core goals

Lynchburg College

LYNCHBURG COLLEGE HYMN

Hail, Alma Mater,
Lynchburg to thee.

Strong are the principles
which founded thee.

They are the beacon,
guiding us free!

Light that can never
fail us,

Hail! Hail! To thee!

PAUL WATERS ’48

• Inquire by framing questions that address issues and uncertainties across a range of disciplines through recognition of the need to seek further information when necessary; asking essential questions; and identifying potential sources of pertinent information

• Explore by investigating issues in depth and detail through use of methods and tools of multiple disciplines to gather information and ideas; evaluating the quality of information sources; comprehending written and other sources; thinking creatively about issues; examining issues from global perspectives; employing knowledge from a range of disciplines; and employing specialized knowledge in at least one discipline

• Conclude by developing informed responses to issues through marshaling of evidence to support a conclusion; integrating relevant information from a wide range of sources; and articulating a conclusion

• Persuade by convincing others of the validity and value of conclusions through construction of effective written arguments based in evidence, reason, and understanding and delivering effective oral arguments based in evidence, reason, and understanding

• Engage by using knowledge and abilities for the good of self and society through description of applications of course learning beyond the classroom; valuing intellectual and aesthetic achievements for their intrinsic worth; preparing for a life as an effective steward of self, family, community, work, and the environment; and cooperating with others to achieve shared goals

August
14. Access SOAR
16. Check-in/move-in for students attending August orientation (9 a.m.–4 p.m.)
17-18. Check-in/move-in for all new students (9 a.m.–4 p.m.)
18. August SOAR
19. Check-in/move-in for returning students (9 a.m.–4 p.m.)
20. Check-in/move-in for returning students (9 a.m.–4 p.m.)
21. First day of classes
28. End of add period

September
10. End of 3-week withdrawal period
17. Pass/Fail deadline
19-21. Parents and Family Weekend

October
8. Mid-semester
9-12. Midterm vacation
17-19. Homecoming Weekend
31. End of 10-week withdrawal period

November
22-30. Thanksgiving Holiday

December
5. Last day of classes
8-13. Examination period

January
16. January degree granted date

fall semester 2014

winter Term 2014-15

December/January
December 15-January 15. Winter Term
Welcome to Lynchburg College

To our new students: Welcome to the Lynchburg College Community. You will find that your professors, advisors, tutors, and other staff members will go above and beyond to offer you the best learning opportunities available. But this is a partnership. You, too, must go above and beyond in your efforts to engage in the opportunities all around you. Don’t just attend classes – actively participate in them; don’t just join an organization – be a leader within it; don’t just read about concepts and theories – experience them through internships, practicums, and service learning. Our promise to you is that we will provide you with outstanding learning opportunities. Our expectation is that you will step up and be an integral part of this College.

To family, friends, and support groups: You have sent your students off to a new experience. Your role will change as you support them in their next phase of growth and development. They will need to take the lead in their own educational journey. Your job is to ask good questions of them, challenge their perceptions, and offer encouragement to your student. We hope that you will be a true supporter in our goal to develop your student into a person who is prepared “for intelligent and wholehearted participation in a global society.”

This publication provides information about a variety of services and support programs available to students at Lynchburg College, as well as answers to questions most commonly asked by new students and guests at orientation. Parents and family members are strongly encouraged to keep this publication at home as a reference throughout their student’s tenure at LC. We are excited that you are now a part of the LC community, and we look forward to working with you toward your success!

