The focus is on curriculum and outreach, with an annual symposium and specific initiatives involving students and faculty, to support older individuals within the broader community. The Center is part of the School of Humanities and Social Sciences.

- Center for Community Development and Social Justice
  (Pat Price '95, '05 M.Ed., interim director) The focus of this Center is the enhancement of student educational experiences through service to and partnerships with the Central Virginia community. The Center involves students, faculty, and staff working with members of the local com-
munity to improve quality of life. Activities include research on lead-burdened homes, a community outreach partnership center, community-based research, and social entrepreneurship. The Center also coordinates the Bonner Leaders Program and is under the Dean of Graduate Studies.

- **Center for Family Studies**  
  (Dr. Ken West, director) The Center's primary purpose is to train educational professionals to help parents expand their discipline and communication skills. The Center works with local schools to provide special parenting courses that are co-taught by Lynchburg College graduate students and local teachers and counselors. A variety of other specialized programs for teachers, counselors, and parents are offered. The Center is part of the School of Education and Human Development.

- **Claytor Nature Study Center**  
  (Dr. Gregory Eaton, director) The Center occupies 470 acres in Bedford County and includes the Claytor Educational and Research facility, the Husted Educational Pavilion, the C. E. Richardson Station, and the Belk Astronomical Observatory, the Big Otter River, two lakes, a federal wetlands reserve, and woodlands and fields. The Center offers a wide range of environmental education programs for Lynchburg College students, K-12 students and teachers, and the broader community. The Center is part of the School of Sciences.

- **Center for Economic Education**  
  (Rebecca Booth, ‘11 M.B.A., director) The Center provides training to area educators on incorporating economics within the curriculum. Regular workshops are provided for Lynchburg College students and educators from throughout the region. The Center is part of the School of Business and Economics.

- **Donovan Center for Media Development**  
  (Professor William Noel, director) The Donovan Center involves students, faculty, and staff in the development of media resources for non-profit agencies within the community. Project foci include videos/DVD’s, brochures, logo designs, and websites. The Center is part of the School of Communication and the Arts.

- **Walter G. Mason Center for Business Development**  
  The Mason Center promotes regional economic growth, education, and organizational development using the diverse resources of Lynchburg College. Through customized workshops, management institutes, learning forums, and business seminars, the Center offers opportunities to enhance organizational development and economic vitality throughout the region. It also offers specialized programs in entrepreneurship. The Center is part of the School of Business and Economics.
Information Technology and Resources

The technology facilities at Lynchburg College include a campus-wide network that connects all campus buildings and provides services to off-campus, college-owned residences. The network provides Internet access for the College. Multi-platform resources are used for administrative and academic applications, hosting network support functions, as well as web and e-mail services. Connected to the network are more than 1,300 desktop computers located in faculty and staff offices, classrooms, and more than twenty computer laboratories designed to give students ready access to course-related software, productivity software such as word processing and spreadsheets, the campus Intranet, and the Internet. Three of these laboratories are located in Hopwood Hall Learning Center, a facility that supports the educational programs of the College by providing extended access to technological and educational resources. All campus housing is equipped with network access for students who own personal computers. All students are provided an e-mail account and shared file space for coursework and personal web pages.

Center for Global Education

Study Abroad

Lynchburg College encourages its students to study abroad during some period of their undergraduate program. Study abroad opportunities at Lynchburg College provide an introduction to cultural perspectives other than one’s own through study/work/intern and travel experiences in other countries. Through such academic experiences, students discover and learn to appreciate the nature and scope of global interdependence from multiple perspectives, including, but not limited to: cultural, economic, historical, and political. In particular, all foreign language and international relations majors are encouraged to spend at least one summer term or one semester studying and living in another country.

Information about study abroad opportunities can be obtained from the Center for Global Education located in Hopwood Hall and from faculty who are knowledgeable about study abroad programs and opportunities.

In recent years Lynchburg College has offered courses as study abroad opportunities. Summer offerings include language programs in Quebec, Canada and Costa Rica. Other courses have been offered in many other academic disciplines including business, communication studies, economics, education, environmental science, fine arts, health promotion, international relations, literature, museum studies, and political science in many countries around the world. Some programs now include a service-learning component. Recent programs have taken place in Africa, the Americas, Asia, Australia, the Caribbean, and throughout Europe. Spring break study programs, offered as part of semester-long courses, have focused on Cuba, France, Italy, Spain and the United Kingdom. Winter term programs are offered in the Bahamas, India, Italy, and Vietnam. Experiential Learning Grants are available for summer and winter term programs and offer students a reduction in tuition fees. Students should contact the Center for Global Education (globaleducation@lynchburg.edu) for more information.

Students may also spend a semester or academic year abroad on direct
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exchange programs with partner schools in Austria, Canada, and South Korea or programs sponsored by third-party providers such American Institute for Foreign Study (AIFS), GlobaLinks, International Studies Abroad (ISA), and other approved programs. Study abroad options include programs sponsored by other colleges and universities.

