ACADEMIC SERVICES AND RESOURCES

Academic Advising

The Academic Achievement Center coordinates the academic advising program. New students meet with advisors during SOAR (Student Orientation & Registration), Hornet Days, and schedule advising sessions throughout the year. When a student declares a major, he/she will be assigned a faculty advisor by the beginning of the sophomore year. Transfer students and undeclared sophomore students will be advised by the Second Year, Transfer/Transition Initiatives Department for the first semester as a transfer or second year student. 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.

Transfer students who have indicated their major will be advised by the Director of Second Year, Transfer, and Non-Traditional Student Programs. In the second year, students will be advised by their academic discipline. Transfer students are also assigned a Link Leader and peer mentor to assist with their successful transition to the University.

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 MyLynchburg. 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. Saturday hours during the semester are 10 a.m. to 4 p.m. For additional information on hours and special events and services, call 434.544.8239, option 1, for a voice recording of hours or visit the website at www.lynchburg.edu/student-life/campus-store.

The University of Lynchburg Campus Store offers the following services and products to the campus community: the online purchase/rentals of textbooks for enrolled students through MyLynchburg. 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, Dominos Pizza on campus, campus post office, campus dining facilities, including On Common Ground. The Campus Store also offers school, office and health supplies, imprinted gift and clothing items and University rings. Check cashing and debit cash with purchase are available ($100 limit for both with university I.D.). Additional services are mail order service (434.544.8241) and online web catalog at www.lynchburg.edu/student-life/campus-store. 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.) Textbook information is also available to non-enrolled students visiting the online site at lconline.lynchburg.edu/courseofferings/, then by clicking on the book icon beside each course.

Visa, MasterCard, American Express, and Discover credit/debit/check cards, University Account charge or declining balance accounts, personal checks, and cash are accepted for payment.

Career and Professionalism Center
Career and Professionalism Center offers 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 university 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 additional courses: GS 303 Professional and Business Etiquette in the Workplace, GS 304 Resumes and Mock Interviews, and GS 306 Career Networking.

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

Centers of University of Lynchburg
The Centers of University of Lynchburg provide interactive programs that support the University mission by offering unique learning opportunities for students and by strengthening the University 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 University of Lynchburg
(Denise Scruggs, director) Named in honor of a 1923 alumna and former faculty member, this Center reflects the University’s commitment to understanding and addressing issues of aging and needs of older citizens. The focus is on 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. Sharon Foreman, 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 stu-
dents, faculty, and staff working with members of the local community to improve quality of life.

**Center for Family Studies**
(Dr. Jeanne Booth, director) The primary mission of the Center for Family Studies is to offer training to educational professionals, parents, civic groups, and other audiences on a variety of issues relevant to respectful relationships, healthy family dynamics, fostering resilient youth, and essential communication skills. Center staff also work collaboratively with community organizations to provide service and consultation regarding initiatives related to the Center’s mission. The emphasis in all programming is on interactive content that has relevance and direct application in everyday living. Individuals, school divisions, and other organizations interested in the Center’s programming or seeking consultation may contact Dr. Booth at 434.544.8551 or booth@lynchburg.edu.

**Claytor Nature Study Center**
(Dr. Gregory Eaton, director) The Center occupies 491 acres in Bedford County and includes the Claytor Educational and Research facility, the Chandler Eco-Lodge, the Husted Educational Pavilion, the C. E. Richardson Laboratory Annex, the Belk Astronomical Observatory, a campground and amphitheater, the Cloverlea Farmhouse and Virginia Claytor Memorial Gardens, the Research and Demonstration Garden, 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 University of Lynchburg 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 University of Lynchburg 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 nonprofit agencies within the community.