Julius Sigler
Vice President and
Dean for Academic Affairs

John Eccles
Vice President and
Dean for Student Development
Deposits and Refunds ................ 22
Miscellaneous Charges ............... 23
Withdrawals and Tuition Refunds ...... 23
Refund Schedule ...................... 23
Health Insurance Plan ................. 23
Calendar of Events Online ............ 23
Programs and Policies for Parents ..... 23
Parental Involvement .................. 23
The LC Experience .................... 24
In Case of Emergency .................. 25
Notifying Professors of Absence ...... 25
Contacting the Student ............... 25
International, National, or Campus Crisis Plans ............... 25
Notification Concerning Student Discipline .................. 25

STUDENT SERVICES .................. 27
Mail Services ........................ 27
ATM on Campus ....................... 27
Campus Store ......................... 27
Dining Services ....................... 27
Meal Plans .......................... 28
Making Purchases on Campus ......... 28
Safety at LC: Shared Responsibility ... 28
Student Health Services ............... 29
Health Services ....................... 29
Counseling Services .................. 29
Student Employment .................. 30
Technology .......................... 30
Computer Equipment/Facility Usage Policy ..................... 29
Access LC Network Resources ......... 30
myLC and Students Online ............ 30
Protecting Your Online Privacy ....... 30
Free Antivirus Software ............... 31
Moodle at LC ......................... 31
Printing in Public Labs and the Library ... 31
Using Your Computer on Campus ... 31
File Storage and Backup .............. 31
Computer Recommendations ........ 31
Cable TV Service ..................... 31

LC LINGO: WORDS, EXPRESSIONS, AND DEFINITIONS ..................... 32
UNDERGRADUATE GENERAL EDUCATION REQUIREMENTS ............. 33

Have Questions or Need Help With...

- Changing home address or other contact information – see the Registrar
- Choosing a major – see your academic advisor and Academic and Career Services
- Class and final exam schedules – go to Students Online at myLC.lynchburg.edu
- Classwork – see your professor, advisor, or Academic and Career Services
- College account information – go to myLC.lynchburg.edu and/or see the Cashier
- Course selection – see your academic advisor or Academic and Career Services
- College transcripts – see the Registrar
- Computer problems – see Information Technology and Resources (ITR)
- Declaring or changing majors – go to Students Online at myLC.lynchburg.edu
- Dropping a course – see your academic advisor or Academic and Career Services
- Finding campus activities – see the Office of Student Activities
- ID or parking decal – see Campus Safety and Security
- Learning disability – see Academic and Career Services
- Meal plans – see the Cashier
- Money or paying for college – see the Office of Financial Aid or Student Employment
- Personal or family issues – see the Counseling Center or Spiritual Life Center
- Researching a topic – see the library or your professor
- Room keys – see the Office of Residence Life or Security (after hours)
- Roommates – see your Resident Assistant (RA) or Office of Residence Life
Calendar of Events

Fall Semester 2014

August
14. Access SOAR
16. Check-in/move-in for students attending August orientation (9 a.m.-4 p.m.)
17-18. August SOAR
19. Check-in/move-in for all new students (9 a.m.-4 p.m.)
18. Hornet Days begin
19. Transfer SOAR
20. Check-in/move-in for returning students (9 a.m.-4 p.m.)
21. First day of classes
28. End of add period

September
10. End of 3-week withdrawal period
17. Pass/Fail deadline
19-21. Parents and Family Weekend

October
8. Mid-semester
9-12. Midterm vacation
17-19. Homecoming Weekend
31. End of 10-week withdrawal period

November
22-30. Thanksgiving Holiday

December
5. Last day of classes
8-13. Examination period

January
16. January degree granted date

Winter Term 2014-15

December/January
December 15-January 15. Winter Term

Spring Semester 2015

January
15. Check-in/move-in for students attending orientation
16. New Student Orientation
17. Residence Halls open for returning students (10 a.m.)
19. First day of classes
26. End of add period

February
6. End of 3-week withdrawal period
13. Pass/Fail deadline

March
6. Mid-semester
7-15. Midterm vacation

April
3. End of 10-week withdrawal period
8. Student Scholar Showcase and Assessment Day
10. Academic Awards Banquet
24-26. Westover Alumni Society Weekend