Students interested in studying abroad should begin the process early by working with their faculty advisor(s) and the staff in the Center for Global Education. Certain procedures are required before a study abroad leave of absence can be approved, including academic/disciplinary clearances and coursework approval (to be completed by the Office of the Registrar prior to the student’s departure).

Students studying abroad may be eligible for federal and state financial aid. The College has a limited number of endowed scholarship funds for study abroad opportunities. College-funded financial aid is awarded for study at Lynchburg College only and is not available for study abroad. Students should contact the Office of Financial Aid to discuss availability of funding for study abroad programs. Students should always apply for the various national-level scholarships for studying abroad. Interested students should contact the Center for Global Education for more information about these opportunities.

Global Awareness Program
The Global Awareness Program, sponsored by the Center for Global Education, provides students the opportunity to develop global knowledge through study abroad and academic coursework with an international focus; intercultural understanding through contact with other cultures and experiential learning; and foreign language skills through demonstrating proficiency at the intermediate level. Through the combination of academic and co-curricular learning, students can maximize their global learning in preparation for lives and careers in an increasingly interconnected world. While study abroad is not required for completion of the program, it is highly encouraged. Students may substitute study abroad with an internship, living in the campus “International House” or language-based housing, and other options. Interested students should contact the Center for Global Education for more details and application procedures.

International Student Services
International students bring the world to Lynchburg College. The Designated School Officials (DSOs) in the Center for Global Education, in collaboration with other colleagues, provide extensive support services for international students on F-1 visa who are enrolled as matriculating students at Lynchburg College, including, but not limited to: student orientation and transition; compliance with US Department of Homeland Security; advising on immigration rules, regulations, forms, and application processes; on-and-off campus employment authorization; travel and visa application processes; health insurance; income tax filing, etc. For more information on the above and other services for international students, please contact the Center for Global Education (globaleducation@lynchburg.edu).
Visiting Scholars Program
The Center for Global Education collaborates with various schools and departments at Lynchburg College and other local institutions in sponsoring visiting scholars from around the world. Visiting scholars program includes short-term professors, researchers, and exchange students on J-1 visa. For more information on the visiting scholars program, please contact the Center for Global Education (globaleducation@lynchburg.edu).

English as a Second Language Program
The student population at Lynchburg College is increasingly more diverse, which includes a growing number of non-native English speakers. In supporting the English language skills for academic purposes, the College is developing an English as a Second Language (ESL) program that will include a series of courses, seminars, and workshops for students and faculty, both locally and from abroad. For more information on the ESL program, please contact the Center for Global Education (globaleducation@lynchburg.edu).

Learning Resources
A variety of learning resources are available on campus to support students' academic progress. Students are encouraged to become familiar with these resources and to utilize them fully.

Alton L. Wilmer Writing Center
The Wilmer Writing Center, located on the terrace level of Hopwood Hall, provides qualified tutors at no charge to students seeking assistance with written assignments. At the Wilmer Writing Center, students can receive help on papers at any stage of the writing process, including brainstorming, organizing ideas, using sources, and editing. Grammar software, handouts on writing skills, and networked computers are available. Writing Center services are available during specified hours each week, Sunday through Friday. Priority is given to students with appointments, but walk-ins are also welcome. The online appointment book can be found under “Online Forms” on MyLC. Questions about the Writing Center should be addressed to the director, Jeremy Bryant at bryant.j@lynchburg.edu.

Individual Tutoring Lab
Individual tutors are available to work with students in a range of general education and major courses, most especially history and mathematics. Students can receive assistance with content and/or effective study strategies. Located in Schewel 370, lab hours are offered throughout the day, Sunday through Friday. Appointments should be made by going to “Online Forms” on MyLC. Questions about individual tutoring should be sent to the Learning Resources Specialist, Dr. Edie Simms, at simm.e@lynchburg.edu.

Modern Language Resource Center
This self-paced learning center, located in Schewel 366, provides computers, headsets, DVDs with microphones, and computer-based and CD-ROM interactive learning programs to help students reinforce their foreign language
skills outside of class. French, German, Latin and Spanish tutors are also available to assist students with their assignments and will practice conversation skills as requested. No appointment is necessary to use the computers, but appointments are strongly recommended to schedule tutoring sessions. Visit the MLRC in person to schedule an appointment. Questions about the MLRC should be addressed to the director, Dr. Sharon Robinson, at robinson.s@lynchburg.edu.

Peer Assisted Study Sessions (PASS)
Peer-Assisted Study Sessions allow students to learn as a group outside of their scheduled classes. Trained tutors lead weekly study sessions. They also attend the lectures to stay current with the material that students are learning. PASS is offered in subjects that are considered historically difficult – Accounting, Biology, Business Statistics, Chemistry, Economics, Math, Physics and Psychology. Study session times are identified at the beginning of each semester with input from the students enrolled in the classes. Additionally, PASS leaders offer “drop-in hours” outside of their PASS sessions in Schewel 370. Questions about PASS should be sent to Learning Resources Specialist, Dr. Edie Simms, at simm.e@lynchburg.edu.