**Historic Sandusky**
(Greg Starbuck, director) Historic Sandusky is a ca. 1808 property located near University of Lynchburg. Its mission is the enhancement of academics by providing hands-on experience for University of Lynchburg students. Through the use of Sandusky’s restored house and its archaeology laboratory, museum, and historical landscapes, students are able to explore topics related to archaeology, education, history, environmental sciences, museum studies, historical interpretation, and historic site management.
Information Technology and Resources

The technology at University of Lynchburg includes a campus-wide network that connects all campus buildings including off-campus, university-owned residences. Wireless networking is provided in all academic areas and residence halls. 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 a G Suite for Education account.

Center for Global Education

Study Abroad

The mission of University of Lynchburg is to develop students with strong character and balanced perspectives and to prepare them for engagement in a global society. To this end, students at University of Lynchburg 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.

University of Lynchburg 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 University of Lynchburg 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. University of Lynchburg faculty-led 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 Study Abroad Office (studyabroad@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 Study Abroad Office 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 Study Abroad Office, who advise students throughout the entire study abroad process from inquiry to program participation, as well as upon return from their time abroad.
The University has several endowed scholarship funds for study abroad opportunities. Students studying abroad may also be eligible for federal and state financial aid. University-funded financial aid is awarded for study at University of Lynchburg 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 Study Abroad Office for more information about these opportunities.

Information about study abroad opportunities can be obtained from the Study Abroad Office and from faculty who are knowledgeable about study abroad programs and opportunities.

**Domestic Study Away**

Domestic Study Away offers a unique opportunity for faculty and students to engage in high impact learning outside the classroom. In support of the mission and vision of the college, domestic study away courses will provide structured opportunities for comparative analysis, critical and creative thinking, and problem solving. These off-campus programs will allow students to develop their ability to interact and communicate effectively with those from another culture and background, while increasing their self-awareness through exposure to and reflection on difference. For more information, contact the director of study abroad and off-campus study (studyabroad@lynchburg.edu).

**English as a Second Language**

The student population at University of Lynchburg is increasingly more diverse, which includes a growing number of non-native English speakers. In supporting the English language skills for academic purposes, the University 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 Study Abroad Office (studyabroad@lynchburg.edu).

**International Student Services**

International students bring the world to the University of Lynchburg. 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 University of Lynchburg, 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 international student advisor (global@lynchburg.edu).
Visiting Scholars Program
The Center for Global Education collaborates with various schools and departments at University of Lynchburg 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 director of study abroad (visitingscholars@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 MyLynchburg. 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 mathematics and statistics. Students can receive assistance with content and/or effective study strategies. Please direct any questions about individual tutoring to Dr. Edith L. Simms, Learning Resources Specialist at 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.
Peer Assisted Study Sessions (PASS)
Peer Assisted Study Sessions allow students to learn individually or 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.

Additional Academic Support Programs
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 university 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.

College Success Strategies (GS 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.

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 MyLynchburg. Questions about GO Mentoring should be sent to Karen Hatter, Program Coordinator of Academic Coaching, at hatter@lynchburg.edu.

Center for Accessibility and Disability Resources
The Center for Accessibility and Disability Resources works with students
who have documented disabilities to arrange for accommodations on campus. Students with cognitive, mental health, medical and physical disabilities which impact activities of daily living may qualify for services. The Center 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 Center as soon as the decision is made to attend the University so the process can begin as early as possible and accommodations can be implemented in a timely fashion. Visit https://www.lynchburg.edu/academics/disability-services/ or contact Julia Timmons at timmons.j@lynchburg.edu, or call 434.544.8687 for additional information.

Library and Information Services
The Knight-Capron Library supports the learning environment at University of Lynchburg by providing information sources and services to students and faculty. By focusing on users’ needs, the library staff will acquire and organize information resources to guide users toward information literacy and lifelong learning in traditional and innovative ways.

The Floyd L. Knight Memorial Library was completed in 1954 and renovated in 1969 to include the John A. Capron addition behind the original structure. The library boasts an ever-growing collection with more than 448,000 total print and electronic volumes, over 6,500 unique multimedia titles, and 103 databases providing more than 100,000 individual journal titles. Through cooperative arrangements with libraries nationwide students and faculty have access to nearly unlimited print and digital resources available through interlibrary loan.