May
4. Last day of classes
6-12. Examination period
16. Commencement

Summer Session 2015

May-June
May 18-June 5. First summer term (3 weeks)
June 8-26. Second summer term (3 weeks)

July
June 29-July 17. Third summer term (3 weeks)

August
August 14. August degree granted date
Frequently Requested Telephone Numbers

Campus Information Desk
434.544.8100
Available 24 hours a day and in case of emergency

LC EMS
5555 from any Campus phone
434.544.5555 from outside

Academic Advising .................................................. 544.8339
Heidi Koring, Director

Academic and Career Services .......................... 544.8339
Jessica Guggenheimer, Assistant Dean

Academic Affairs .................................................... 544.8232
Dr. Julius Sigler ’62, Vice President and Dean for Academic Affairs
Dr. Sally Selden, Associate Dean .......................... 544.8695

Alumni Relations ................................................. 544.8293
Matt Brandon, Associate Vice President
Tom Cassidy ’73, Director
Ben Mayhew ’91, ’01 MBA, Director of Alumni and Corporate Leadership
Ally Datz ’09, Assistant Director .......................... 544.8293

Athletics ................................................................. 544.8286

Business Office .................................................. 544.8213 or 544.8208
John Lewis ’90 M.Ed., Associate Vice President 544.8212
Olivia Benjamin ..................................................... 544.8214

Campus Store ....................................................... 544.8239
Jill Farley ’99 M.B.A., Manager

Career Development ........................................... 544.8339
Beverly Reid, Director

Cashier/Student Account Representative
Robin Smith .......................................................... 544.8246
Joan Ochs ............................................................. 544.8217

Center for Global Education ............................... 544.8788
Alex Akulli, Director
Kara Hoxworth, International and Study Abroad Advisor

Counseling Center ................................................. 544.8616
Donna McGill, Director

Dean of Students Office ...................................... 544.8226
John Eccles, Vice President and Dean for Student Development
Carole Furter, Associate Dean of Students
Amanda McGovern, Assistant Dean of Students

Dining Services ...................................................... 544.8247
Jimmy Stamey, Director

Disability Services .................................................. 544.8687
Julia Timmons ’81, ’87 M.Ed.
Disability Services Coordinator

Financial Aid ......................................................... 544.8228
Michelle Davis, Director

First-Year Programs ............................................. 544.8339
Angelo Colon, Director 544.8144
Jonathan Fries ’07, ’11 M.Ed., Assistant Director

Information Technology and Resources .................. 544.8350

Learning Resources ............................................. 544.8339
Dr. Edith Simms ..................................................... 544.8152
Learning Resources Specialist
Julia Timmons ’81, ’87 M.Ed., Disability Services Coordinator 544.8687

Library ................................................................. 544.8399
Chris Millson-Martula, Director

Multicultural Services .......................................... 544.8330
Annette Stadtherr, Coordinator

Parents Programs .................................................. 544.8660
Jan Sigler ’65, Coordinator

President’s Office .................................................. 544.8200
Dr. Kenneth Garren, President

Registrar ............................................................... 544.8218
Jay Webb ’73, ’82 M.Ad., Registrar

Residence Life ....................................................... 544.8320
Kristen Cooper, Director 544.8112
Courtney Kelsey, Area Coordinator 544.8765
Michael Mayberry, Area Coordinator .......................... 544.8453

Safety and Security ................................................ 544.8100
Bob Driskill, Director

Spiritual Life .......................................................... 544.8348
Stephanie McLemore, College Chaplain and Director of Church Relations
Anne Gibbons, Associate Chaplain

Student Activities .................................................. 544.8254
B. J. Keefer ’86, ’90 M.Ed., Director
Justin Donnelly, Assistant Director
Deborah Brown, Organization and Activities Account Manager

Student Employment .............................................. 544.8142
Aaron Smith ’05, ’07 M.Ed., Coordinator

Student Health Services ......................................... 544.8357
Donna McGill, Director 544.8616
April Scruggs, Nurse Director

