

## ACADEMIC SERVICES AND RESOURCES

### Academic Advising

Academic and Career Services coordinates the academic advising program. 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. In their first year, freshmen are also assigned a Connection Leader and transfers are assigned a Link Leader, peer mentors who aid in the students successful transition.

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 Drysdale 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](http://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](http://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](http://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 and Internships**

Career Development and Internships, as part of Academic and Career Services offer resources, services, and counseling to assist students in the career planning process. Students are guided through decision making about academic programs, cocurricular activities, and experiential education opportunities that allow students to maximize opportunities throughout their entire college career in order 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 Career Development and Internships 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 and are oriented toward specific needs within the broader community.

- **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 community.
- **Center for Community Development and Social Justice**  
(Dr. Kim McCabe, 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 community to improve quality of life.

- **Center for Family Studies**

(Dr. Jeanne Booth, 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.

- **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 Field 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.

- **Center for Economic Education**

(Rebecca Booth, '11 M.B.A., director) The Center provides training to area educators on incorporating economics within the curriculum. Workshops are provided for Lynchburg College students and educators from throughout the region.

- **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.

- **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.

## **Information Technology and Resources**

The technology at Lynchburg College includes a campus-wide network that connects all campus buildings including off-campus, college-owned residences. Wireless networking is provided in all academic areas. There are more than 20 computer labs which provide ready access to course-related software, productivity software such as word processing and spreadsheets, the campus learning management system and the Internet. Each student is provided with an e-mail account and file storage space for coursework.

## **Center for Global Education**

### **Study Abroad**

The mission of Lynchburg College is to develop students with strong charac-

ter and balanced perspectives and to prepare them for engagement in a global society. To this end, students at Lynchburg College are encouraged to include study abroad as an integral part of their academic experience, earning academic credit in an international setting through study, work, or an internship abroad. While overseas, and by participating in thoughtfully designed multi-discipline programs, students discover and learn to appreciate the nature and scope of global interdependence from cultural, economic, historical, social, and political perspectives. In particular, all foreign language and international relation majors are encouraged to spend at least one summer term or one semester studying and living in another country.

Lynchburg College offers different types of study abroad experiences: faculty-led programs, semester-long programs through outside providers, and exchange programs through partner universities. Faculty-led programs are short-term programs offered during January-term, spring break, and summer school. These programs are led by experienced Lynchburg College faculty members. Program offerings encompass a wide range of academic disciplines including business, communication studies, economics, education, environmental science, fine arts, health promotion, international relations, Spanish, French, literature, museum studies, and political science. Lynchburg College faculty lead programs around the world. Experiential Learning Grants are available for summer and January-term faculty-led programs and offer students a 50% reduction in tuition fees. Students should contact the Center for Global Education ([gloaleducation@lynchburg.edu](mailto:gloaleducation@lynchburg.edu)) for more information.

Students may also spend a semester or academic year abroad on direct exchange programs with partner schools in Austria, Canada, and South Korea or programs sponsored by outside providers such as American Institute for Foreign Study (AIFS), International Studies Abroad (ISA), Sol Education Abroad, and many other approved programs. Other study abroad options include programs sponsored by other colleges and universities, and students are encouraged to speak with staff in the Center for Global Education to discern which program option best fits their academic and professional goals. Students who are interested in studying abroad should begin the process early by working with their academic advisor(s) and the staff in the Center for Global Education who advise students throughout the entire study abroad process from inquiry to program participation, as well as upon return from their time abroad.

The college has several endowed scholarship funds for study abroad opportunities. Students studying abroad may also be eligible for federal and state financial aid. 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. It is highly recommended that students should always apply for the various national-level scholarships available to assist in making study abroad as affordable as possible. Interested students should contact the Center for Global Education for more information about these opportunities.

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.

### English as a Second Language

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 has approved the development of an English as a Second Language (ESL) program that 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](mailto:globaleducation@lynchburg.edu)).

### 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 a study abroad experience 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, among various other options. Interested students should contact the Center for Global Education for more details and application procedures.

### International Student Services

International students ring 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 visas 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-an-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](mailto: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](mailto: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. Handouts on writing skills and networked computers are available as well. 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](mailto: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. Tutors offer lab hours throughout the day and evening, Sunday through Friday. Please make appointments through the "Online Forms" on MyLC, and please direct any questions about individual tutoring to Dr. Edith L. Simms, the Learning Resources Specialist at [simms.e@lynchburg.edu](mailto:simms.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. Each computer has a webcam and Skype capabilities as well. Additionally, the language specific breakout rooms in the MLRC can be reserved to watch foreign language films in small groups as recommended by the faculty. French, German, Latin and Spanish tutors are also available to assist students with their assignments and test preparations and will practice conversation skills as requested. No appointment is necessary to use the computers, but appointments are strongly recommended to schedule tutoring and conversation sessions. Visit the MLRC in person or call 434-544-8312 during normal operating hours to schedule an appointment. Questions about the MLRC should be addressed to the director, Dr. Sharon Robinson, at [robinson.s@lynchburg.edu](mailto: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. We offer PASS in historically difficult subjects - Accounting, Biology, Business Statistics, Chemistry, Economics, Math, and Psychology. Trained tutors attend the lectures and work with faculty to stay

current with the material and lead weekly study sessions. Additionally, PASS leaders offer “drop-in hours” outside of their PASS sessions. Please direct any questions regarding PASS to Dr. Edith L. Simms, the Learning Resources Specialist at [simms.e@lynchburg.edu](mailto:simms.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.