Additional Academic Support Programs
Two additional academic support programs are offered on a limited basis to students identified by Academic and Career Services.

Study Strategies (G S 104)
This course explores both the internal and external factors that contribute to college success. It reinforces basic study habits including time management, note-taking, active reading, and test preparation. GS 104 is a support course designed to teach students what they need to be successful and achieve their goals at the College. Additionally, students should be able to understand the basic academic rules and regulations, as well as identify and use academic support services. Questions about GS 104 should be sent to the Director of Learning Resources, Jessica Guggenheimer, at guggenheimer@lynchburg.edu.

Academic Coaching Program
The Academic Coaching Program (ACP) is a voluntary program designed to assist students on academic probation and students in need of additional academic support. The goal of the program is to allow students to become academically successful by assisting in the development of critical skills such as time management, goal setting, organization, use of available resources, and balancing academic and social demands. Questions about academic coaching should be sent to the program coordinator, Karen Hatter, at hatter@lynchburg.edu.
Disability Services
The Support Services Coordinator, Mrs. Julia Timmons, works with students who have documented disabilities to arrange for academic and other accommodations on campus. Students are strongly encouraged to contact the office as soon as the decision is made to attend the College so the process can begin as early as possible and accommodations can be put into place in a timely fashion. Visit www.lynchburg.edu/disability-services, e-mail Timmons.J@lynchburg.edu, or call 434-544-8687 for additional information.

Library and Information Services
The mission of the Knight-Capron Library is to empower the Lynchburg College community to make effective use of global information resources as lifelong learners and thinkers. To remain relevant to these needs, the library is evolving to the state of a virtual library that provides information resources and services regardless of location.

In both formal and informal settings, librarians enable students to develop competencies to identify, access, and evaluate resources in electronic or print formats. These competencies serve students well during their academic careers and in their professional and personal lives after college. Instruction and consultation are available at the reference desk, on an appointment basis with liaison librarians, on a walk-in basis, via email and chat, through course-integrated instruction sessions, and in one-hour credit courses (GS 113, E-Research in the College Library, and GS 111 and 112, Applied Information Literacy).

The library's collection consists of print and media resources, as well as a variety of electronic information resources, including an online catalog that provides access to print and electronic books, a dictionary, an encyclopedia, bibliographic and other databases, statistical and image databases, and the full text of thousands of journals, magazines, and newspapers. Depending on licensing agreements, electronic resources can be accessed from the library, from any networked computer on campus, or from off-campus computers. A special feature of the library is the Electronic Information Resources Center where students use computers to access any of the available electronic resources.

As a virtual library, a truly limitless collection is offered. In addition to electronic resources, the library relies heavily on cooperative arrangements for print resources available in other library collections at the local, state, and national levels. The library also has access to the resources of the Lynchburg Area Library Cooperative.

The Saxton Room houses a valuable collection of materials dealing with many subjects including the early iron industries in Europe and the United States; fifteenth- and sixteenth-century illuminated manuscripts; seventeenth-to twentieth-century maps of North America; Lynchburg College faculty and alumni publications; the Bagby Videotape Archives; and the Christian Church (Disciples of Christ) Historical Collection for Virginia. The library also houses the Lynchburg College Archives, which serves as the official repository for materials dealing with College history from 1903 to the present. The archives contains resources such as publications and photographs; retro-
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spective office files of continuing value; the papers of faculty, staff, students, organizations, and alumni; and memorabilia.

The library maintains a normal schedule of 102 hours per week with a 2 a.m. closing five nights a week and extended hours during final examinations. The Electronic Information Resources Center is available for use whenever the library is closed. To learn more about library services, consult the staff or view the World Wide Web page at http://www.lynchburg.edu/library.xml.

New Student Programs
FRESHMEN
First-Year Engagement at Lynchburg College provides entering degree-seeking students with opportunities to make a successful transition to the College and to connect in meaningful ways with campus colleagues and the Lynchburg community. The programs include Student Orientation and Registration, Hornet Days, the Freshman Success Seminar, as well as programs for residential and commuter students.

All incoming students are required to participate in the Student Orientation and Registration program prior to attending classes. Orientation programs are designed to help new students become acquainted with college life and campus resources, while assisting them in completing course registration. Orientation sessions are provided during the summer for students enrolling in a fall semester and in January for students enrolling in a spring semester. Separate but concurrent orientation programs are available to parents and other guests of new students.

Hornet Days, a transition program occurring immediately prior to the first day of fall semester classes, provides new students with information on a variety of topics including risk prevention, social and involvement opportunities and community service, as well as providing students with a common academic experience, and student convocation, the first official ceremony of the academic year.