Weather Hotline/Emergency Info .................. 544.SNOW (544.7669)

Website ................................................................. www.lynchburg.edu
Construction continues on the Drysdale Student Center. See map details at www.lynhburg.edu/maps-and-directions.
Campus Locations *(where to find stuff)*

Frequently used resources and services on campus

Alumni House [2]
Alumni Relations, Enrollment Services, Financial Aid Office

Carnegie Hall [4]
Information Technology and Resources, faculty offices for English, Foreign Languages, Philosophy, Political Science, Religious Studies, and Sociology

Dillard Fine Arts Center [18]
Art Program, Daura Gallery, Dillard Theatre, and Box Office

Drysdale Student Center [6]
*First floor:* Information Desk, Intramural and Club Sports Office, Outdoor Leadership Program, Pete’s Place (Organizational Offices including Student Activities Board and Fraternity/Sorority Life), and Student Activities
*Second floor:* ATM (Central Virginia Federal Credit Union), Bonner Leaders Program, Campus Store, Game and Fitness Room, Multicultural Services, Office of Community Involvement, Post Office and Student Mailboxes, and Westover Room
*Third floor:* Dining Hall, Dining Services Office, East Room, and On Common Ground

Hall Campus Center [5]
*First floor:* Advancement Office, Campus Information Desk (ID cards, parking decals), President’s Office, and Safety and Security Office
*Second floor:* Assistant Dean for Academic and Career Services, Academic and Career Services, Westover Honors Program, and Advancement Offices
*Third floor:* Memorial Ballroom

Fourth floor: Academic Affairs, Associate Dean for Academic Affairs, Business Office, Cashier’s Office, Vice President and Dean for Academic Affairs, Perkins Loan Office, Human Resources, Registrar, and Student Employment Office

Hobbs Hall [17]
Technology Classroom, Dean of the School of Sciences, faculty offices of Biology, Chemistry, Computer Science, Environmental Science, Mathematics, Physics, and Science Laboratories

Hopwood Hall [3]
*Terrace level:* Classrooms, Computer Labs, Wilmer Writing Center
*First floor:* Center for Global Education, Classrooms, Hornet Shop
*Second floor:* Hopwood Auditorium and Classrooms
*Third floor:* Center for Community Development and Social Justice, Computer Labs

Hundley Hall [7]
*Terrace level:* Counseling Center, Health Center
*First floor:* Residence Life, Student Development Offices including Dean of Students, Associate Dean of Students, and Assistant Dean of Students, and Student Judicial Board

Schewel Hall [12]
School of Business and Economics classrooms, case study rooms, and faculty offices; Dean of the School of Business and Economics; Dean of the School of Communication and the Arts; Communication Studies classrooms, studios, and faculty offices; Sydnor Performance Hall; Modern Language Resource Center; Brewed Awakenings; Tutoring Center

Snidow Chapel and Hebb Music Center [10]
Chapel, Music Practice Rooms, and Helen Wood Recital Hall, Hebb Music Center

Spiritual Life Center [13]
College Chaplain staff, Catholic Campus Ministries, and Cooperative Campus Ministries

Townhouses (27-31)
Bullard House: Residence, Access and Commuter Student Lounge
Huston House: Residence, conference room
Warren House: Residence, conference room
Rainsford House: Residence, game room, Stinger’s Coffee ’n Such (coffeehouse), Roly Poly
Brewer House: Residence, conference rooms
Academic Advising

The Academic and Career Services (ACS) staff assign each entering student an advisor to help students select appropriate academic programs. Although academic advisors monitor advisees’ educational progress, each student is responsible for complying with all academic requirements as listed in the catalogue and for tracking his/her progress to graduation. All students can find pertinent academic records online through “Students Online” (at myLC.lynchburg.edu) or may request them through the Office of the Registrar. Students are encouraged to visit regularly with advisors and with ACS staff members to discuss academic concerns, as well as short- and long-term goals.