Unique collections within the library include:

- Saxton Room: 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; and University of Lynchburg faculty and alumni publications.

- University of Lynchburg Archives: the official repository for materials dealing with University history from 1903 to the present. Access to photographs and scanned documents is available on the photostream at: https://www.flickr.com/photos/lynchburgcollege/.

- Summers-Clopper Curriculum Lab: a collection of nearly 7,000 titles in children’s and young adult literature, teaching resources, and textbooks for use by students and faculty.

A staff of engaged librarians enable students to develop competencies to identify, access, and evaluate resources in diverse formats and settings. Services are provided in many formats including individual research consultations, classroom-based instruction, and a credit-bearing general studies course: E-Research in the University Library (GS113), available Fall/Spring.

In addition to collections, a wide array of small group and individual study spaces, equipped with technology, are available throughout the library for student use in quiet study or collaborative efforts.

During the academic year, the library operates a total of 102 hours per week, closing at 2:00 a.m. five nights per week, with extended hours during
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final examinations. The adjacent computer lab is available 24/7 with card access when the library is closed.

The Knight-Capron Library maintains a social media presence on Facebook, Flickr, Instagram, Pinterest, SnapChat, and YouTube. Access to library resources is most easily achieved through the website: http://libraryguides.lynchburg.edu/knight-capron-library.

First-Year Programs

Freshmen

First-Year Engagement at the University of Lynchburg provides entering degree-seeking students with opportunities to make a successful transition and to connect in meaningful ways with campus colleagues and the Lynchburg community. The programs include Student Orientation and Registration (SOAR), Hornet Days, College Success Strategies, as well as programs specifically designed for first-year 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 university 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, all first-year students will enroll in a one credit hour elective course which will cover the following topics: goal setting, time management, policies and procedures, study skills and financial management. Academic Success Coaches will be assigned to each course to help students transition to the demands of higher education. They are supervised by the Director of First-Year and Academic Initiatives in the Academic Achievement Center.

Transfer and Access Students

University of Lynchburg 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 the university.

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 University of Lynchburg 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 University of Lynchburg 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 Second Year, Transfer/Transitional Initiatives, please visit www.lynchburg.edu or email the Academic Achievement Center at academicadvising@groups.lynchburg.edu

Public Presentations
Daura Gallery
The Daura Gallery supports the mission of University of Lynchburg by being a resource for teaching and learning through the collection, preservation, interpretation, and exhibition of works of art. The Daura Gallery presents stimulating, innovative, and inclusive programs and exhibitions that enhance the academic curriculum, emphasize cross-cultural understanding, provide broad education experiences, and support collaborative and interdisciplinary opportunities.

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 University 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 University of Lynchburg 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 University of Lynchburg, 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 University of Lynchburg 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 University. 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 University each year on a day near March 10, the birth date of Mrs. Jennie Cutler Shumate, in whose honor the lectureship was established.

The Richard P. Gifford Endowment Lecture: The late Richard P. Gifford was a vice president for General Electric and a leader in the business, civic, educational, and religious life of the Lynchburg community. After his death, friends and business colleagues established the Richard P. Gifford Endowment in his honor and memory. The endowment helps fund the Gifford lectures, which feature outstanding executives and scholars in business, leadership, and economics.

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 University’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 University of Lynchburg and the gifts he made to the permanent funds of the University, 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 University’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.

John M. Turner Distinguished Chair in the Humanities: Established in 1992, this fund honors the contributions of John M. Turner Jr., Class of 1929, to his alma mater. Dr. Turner served University of Lynchburg forty-one years as professor of English, dean of the University, and vice president for academic affairs from 1933 to 1974. The funding for the chair was provided by a grant from the National Endowment for the Humanities and matched 3:1 by alumni, faculty, staff, and friends of the institution. Income from the fund provides salary support in professional development for distinguished members of the University faculty selected for a three-year term, as well as support for a yearly Turner Humanities Lecture.