Additionally, the Freshman Success Seminar is a one-credit-hour elective course addressing such topics as goal setting, academic success strategies, policies and procedures, and adjustments to college life. This course is taught by student Connection Leaders who are supervised by the director of First-Year Programs in Academic and Career Services.

TRANSFER AND ACCESS STUDENTS
Lynchburg College offers an exclusive program to help support and guide all transfer and Access students. The program provides opportunities to transition successfully to the school academically and socially through the Transfer SOAR and Access SOAR Programs and Hornet Days. The combination of these two programs, in addition to the Link Program, blends academics, social opportunities, and campus policies - all tools that help ease the transition to college.

Transfer SOAR provides new transfer students with the opportunity to meet their academic advisor and Link Leader. Students also receive their confirmed class schedules, meet current LC students, and become acquainted with the campus facilities. Access SOAR provides new Access students the
opportunity to acquire information regarding services pertinent to their success in a casual evening event. Both orientations are held in August for students who start in the fall semester. An orientation is also held in January for those who plan to start in the spring semester.

Hornet Days, held the days before fall classes begin, is designed to help students get connected to the campus community through programs that explore campus life, community service, and the role and values of a Lynchburg College student. Access students are highly encouraged to attend these events and transfer students are required to participate.

An important component of these orientation programs is the Link Program. Each new transfer and Access student will work with a Link Leader, a student who serves as a peer mentor. Link Leaders are trained to serve as a primary resource to help the student become acquainted with and connected to the campus community.

Public Presentations
DAURA GALLERY
The Daura Gallery presents a wide variety of changing exhibitions and related educational programs designed to provide opportunities for learning, enjoyment, and personal growth, to complement and supplement the academic experience of students, and to encourage the interdisciplinary affiliation of the visual arts with diverse academic disciplines. Exhibitions are developed from the College collection, and public and private sources, and include installations of works by Catalan-American artist Pierre Daura. The Daura Gallery serves as the Lynchburg College museum and as primary teaching facility for the museum studies minor.

FINE ARTS AND LECTURE SERIES
Each year this series, coordinated by the Office of the Associate Dean for Academic Affairs, sponsors events to complement and enhance student learning and to expand the diversity of cultural and intellectual offerings in the greater Lynchburg community. The series brings outstanding performers to campus for concerts, plays, dance presentations, and interactive events. Distinguished speakers are invited for classroom discussions, panel presentations, and keynote lectures for special events. The master calendar of events is available on the campus intranet at www.lynchburg.edu/events.xml. The following endowments support events in the arts, literature, drama, the sciences, business, religion, philosophy, and human diversity.

_Elisha K. Bennett Lectureship in Personal Growth and Development:_ This lectureship is endowed by Elisha K. Bennett, a loyal alumnus who spent most of his adult years helping people discover their potential. It brings to the College outstanding authorities in the field of personal growth and development with the aim of assisting students to achieve their fullest capacities. The lectureship was established by Mr. Bennett in honor of his parents, John Elisha and Mollie Edwards Bennett.
Class of 1994 Senior Symposium Lectureship: This lectureship was established in 1994 by the members of the Class of 1994 as part of their senior class gift. The income from this fund supports an annual lecture for the Senior Symposium.

Ida Wise East Memorial Lecture Fund: This lectureship in the humanities was established in 1979 by an endowment gift to Lynchburg College from Mrs. Margaret East Nelson of Norfolk, Virginia, in memory of her mother, Ida Wise East, and in recognition of the lifelong interest of the East and Nelson families in the humanities. This fund is used to support an annual lecture, lecture series, or seminar in the humanities.

Harold Garretson Lecture: This lecture series was established in 1976 to honor Dr. Harold Garretson, a professor of chemistry at Lynchburg College, who retired after thirty-one years of teaching. The fund provides an annual lecture on a topic appropriate for both the humanities and the sciences.

Clifton W. Potter Jr. Lectureship: This lectureship was established in 1982 by an endowment gift to Lynchburg College from Mrs. Harold C. Turner of Waynesboro, Virginia, in honor of her son-in-law, Clifton W. Potter Jr., a 1962 graduate and a professor of history at the College. Income from this fund is used to bring guest lecturers and speakers in the fields of American and European history to the campus.

Jennie Cutler Shumate Lectureship on Christian Ministry: This endowed lectureship provides for an annual lecture on Christian ministry by a prominent minister or layperson. The purpose is to present the work of Christian ministry in an attractive and challenging way to young men and women of good character and intellectual ability. The lecture is given at the College each year on a day near March 10, the birth date of Mrs. Jennie Cutler Shumate, in whose honor the lectureship was established.

Abe Schewel Fund: This fund honors the memory and contributions of Abe Schewel to the Lynchburg community. Mr. Schewel was a successful businessman and well-known humanitarian. The fund, reflecting his interests by providing support to programs, promotes Jewish culture and religious tolerance and was established in 1999 by his daughter, Frances Schewel Heiner, and his son and daughter-in-law, Elliot S. ’00 D.H.L. and Rosel H. Schewel ’71 M.Ed., ’83 Ed.S., ’00 D.Ed.