Contact: Academic and Career Services
Second floor, Hall Campus Center
434.544.8339

Students and Academic Advisors: Working Together

Students should:
- Contact and keep in touch with their advisors
- Take advantage of academic resources available
- Make and keep appointments or contact if it is necessary to change or cancel an appointment
- Come with specific questions in mind
- Be familiar with the information and policies covered in the College catalogue and The Hornet (student handbook)
- Come with necessary materials (drop/add forms, etc.), their graduation plan, and graduation progress report
- Ask about other sources of information
- Be candid about schoolwork, study habits, academic progress, etc.
- Build a schedule free of time conflicts
- Make decisions about selection of courses, choice of majors, and careers

Advisors should:
- Keep office hours
- Keep appointments or contact if it is necessary to change or cancel an appointment
- Provide accurate and specific information
- Have resource materials available (catalogue, etc.)
- Refer students to other sources of information
- Listen to advisees and help them to solve problems
- Check students’ schedules for appropriate selection of courses using the graduation progress report as a guide
- Suggest options concerning selection of courses, choice of majors, and careers

When Students Should See Their Academic Advisor

- To discuss academic progress
- To discuss career and/or graduate school plans
- To discuss any problems that affect academic performance
- To declare a major or minor
- To select courses for the upcoming academic year
- To add or drop courses
- To register for a pass-fail or audit course

Academic Accommodations

In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which guarantees the rights of all students with documented disabilities equal access to an education, limited only by personal ability and not by the disability, Lynchburg College supports students in obtaining reasonable accommodations at the College. Admission to Lynchburg College is determined by academic qualifications, and students with disabilities meet the same entrance requirements as other applicants. Disclosure by the student and official documentation are required only to determine eligibility for assistance due to a disability. Students with disabilities who anticipate the need for academic and non-academic accommodations in the areas of cognitive, physical, mental health, or medical disabilities should contact the Disability Services Coordinator in the Academic and Career Services Office.

Career Development and Internships

Some of the activities and services available through Career Development and Internships that help our students move from Major selection to College Experiences and ultimately to Careers include:
- Career Counseling
- Interest Inventories [online]
- Career Development for the Liberal Arts and Sciences (GS 105) and Advanced Career Development (GS 305)
- Online job search and job posting resources including Hornetlink with over 5 million employers and CAREER15 exclusively for the students of the VFIC schools
- Internships (local, national, and international sites available for academic credit)
- Job Fairs and Graduate Program Fairs
- Credential File service
- Workshops and seminars on resume writing, interviewing techniques, and job search skills
- Admissions and testing information for graduate and professional schools
- Academic Opportunities Fair (featuring majors, minors, and other academic opportunities)
- Alumni Networking Opportunities (Hornet-to-Hornet) including the College to Career Hornet to Hornet panel and networking receptions that happen on the Friday of Homecoming each fall on campus, as well as summer and January networking receptions in cities across the country where our students and alumni live

Contact: Career Development and Internships
Second floor, Hall Campus Center
434.544.8339
careers@lynchburg.edu
Your LC Engagement Plan
The LC Engagement Plan is a four-year month-by-month plan to help you make the most of your LC experience. You receive a print copy of the First-Year Engagement Plan at SOAR and can also access a PDF copy at any time on Hornet HQ. The Engagement Plan lists monthly action steps and activities you should complete, important calendar items, and a unifying theme for each month along with a reflection question to help you keep track of your progress. The First-Year Engagement Plan also makes recommendations for working with your LC success team: advisor, professors, and peer leaders.

Grades
Students receive grades on the 4.0 scale, with corresponding letter grades ranging from “A” to “F.”
Official grade reports for all students are available at the end of each semester to students through the Students Online web site at myLC.lynchburg.edu. Mid-semester progress reports, for freshmen and students in academic difficulty, are also available online at mid-semester.
A semester average of 3.5 or higher earns recognition on the Dean’s List; 3.0 to 3.49 earns honorable mention. A cumulative average of 3.5 or higher earns honors at graduation. These averages must be achieved on at least twelve hours in a given semester of which nine must be graded (A, B, C, D, F) hours.