#### **College Success 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, and test preparation. GS 104 instructors also teach active reading, writing, and critical thinking skills that students can apply to other classes. Additionally, GS 104 helps students gain academic vocabulary and set academic goals. Questions about GS 104 should be sent to the Learning Resources Specialist, Dr. Edith L. Simms at [simms.e@lynchburg.edu](mailto:simms.e@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. For students returning to the college after a suspension, active participation in ACP may be part of the students’ readmission requirements. 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](mailto:hatter@lynchburg.edu).

#### **Get Organized (GO) Mentoring**

The GO Mentoring Program provides individual, short-term, targeted assistance to students to help them develop better organizational skills, including but not limited to improved organization of their course materials and study habits, time management, priorities, connections to resources, and steps for completing a selected task. By utilizing this service, students can address their concerns in a timely manner, preventing the loss of good academic standing and motivating them to persevere through challenges. Appointments can be made with faculty, staff, or peer GO Mentors through “Online Forms” on MyLC. Questions about GO Mentoring should be sent to Karen Hatter, Program Coordinator of Academic Coaching, at [hatter@lynchburg.edu](mailto:hatter@lynchburg.edu).

### **Disability Services**

The Disability Services Coordinator, Mrs. Julia Timmons, works with students who have documented disabilities to arrange for accommodations on campus. Students with cognitive, mental health, medical and physical dis-



abilities which impact activities of daily living may qualify for services. The Disability Services Coordinator works in partnership with faculty, residence life and dining services in the approval and implementation of reasonable accommodations. 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 implemented in a timely fashion. Visit [www.lynchburg.edu/disability-services](http://www.lynchburg.edu/disability-services), e-mail [Timmons.J@lynchburg.edu](mailto: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 wide range of electronic information resources, including 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 and which is open when the rest of the library is closed.

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 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 contain resources such as publications and photographs; retrospective 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://libraryguides.lyncburg.edu/knight-capron-library>.

## First-Year 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 (SOAR), 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 families 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 Transfer SOAR, Access SOAR, 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 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.

For additional information regarding First-Year Programs, please visit [www.lynchburg.edu/new-students/first-year-programs](http://www.lynchburg.edu/new-students/first-year-programs) or email [orientation@lynchburg.edu](mailto:orientation@lynchburg.edu).

## 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](http://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 or more 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 quartets, woodwind quintets, brass sextets, guitar ensembles, or Celtic ensembles. 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 each 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 Grainger, 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 with the conductor 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 023) performs a variety of literature composed for the handbells including the works of Arnold Sherman, Cynthia Dobrinski, and Cathy Moglebust. 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 *Bonnie and Clyde*. 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/academics/registrar/forms/>. 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 the rights of all students with documented disabilities equal access to an education, 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. Limited only by personal ability and not by disability, the faculty and staff support students in obtaining reasonable academic and non-academic adjustments and auxiliary aides/services necessary to participate in the College's programs. 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.

The College makes no preadmission inquiry about disability. We recognize disclosure of disability is a personal choice students may or may not exercise. Students who choose not to disclose this information will not be able to take advantage of disability services offered through DSO (Disability Services Office). We encourage students to self-disclose disability information and provide the Disability Services Coordinator (DSC) with reasonable documentation. Through self-disclosure both the student and the College can make informed decisions about the suitability of Lynchburg College in the pursuit of a collegiate education.

Lynchburg College does not offer programs and courses specifically designed for students with disabilities, however in addition to reasonable accommodations the college offers all students a wide range of support services such as tutoring, mentoring, advising, workshops, academic success courses, academic counseling, career services and therapeutic counseling. These services, along with small classes and an intimate connection to our faculty and staff, contribute to an exceptional experience for all students. Students with disabilities can benefit from these services, as well as accommodations approved on a case by case basis. A key to success at Lynchburg College is effective self-advocacy. Resources and assistance are available when students actively advocate for themselves.