Rosel Schewel Lecture Fund in Education and Diversity: This lectureship was established in 1991 by an endowment gift from Rosel H. Schewel ’71 M.Ed., ’83 Ed.S., ’00 D.Ed. and Elliot S. Schewel ’00 D.H.L. The Schewels are longtime members of the College’s governing boards, and Rosel Schewel taught seventeen years in the School of Education and Human Development. The income from this fund supports an annual lecture or other similar event on a topic of interest in education or human development.
Clifton L. Snidow Lectureship: In recognition of Clifton L. Snidow’s deep interest in the program of Lynchburg College and the gifts he made to the permanent funds of the College, the Board of Trustees declared that once each year a lecture known as the Snidow Lecture will be given on an appropriate theme dealing with the Christian life by an outstanding interpreter of Christianity. The Snidow Lectureship was endowed in 1987 through a generous gift from Mr. and Mrs. J. Clopton Knibb of Goochland, Virginia. The late Mr. Knibb was an attorney and a member of the Class of 1933.

Richard H. Thornton Fund: Established in 1973, the Richard H. Thornton Endowment of the English Department brings distinguished writers, journalists, and others to campus several times each year to lecture, give readings of their works, and teach courses. Students have frequent opportunities to meet, socialize, and study with these visitors. Visiting writers in past years include Ann Beattie, Denise Levertov, James Baldwin, Tennessee Williams, Truman Capote, Ellen Gilchrist, Susan Sheehan, Howard Nemerov, John Barth, Joan Aiken, and Stephen Spender. Dr. Thornton, a graduate of the Class of 1907 and member of the College’s Board of Overseers, was president of the Henry Holt Publishing Company from 1932-39 and director/head of the college division at Ginn and Company Publishers from 1939-56.

Zaidee Creel Williams Lectureship: This fund was established in 1987 by an endowment gift from Austin B. Creel and other family members and friends to Lynchburg College in memory of Zaidee Creel Williams, a 1924 graduate who taught in the public schools of Virginia, Maryland, and West Virginia. Income from this endowment is used to support a lecture program in the area of religious studies.

MUSIC PERFORMANCE ENSEMBLES
The Lynchburg College Percussion Ensemble (MUSC 016) performs a wide variety of literature, including works by seminal composers such as John Cage, Steve Reich, Alan Hovhannes, Lou Harrison, and George Crumb. The ensemble, comprised of students, faculty, staff, and community members, performs challenging percussion literature for 4 to 8 players. The ensemble rehearses once each week (two hours) and is open by audition and/or permission of instructor. Students earn one academic credit hour per semester.

The Lynchburg College Orchestra (MUSC 018) performs literature in both the classical and contemporary traditions including works by Ludwig van Beethoven, Antonin Dvorak, Igor Stravinsky, John Williams, and Hans Zimmer. The ensemble, comprised of students, faculty, staff, and community members, performs chamber and orchestral music in addition to music for LC College musicals and other music department/community events. The ensemble rehearses twice each week (three hours total) and is open by audition and/or permission of conductor. Students earn one academic credit hour per semester.
Chamber Music Ensembles (MUSC 019) are offered for interested students. Each ensemble consists of three-five students and may be student-initiated and faculty-approved or faculty formed. Each ensemble rehearses at least twice each week: once with a faculty coach and once independently. Typical chamber ensembles include (but are not limited to) Piano trios, string quartet, woodwind quintets, brass sextet, guitar ensemble, or Celtic ensemble. Students earn one academic credit hour per semester.

The Lynchburg College Jazz Ensemble (MUSC 020) performs a wide variety of jazz literature including blues, ‘New Orleans’ jazz, swing, be-bop, and cool jazz. The eighteen-piece ensemble, comprised of saxophones, brass, percussion, piano, and guitars is open to interested students, faculty and staff members, alumni, and community musicians. The ensemble rehearses once a week (two hours) and is open by audition and/or permission of conductor. Membership also requires participation in the Wind Symphony (MUSC 021). Students earn one academic credit hour per semester.

The Lynchburg College Wind Symphony (MUSC 021) performs literature in both the traditional and contemporary traditions including works by Percy Grainer, Vincent Persichetti, David Holsinger, and Stephen Sondheim. The ensemble consists of wind, string, and percussion instruments and develops technical skills, sight-reading, and musicianship. For instrumental music education majors, the Wind Symphony provides experience in organization, music selection, and program planning. The ensemble rehearses twice each week (three hours total) and is open to all students, faculty, and staff members with seating placement determined by the director. Students earn one academic credit hour per semester.

The Lynchburg College Concert Choir (MUSC 022) performs a wide variety of choral literature from the Medieval era through the twenty-first century. This large choral ensemble provides a high quality experience with membership open to all students who meet basic vocal and musicianship competencies, with interviews held during the first week of each semester. The ensemble meets three times each week (three hours total) with three, concert performance scheduled per semester. Students earn one academic credit hour per semester.