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.

Individual Tutoring Lab
Individual tutors 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 the MyLC page. Please direct any questions about individual tutoring to Dr. Edith Simms, the Learning Resources Specialist, at simms.e@lynchburg.edu.

Modern Language Resource Center (MLRC)
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 preparation 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 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 to stay current with the material and lead weekly study sessions. PASS leaders create study session times at the beginning of each semester often with input from the students enrolled in the classes. Additionally, PASS leaders have “drop-in hours” outside of their PASS sessions. Please direct any questions concerning PASS to Dr. Edith Simms, Learning Resources Specialist at simms.e@lynchburg.edu.

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 (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, active reading, and test preparation. GS 104 is a support course designed to teach students what they need to be successful and achieve their goals at the College. Additionally, students should be able to understand the basic academic rules and regulations, as well as identify and use academic support services. Questions about GS 104 should be sent to the Learning Resources Specialist, Dr. Edith Simms, at 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. The goal 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.
Academic Matters

Disability Services
The Disability Services Coordinator works individually with students with disabilities to plan and arrange for appropriate accommodations. Students are strongly encouraged to contact the Disability Services Coordinator upon deciding to attend Lynchburg College so that accommodations can be implemented in a timely fashion.

Contact: Julia Timmons
Disability Services Coordinator
434.544.8687
timmons.j@lynchburg.edu

Library Resources and Services
Library resources and services include an online catalogue, over 300,000 print and electronic books, journals/magazines, newspapers, 55,000 periodical titles available in full-text online with on- and off-campus access, and large collections of CDs and DVDs. Interlibrary loan services are available for resources not available on campus.

Open seven days a week, the library offers reference/research assistance either on a walk-in basis or by appointment together with credit-bearing courses in information literacy. The Library is a WiFi environment, and laptops are available for use within the library.

Contact: Director of the Library
Knight-Capron Library
436.544.8399
www.lynchburg.edu/library

Course Credit and Placement
Credit by Examination or Dual Enrollment
Entering freshmen may receive credit through Advanced Placement (AP), College Level Examination Program (CLEP) tests, or International Baccalaureate (IB) examinations. See the current undergraduate catalogue for more information about Credit by Examination.

Entering students may also receive credit through dual enrollment programs, offered by many high schools, through which students take college-level courses while studying at the secondary level. The criteria for transferability are the same as for any transferred college courses. (Refer to the “transfer students” section of the College catalogue.) Since high schools do not send official transcripts of dual enrollment courses to Lynchburg College, it is the student’s responsibility to ensure that the transcript has been sent from the college where the courses were taken.

Placement Tests and Assessments
Lynchburg College offers placement tests for foreign language and mathematics. All students meeting the criteria [see below] must take the appropriate placement test(s). Tests are offered online using Moodle, a computer-mediated instructional program.

Students receive information about testing via email and are strongly encouraged to complete the tests before their arrival for Orientation. Students unable to complete tests prior to registration will be able to complete them during Orientation or Hornet Days at designated times in computer laboratories. Placement tests at Lynchburg College are used only to place students in appropriate courses. The tests are not offered for academic credit.

Foreign Language Placement
- For students continuing French, Spanish, German, or Latin
- NOT for students beginning a new language

Mathematics Placement
- For students intending to take Calculus I or II or the prerequisite, MATH 102, Pre-Calculus
- For students intending to major in a field that requires or strongly recommends calculus (See the catalogue for further information.)
- NOT for students taking other general education math courses

WE Write for Success
LC Writing Enriched Program
The purpose of the Lynchburg College “WE Write for Success” Initiative is to improve student skill in evidence-based writing. All students, beginning with those entering in the fall 2014 semester, will be required to complete at least six writing enriched [WE] courses (for a total of 17 hours) in order to graduate. English Composition (ENGL 111-112) or Advanced English Composition (HONR 103) will serve as the foundation for initial instruction and Senior Symposium (GS 435) will serve as the senior capstone course. At least one of the six WE courses must be in the student’s major.