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 gen-



eral and academic student rights and responsibilities; or adherence to faculty/staff directions and instructions. Lynchburg College is not required to modify syllabi, provide independent study, personal aides and equipment, personal coaching or individual tutors. Consideration of modification of attendance policies and assignment extensions are made case-by-case between the DSC and individual faculty using guidelines provided by the Office of Civil Rights (OCR). Attendance and other classroom policies, course schedule, assignment due dates, etc., will be provided to students in a written format. All students are expected to follow the College's Student Code of Conduct and Honor Code regardless of disability.

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

Students who wish to seek disability accommodations (academic or non-academic (housing, dietary, etc.)) should contact the DSC. Accommodations and services are offered for eligible students with cognitive, medical, mental health and physical disabilities, including temporary disabilities (such as injury, short-term conditions, surgery). Additional information about disability services is available at [www.lynchburg.edu/disability-services](http://www.lynchburg.edu/disability-services) and by contacting the Disability Services Coordinator at [Timmons.j@lynchburg.edu](mailto:Timmons.j@lynchburg.edu), 434.544.8687.

### **Students with Disabilities: Foreign Language Requirement**

As a Liberal Arts institution, Lynchburg College places great value in providing students with a broad base of general education courses. Students attending LC are expected to enroll in the appropriate level of a foreign language sequence of their choice and successfully complete the 201-level course to meet the general education requirement.

Students with disabilities may appeal to the DSC for a foreign language accommodation. Students must provide appropriate documentation of a disability which significantly impacts language learning to be eligible for this accommodation. Information about the criteria for documentation of disabilities can be found on the LC website at the following location: <http://www.lynchburg.edu/academics/disability-services/registration-intake-accommodations/the-process/>.

In order for a student to be approved for the foreign language accommodation for their general education foreign language requirement, the DSC must provide documentation regarding the student's disability to the Associate Dean of Academic Affairs who will then approve or deny the request. 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 DSO.

The foreign language accommodation is not a waiver of the general education requirement for foreign language. The general education requirement for foreign language must still be met through successful completion of 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 substitution 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.

Students approved for the foreign language accommodation may choose one of the following options to complete their foreign language general education requirement:

1. Students may elect to move directly into substitution courses.
2. Students who still wish to pursue a foreign language should enroll in the desired course. If a student is unable to earn a C- or better, yet pass the course, the foreign language course will be graded on a satisfactory (S) basis. If a student is unable to pass the course the student will receive a grade of (W) for the course. The general education requirement for foreign language must still be met through approved foreign language accommodation courses. Students enrolled in foreign language classes required by his/her major may not utilize the aforementioned foreign language accommodations.

### **Students with Disabilities: Math Requirement**

As a Liberal Arts institution, Lynchburg College (LC) places great value in providing students with a broad base of general education courses. Students are expected to enroll in and successfully complete one of the General Education mathematics courses.

Students with disabilities may appeal to the DSC for a math accommodation. Students must provide appropriate documentation of a disability which significantly impacts math learning to be eligible for this accommodation. Information about the criteria for documentation of disabilities can be found on the LC website at the following location: <http://www.lyncburg.edu/academics/disability-services/registration-intake-accommodations/the-process/>.

Students who qualify for a mathematics accommodation must still meet the general education requirement for mathematics. If a student is unable to earn a C- or better, yet pass the course, the math course will be graded on a satisfactory (S) basis. If a student is unable to pass the course the student will receive a grade of (W) for the course. Students enrolled in math classes required by his/her major may not utilize the aforementioned math accommodations.

In order for a student to be approved for the math accommodation for their general education math requirement, the DSC must provide documentation regarding the student's disability to the Associate Dean of Academic

Affairs who will then approve or deny the request. 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 DSO.

**Timely Notification of Disability**

Students are encouraged to meet with the DSC as soon as possible in their college search/application/enrollment process. The DSC will facilitate coordination with various departments to provide reasonable accommodations for equal access to activities of daily living (academic, housing, dietary, etc.). Students are encouraged to provide the College with at least six weeks notification of disability which may impact time-sensitive arrangements for both academic and non-academic accommodations (scheduling, class locations, housing, alternative form materials, adaptive equipment, etc.).

**Right to File Grievance**

If students feel they have experienced disability discrimination, they have the right to file a grievance. Lynchburg College recognizes that issues with regard to ADA compliance may arise from time to time. It is in the best interest of the student, faculty, staff, and institution to resolve such matters quickly. Contact the Assistant Dean, Academic and Career Services for information about the process and procedure for filing a grievance, phone 434.544.8152. Information is also available in The Hornet <http://www.lyncburg.edu/student-life/student-handbook-and-policies/honor-and-student-conduct-code-regulations/honor-code/> (see the Human Rights Policy), and online in the Human Rights Policy [http://internal.lyncburg.edu/?page\\_id=431](http://internal.lyncburg.edu/?page_id=431) under the section Options for Resolving Complaints [http://internal.lyncburg.edu/?page\\_id=520](http://internal.lyncburg.edu/?page_id=520).

**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.