The Lynchburg College Handbell Choir (MUSC 025) performs a variety of literature composed for the handbells including the works of Arnold Sherman, Cynthia Dobrinski, and Cathy Moklebust. The ensemble has a membership of 10 ringers with membership open to students faculty, staff, and community members who possess skills in reading music. The ensemble meets two times each week (two hours total) and performs selections at campus concerts presented by the Wind Symphony and Concert Choir in addition an end-of-semester concert. Students earn one academic credit hour per semester.

The Choral Union (MUSC 025), a college/community choral ensemble, performs large-scale works composed for chorus and orchestra with past performances including Messiah by George Handel, Coronation Mass, Requiem, and Te Deum by Wolfgang A. Mozart, Mass in Time of War by Franz J. Haydn, and Elijah by Felix Mendelssohn. The ensemble is open to students, faculty, staff, and community vocalists with permission of the conductor. The
ensemble rehearses once a week (Tuesday night, two hours). Students earn one academic credit hour per semester.

THEATRE ACTIVITIES
Students and the campus community benefit from activities sponsored by the Theatre Department. Three main stage theatre productions and one dance concert are presented annually. Student-generated plays are produced each year in the studio theatre. Auditions for theatre productions are open to the entire campus community. First-year students regularly appear in shows and work in backstage positions. Recent productions include *The Laramie Project, The Pajama Game, The Tempest, Oklahoma!, Eurydice, and The Man Who Came to Dinner*. Academic credit may be earned by working on productions.

The facilities in the Dillard Fine Arts Center are well-equipped and include a scenic shop, a costume studio, and a Macintosh computer lab. A dance studio and private music studios are short walks from the building. The College Student Employment Program offers positions in technical theatre, costuming, and box office management.

Visiting theatre and dance professionals enhance the classroom and production arenas. Recent guests have included the acclaimed Aquila Theatre Company and The Alvin Ailey Dance Company.

VISUAL ARTS ACTIVITIES
Art activities sponsored by the Art Department enrich students enrolled in art classes, the entire student body, and the campus community. Activities include lectures and classroom critiques by visiting artists and the annual student art exhibition.

Registrar’s Office
The registrar’s office maintains the official academic record for students of the College.

REGISTRATION: Online course preference scheduling for the next academic year is completed in April. Students may process drop/adds to adjust their schedules. Drop/add forms are available in the registrar’s office or online at http://www.lynchburg.edu/x4334.xml. Please see the “Dropping or Adding Courses” section for the rules governing the process.

TRANSCRIPTS: An official record of all academic coursework can be obtained by written request. Students should plan ahead to allow at least five working days for the processing of transcript requests. A $3 fee is charged for each transcript. Transcripts and diplomas may be withheld when students have unfulfilled obligations to the College. Unofficial transcripts, called academic summaries, are available online to current students.

VERIFICATIONS: Enrollment verifications may be required for insurance, employment, etc. Verifications are available to students upon written request. The request should include what information is needed and to whom the verification should be sent.
GRADUATION PROGRESS REVIEW: All current students have access to graduation progress reports through their StudentsOnLine account. Students are responsible for ensuring that they are registering for the correct courses for degree completion and should use the graduation progress report to monitor their progress. Questions concerning the degree completion should be addressed with their advisor.

APPLICATION TO GRADUATE: All students are required to complete a graduation application. The application is to be completed as students advance register for their final year (two semesters) of enrollment. The student is notified if there are outstanding deficiencies that must be resolved before he/she is considered a candidate for the upcoming graduation.

Students with Disabilities

Lynchburg College guarantees all students with documented disabilities equal access to an education - limited only by personal ability and not by disability, and supports students in obtaining reasonable accommodations. This is in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Amendments Act of 2008. Higher education institutions receiving federal funding must ensure that individuals with disabilities who are “otherwise qualified” have access to an education and that these individuals are not discriminated against on the basis of their disability. At the postsecondary level, colleges and universities are required to provide students with appropriate academic adjustments and auxiliary aids and services that are necessary to afford an individual with a disability an equal opportunity to participate in a school’s program. Post-secondary institutions are not required to make adjustments or provide aids or services that would result in a fundamental alteration of a recipient’s program or impose an undue burden on the institution.

The Disability Services Coordinator (DSC) works to assist students with disabilities in the pursuit of their education goals and works with faculty, staff, administrators and students toward the objective of promoting equal access and equal opportunity. The DSC provides or arranges for reasonable accommodations, services, training, consultation and technical assistance. The DSC strives to ensure Lynchburg College courses, programs, services, activities and facilities are equally accessible to all students. Our College endeavors to assist students to become effective self-advocates and to facilitate an inclusive, supportive campus atmosphere which fosters respect and promotes independence.