All WE courses share a general concern for the written word and the process of writing. In WE courses, students develop their writing skills by using writing as a mode of learning and to address academic and professional audiences and purposes. Faculty members incorporate writing into the course, provide timely feedback that encourages revision, and allow students the opportunity to revise papers based on that feedback. Students engage in the writing process and are encouraged to rethink, revise, and improve their writing. In WE courses, students build on the academic literacy skills taught in HONR 103 and ENGL 111-112 (or the equivalent) and expand those skills as they use writing to enter scholarly conversations and practice the conventions of writing in a particular discipline and its related professions. HONR 103, ENGL 111-112 (or equivalent) are prerequisites to other WE courses unless indicated otherwise in the course description. Only courses offered by Lynchburg College may be counted as WE courses. The WE requirement of 17 credit hours will be modified for students who transfer in college credits as follows: freshman transfer students (12-24 credit hours) will need to complete 14 hours of WE courses; sophomore transfer students (25-55 credit hours) will need to complete 11 hours of WE courses; junior transfer students (56-76 credit hours) will need to complete 8 hours of WE courses.
Registrar

Course registrations and course drop/add forms are processed online through myLC or at the Office of the Registrar, fourth floor, Hall Campus Center. See http://www.lynchburg.edu/registrar/register-courses for more information about when online course drop/adds are possible and when paper forms are required. Advisor approval for all course drops and adds and instructor approval for closed classes, late registrations, and course withdrawals are required. Students should refer to the academic calendar online or to the College catalogue for course add/drop dates.

Academic-Degree Requirements

To earn a baccalaureate degree from Lynchburg College, a student must:

1. complete a minimum of 124 semester hours of study with at least 48 semester hours, including the senior year, at Lynchburg College (Fifty percent of all hours applying to the major or minor must be completed at Lynchburg College);
2. complete all Lynchburg College General Education requirements;
3. complete the requirements for a major program as outlined in the catalogue;
4. complete at least six writing enriched (WE) courses for a total of 17 hours (transfers will complete writing enriched (WE) courses as follows: freshman transfer -14 hours; sophomore transfer-11 hours; junior transfers - 8 hours);
5. earn a 2.00 minimum quality point average on all work taken at Lynchburg College;
6. earn a quality point average of at least 2.00 in the major;
7. comply with all College standards, regulations, and procedures from the date of enrollment through the date of graduation; and
8. not include in the 124 hours for graduation more than 12 semester hours of internship courses; 6 semester hours in movement science activities courses; or 12 semester hours in private music lessons.

Reports of progress toward graduation are provided online to students and advisors to assist in their class schedule planning. To ensure accuracy of graduation progress reports, students need to be certain that the Office of the Registrar has their correct major, major emphasis (if appropriate), minor, and governing catalogue dates recorded in the student records system.

Academic Standing

To maintain regular academic standing, students must achieve the following quality point averages (QPA):

<table>
<thead>
<tr>
<th>Hours Earned</th>
<th>Regular Standing Cumulative QPA</th>
<th>Academic Probation or Academic Suspension if 2 consecutive semesters Cumulative QPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 18</td>
<td>1.00 - 4.00</td>
<td>0.00 - 0.99</td>
</tr>
<tr>
<td>19 – 36</td>
<td>1.60 - 4.00</td>
<td>0.00 - 1.99</td>
</tr>
<tr>
<td>37 – 54</td>
<td>1.70 - 4.00</td>
<td>0.00 - 1.69</td>
</tr>
<tr>
<td>55 – 72</td>
<td>1.80 - 4.00</td>
<td>0.00 - 1.79</td>
</tr>
<tr>
<td>73 – 90</td>
<td>1.90 - 4.00</td>
<td>0.00 - 1.89</td>
</tr>
<tr>
<td>90+</td>
<td>2.00 - 4.00</td>
<td>0.00 - 1.99</td>
</tr>
</tbody>
</table>