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 University of Lynchburg 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 University of Lynchburg 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 re-
hearses once each week (two hours) and is open by audition and/or permission of instructor. Students earn one academic credit hour per semester.

The University of Lynchburg 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 University 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 University of Lynchburg 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 University of Lynchburg 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 University of Lynchburg 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 University of Lynchburg Handbell Choir (MUSC 023) 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 university/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.

The University of Lynchburg Jazz Orchestra (MUSC 026) performs a variety of standard and contemporary Big Band and Jazz literature. The ensemble is open to students, faculty, and community members by audition and/or permission of conductor. The ensemble holds a two-hour rehearsal once a week. Membership also requires participation in the Jazz Ensemble (MUSC 020). Students earn one academic credit hour per semester.

The Opera Workshop (MUSC 027) performs selected opera literature from both the past and the present. Both individual and ensemble repertoire is included. The ensemble is open to all students by audition. 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 Cabaret, A Piece of My Heart, Into the Woods, Clybourne Park, The Laramie Project, Peter and the Starcatcher, Anything Goes, and A Midsummer Night’s Dream. Academic credit may be earned by working on productions.

Curtain Call is an auditioned, selective group of musical theatre students who serve as ambassadors for the Theatre Department and the University with performances at special events on and off campus. Students have the opportunity to gain specific training in cabaret and revue styles and to perform the latest Broadway and film music. This group also partners with emerging NYC Broadway composers and lyricists that write songs specifically for the ensemble. Auditions for Curtain Call are held each fall.

The facilities in the Dillard Fine Arts Center are well-equipped and include a scenic-lighting shop, costume studio, 3D printer and Macintosh computer lab. A dance studio, television studio, and private music studios are short walks from the building. The University Student Employment Program offers positions in technical theatre, costuming, and box office management.

Visiting theatre and dance professionals enhance the classroom and production arenas. Guests artists 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 University.

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 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 fee is charged for each transcript and varies depending on delivery mode of the record. Transcripts and diplomas may be withheld when students have unfulfilled obligations to the University. Unofficial transcripts, called academic summaries, are available online to current students.

Enrollment 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 MyLynchburg 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.
Center for Accessibility and Disability Resources

University of Lynchburg 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 University’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.

University of Lynchburg 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 services offered through the Center for Accessibility and Disability Resources (CADR). We encourage students to self-disclose disability information and provide the CADR with reasonable documentation. Through self-disclosure both the student and the University can make informed decisions about the suitability of University of Lynchburg in the pursuit of a collegiate education.

University of Lynchburg does not offer programs and courses specifically designed for students with disabilities; however, in addition to reasonable accommodations, the University offers all students a wide range of support services such as mentoring, advising, academic coaching, 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 for equal access approved on a case by case basis. A key to success at University of Lynchburg is effective self-advocacy. Resources and assistance are available when students actively advocate for themselves.

The purpose of accommodations for accessibility and disability at the post-secondary 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 University’s general and academic student rights and responsibilities; or adherence to faculty/staff directions and instructions. University of Lynchburg 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 on a case-by-case between the CADR 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. Regardless of the nature of the disability, students should note that accommodations that reduce academic expectations and standards, or eliminate essential components of coursework are not options. All students are expected to follow the University’s Student Code of Conduct and Honor Code regardless of disability.
The staff of CADR work to assist students with disabilities in the pursuit of their educational goals. CADR works with faculty, staff, administrators and students toward the objective of promoting equal access and equal opportunity. CADR provides or arranges for reasonable accommodations, services, training, consultation and technical assistance. We strive to ensure University of Lynchburg courses, programs, services, activities and facilities are equally accessible to all students. Our Center 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 academic, housing, or dietary accommodations should contact the Center for Accessibility and Disability Resources. Accommodation 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 accessibility and disability services is available at www.lynchburg.edu/academics/disability-services/ and by contacting Julia Timmons, Director, Center for Accessibility and Disability Resources at timmons.j@lynchburg.edu, 434.544.8687, or Meg Dillon, Accessibility and Disability Resources Specialist at dillon_ma@lynchburg.edu.