The College makes no preadmission inquiry about disability. Disclosure of a disability is a personal choice which individual students may or may not choose to exercise. We encourage students to self-disclose disability information and provide the DSC with necessary documentation. Through self-disclosure both the student and the College can make informed decisions about individual needs as they relate to the student’s pursuit of a collegiate education. If a student chooses not to disclose a disability, he/she cannot utilize accommodations. The DSC offers services for eligible students with disabilities, including temporary disabilities (such as injury, short-term con-
Students are encouraged to contact the DSC upon deciding to attend Lynchburg College so that accommodations can be implemented in a timely fashion. It is strongly suggested that students disclose their disability at least thirty days prior to the first day of classes. Disclosure can be made at any time during the academic year, however requests received less than 4 weeks prior to the beginning of a semester may negatively impact the College’s ability to provide accommodations in a timely manner.

Once a student has self-disclosed a disability to the DSC, they proceed through an intake process. Students who are determined eligible to received services work collaboratively with the DSC to determine appropriate and reasonable accommodations which will ensure equal access. Accommodations are established on a case-by-case basis by the DSC, using student self-report, observation/interaction with the DSC and documentation from external resources. Specific accommodations in the areas of foreign language and math may be available for eligible students with qualifying documented learning disabilities. Eligible students receive accommodations letters each semester. It is the student’s choice to decide when and where they wish to use their accommodations. It is their responsibility, in cases where they elect to use accommodations, to present copies of their letters to individual professors. It is the student’s responsibility to provide the accommodations letter to the professor in a timely manner and to schedule any testing accommodations there business days in advance of quizzes, tests, or exams.

Students are advised to meet privately with each professor to create an understanding of how their disability impacts learning and to work out the details of providing approved accommodations. A discussion about how best to put those in place is the main point of the meeting. A student who has been issued an accommodations letter should be able to present the letter and discuss its contents with the professor in a private manner. Any specific disability-related information is left up to the student to disclose. Accommodations letters may be issued at any point during the academic year, however accommodations are not retroactive. If a student obtains accommodations half way through their course, those accommodations do not take into consideration previous work when they were not registered with the DSC.

Disability-related documentation of students is treated with the same strict confidentiality guidelines as medical information under HIPPA, therefore the DSC is not able to discuss this information unless there is a need-to-know consideration or the student has granted permission for the DSC to speak with others in order to assist in the accommodation process. Students may voluntarily disclose additional information about the nature of their disability; however faculty may not inquire or query a student about their disability.

The purpose of disability accommodations at the collegiate level is to provide equal access. Reasonable accommodations do not negate requirements for successful completion of a program, course, service and/or activity; adherence to generally acceptable standards of behavior; the College’s general and academic student rights and responsibilities; or adherence to faculty/staff directions and instructions. No student will be excluded from
any course or curriculum of study on the basis of disability if the student can perform the essential functions of the course or curriculum with reasonable accommodations. Some specific courses of study have rigorous technical standards which must be met by all students. Consideration of attendance and assignment extensions are made individually between the DSC and individual professors on a case by case basis using guidelines provided by the Office of Civil Rights (OCR).

Lynchburg College does not offer programs and courses specifically designed for students with disabilities, but approximately 15% of our students qualify for disability services. Examples of accommodations we offer to eligible students are test proctoring (alternative setting with reduced distraction), extended time for assessment (quiz, test, exam, practical), reader for assessment, recording lectures, copies of classroom notes and presentations, notetaking, use of various types of assistive technology, alternative format texts, housing facility modifications, in class physical accommodations (furniture), accessible classrooms, etc. Additionally we offer all students a wide range of academic support services such as tutoring services, academic counseling, career services and therapeutic counseling services. These services, accompanied by small classroom size and an intimate connection to our faculty and staff, are areas where Lynchburg College offers an exceptional experience for all students.

**Students with Disabilities: Foreign Language Requirement**

As a liberal arts institution, Lynchburg College places great value on providing students with a broad base of general education courses. Among these is the foreign language requirement. Students attending LC are expected to enroll in the appropriate level of a foreign language sequence of their choice and proceed to successful completion of a 201 level course. We recognize, however, there are instances when taking a foreign language is difficult due to certain disabilities. As such, LC provides a substitution policy for these students. Students must fall into one of the two eligibility groups as described below.

1. Students may petition the Disability Services Coordinator (DSC) to move directly into substitution courses provided they have submitted appropriate documentation of a disability that significantly impacts the student’s ability to acquire foreign language skills. Information about the criteria for documentation of disabilities can be found on the LC website at the following location: http://www.lynchburg.edu/disability-services/documentation-guidelines.

2. Students with disabilities verified by approved documentation which may impact their ability to acquire a foreign language and appropriate documentation, who still wish to pursue a foreign language, should utilize the following process:
   - Enroll in the appropriate level of foreign language sequence and disclose the need for accommodations to the DSC and his or her instructor.
   - If difficulty is experienced in learning the foreign language, the student must request a meeting with the instructor (and notify the
DSC) for the purpose of discussing the situation and to develop a learning plan that includes, but is not limited to the following:

a. utilization of all reasonable accommodations recommended by the Disability Services Coordinator; and,
b. appropriate and consistent utilization of the Modern Language Resource Center and tutors located in Schewel Hall; and,
c. demonstrable effort on the part of the student through class attendance and the completion of class assignments as agreed to by the classroom instructor.

Students still unable to make satisfactory progress in the foreign language, may petition the DSC to withdraw from the course (with recommendation from the instructor).

Students still unable to make satisfactory progress, yet pass the course, may petition the DSC to have the course graded on a satisfactory (S) basis. A student wanting credit for a course in which he/she did not pass and subsequently withdrew (W) must repeat the course and pass it to receive an “S.”

Students are required to take up to nine credit hours in a foreign language and/or approved substitution courses. Eligible students will be provided with a list of courses. If granted a foreign language accommodation, a student must take at least one course at the 200-level or above of the approved accommodation courses.

Courses may not be used to meet two General Education requirements simultaneously. Students enrolled in foreign language classes required by his/her major may not utilize the aforementioned grade accommodations.

The DSC will prepare a letter for the Associate Dean of the College explaining the circumstances and recommendation to allow the student to use the foreign language accommodation to complete the foreign language general education requirement. Copies of the letter will be sent to the Registrar’s Office, the student’s advisor, and the student. A copy will also be placed in the student’s accommodation file held in the Disability Services Coordinator’s office.

Students with Disabilities: Math Requirement
The accommodation for the math requirement for students with learning disabilities requires them to enroll in the appropriate math course, regardless of any waiver or accommodation granted in high school, provided they have not tested out of the requirement. A student with a documented learning disability, who has disclosed the need for accommodation and who subsequently experiences difficulty in learning math, should request a meeting with the math instructor and the Disability Services Coordinator (DSC).

Students with learning disabilities and appropriate documentation should utilize the following process:

1. Enroll in the appropriate level math course and disclose the need for accommodations to the DSC and his/her instructor.
2. If difficulty is experienced in learning course materials, the student must request a meeting with the instructor for the purpose of discussing the situation and to develop a learning plan that includes, but is not limited to the following:
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a. Appropriate and consistent utilization of all reasonable accommodations discussed and recommended based on his/her psycho-educational evaluation.
b. Appropriate and consistent utilization of PASS (Peer Assisted Study Sessions), other appropriate math tutoring and the math lab located in Schewel Hall.
c. Demonstrable effort on the part of the student through class attendance and the completion of class assignments as agreed to by the classroom instructor.

Students must provide a copy of the learning plan to the DSC to be placed in the student’s accommodation file in the Disability Services Coordinator’s office.

Students still unable to make satisfactory progress, yet pass the course, may petition the DSC to have the course graded on a satisfactory (S) basis. A student wanting credit for a course in which he/she did not pass and subsequently withdrew (W) must repeat the course and pass it to receive an “S.” Students have until final semester grades are reported to make these grade changes. Students enrolled in math classes required by his/her major may not utilize the aforementioned grade accommodations.

The DSC will prepare a letter for the Associate Dean of the College explaining the circumstances and recommendation to allow the student to use the math accommodation to complete the math general education requirement. Copies of the letter will be sent to the Registrar’s Office, the student’s advisor and the student. A copy will also be placed in the student’s accommodation file held in the Disability Services Office.

Students with Physical Disabilities
Prospective students with physical disabilities are encouraged to visit Lynchburg College prior to making a decision about attendance. A personal visit enables the student and College representatives to determine how the College can best serve the student’s particular needs. The student must give the College a minimum of eight weeks notification prior to the first day of classes in order for appropriate accommodations to be put into place.

Right to File Grievance
If a student feels that he/she has experienced discrimination because of a disability, he/she has the right to file a grievance. Lynchburg College recognizes that issues regarding ADA compliance may arise from time to time. It is in the best interests of the student, faculty, and staff to resolve such matters quickly. Lynchburg College has in place a Human Rights Policy that provides a means by which a student may file a grievance. Information about the Lynchburg College Human Rights Policy can be found in The Hornet and at http://www.lynchburg.edu/internal/policies/humanrights.

Tri-College Consortium
The Tri-College Consortium of Virginia includes Lynchburg College, Randolph College, and Sweet Briar College. Students at each of the colleges are granted access to libraries on all three campuses. A full-time undergraduate
student may enroll in a course offered on either of the other campuses during fall or spring terms (provided the course is not being offered by the student’s home college) without payment of additional tuition. A student may not take more than 50 percent of coursework away from the home campus during a single term. On occasion, a student may be expected to take a specific course at one of the other colleges. Students are responsible for their own transportation. Tri-College courses are considered part of a student’s academic load for payment purposes. Tri-College enrollment forms are available from the Office of the Registrar.