**Timely Notification of Disability**

Students are encouraged to meet with the CADR as soon as possible in their college search/application/enrollment process. The CADR will facilitate coordination with various departments to provide reasonable accommodations for equal access to activities of daily living (academic, housing, dietary.). Students are encouraged to provide the University 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.).

Prospective students with physical disabilities are encouraged to visit University of Lynchburg prior to making a decision about enrollment. A personal visit enables the student and University representatives to determine how the University can best serve the student’s particular needs.

**Notification Guidelines**

In some cases, advanced notification is required for timely implementation of accommodations:

- A minimum of six weeks notification (excluding University holidays) prior to the first day of classes must be provided for
  - Specific class location
  - Alternative Format Textbooks, excluding braille
- A minimum of eight weeks notification (excluding University holidays) prior to the first day of classes must be provided for
  - Specialized furniture, equipment or technology
  - Sign Language Interpreters
Foreign Language Accommodation

As a Liberal Arts institution, University of Lynchburg places great value in providing students with a broad base of general education courses. Students attending the University 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 may appeal to the Center for Accessibility and Disability Resources (CADR) for a foreign language accommodation. Students must provide appropriate documentation of a disability that significantly impacts language learning to be eligible for this accommodation. Information about the criteria for documentation of disabilities can be found on the University website at the following location: https://www.lynchburg.edu/academics/disability-services/registration-intake-accommodations/academic-accommodations-2/.

In order for a student to be approved for the foreign language accommodation for their general education foreign language requirement, CADR must provide documentation regarding the student’s disability to the Associate Provost and Dean of General Studies, who will then approve or deny the request. CADR will prepare a letter for the Associate Provost and Dean of General Studies 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 CADR.

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 six 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 foreign language 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.
Math Accommodation

As a Liberal Arts institution, University of Lynchburg 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 CADR 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 University website at the following location: https://www.lynchburg.edu/academics/disability-services/registration-intake-accommodations/academic-accommodations-2/.

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 passes 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, CADR must provide documentation regarding the student’s disability to the Associate Provost and Dean of General Studies who will then approve or deny the request. CADR will prepare a letter for the Associate Provost and Dean of General Studies 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 CADR.

ADA Resolution and Grievance Policy

The Center for Accessibility and Disability Resources (CADR) has the responsibility of determining a student’s need for accommodation. This determination is made through a two-part process: review of documentation of disability and an intake interview. If CADR staff determines a student is eligible for accommodations, CADR is responsible for coordinating the accommodations with the student, the instructors, departments, and third party service providers.

Title II of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act (1973) were intended to prevent discrimination against individuals with disabilities. They provide that:

“No otherwise qualified person with a disability in the United States ... shall, solely by reason of...disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by a public entity.”
University of Lynchburg faculty and staff strive to provide each student with positive educational experiences and helpful services. Even so, it is understandable that complaints will arise from time to time. To address and resolve concerns as quickly as possible, all students are encouraged to address complaints to the office responsible for overseeing the area of concern.

If a student believes they have experienced discrimination due to a disability or perceives an issue with ADA compliance, he or she has the right to seek resolution or file a grievance. Prompt resolution of such matters is in the best interest of the student, faculty, staff, and the University.

Detailed Policy and Procedure information is available online at https://www.lynchburg.edu/academics/disability-services/ada-resolution-and-grievance-resolution/.

**Tri-College Consortium**

The Tri-College Consortium of Virginia includes University of Lynchburg, 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.