The status of academic warning applies to any student whose quality point average for a semester is below 2.0. The status of academic probation applies to any student whose quality point average falls below the minimum standards for regular standing (presented in above chart). A student will be placed on academic suspension if their cumulative quality point average falls below the minimum required for regular standing for two consecutive semesters.

Scheduling Courses

For Incoming Freshmen

Courses for all incoming freshman students are scheduled by Academic and Career Services personnel based on the student’s Schedule Planning Form. Students will get their schedules at SOAR and can make changes to them using drop/add forms as follows:

- **Add Period** - Prior to the completion of the sixth day of classes for the semester, schedule conflicts should be resolved and courses added.
- **During First Three Weeks** - Courses dropped during the first three weeks do not become a part of the student’s permanent record.
- **After Completion of Three Weeks/Before Expiration of Ten Weeks** - The grade of “W” will be assigned for all courses dropped during this period. A student may change from credit to audit during this period.
- **After Ten Weeks until the End of the Semester** - A student may not withdraw from a course or change from credit to audit during this period.

The drop/add form must be signed by the student’s advisor, and the course professor’s signature is required to add a closed course or to drop a course after the add period. Course enrollments can be found at http://iconline.lynchburg.edu/classenrollments.html.

For Returning Students

Lynchburg College has a unique and superior advance registration system that allows students to advance register in the spring for both the following fall and spring semesters. A computer program considers course preferences, entered online by students, with a usual success rate that registers students for more than 90 percent of the requested courses. Following the online registration some students will need to consult with advisors and process course drop/add forms to complete their registration.

Out-of-Residence Studies

Completion of permission forms (available from the Office of the Registrar) for coursework completed at another institution is required in advance for out-of-residence studies, approval for which must be obtained from the dean of the School offering similar courses at LC. Credit will not be given for courses with a grade below C (not C-). Out-of-Residence coursework is applied to the academic record without grades and does not affect academic probation.

Upon completion of courses taken out-of-residence, the student must have the official transcript sent directly to the Registrar’s Office at Lynchburg College. A minimum of forty-eight hours of all work applying toward a degree must be completed at Lynchburg College. Fifty percent of all major or minor hours must be completed at Lynchburg College.
Courses offered during the same term at Lynchburg College are not approved for out-of-residence study.

Verification of Enrollment
Verification letters are available to students upon written request. These forms, which verify enrollment for employment, insurance, etc., are processed weekly. Contact the Office of the Registrar, 434.544.8218, for information.

Academic Record Transcript Service
Unofficial transcripts, called academic summaries, are available to students online through Students Online at myLC.lynchburg.edu. Official academic record transcripts are available to students upon written request. Although transcripts are frequently processed within two to three days, at least five working days should be allowed for processing. A $3 fee is charged for each transcript. Transcripts and diplomas may be withheld when students have unfulfilled obligations to the College.

Students who achieve a semester QPA of 3.50 or higher are designated as Dean’s List and those with a 3.00-3.49 are designated as Honorable Mention on their transcripts.

Nondiscrimination Policy
Lynchburg College does not discriminate on the basis of race, religion, disability, gender, sexual orientation, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic, and other school-administered programs.

Student Records: Practices, Rights, and Privacy
Lynchburg College annually informs students about the Family Educational Rights and Privacy Act of 1974 (FERPA). This act, with which the institution complies fully, was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings. Students also have the right to file complaints with The Family Policy Compliance Office, U.S. Department of Education, concerning alleged failures by the institution to comply with the Act.

Information contained in student records is maintained primarily for educational purposes and is for the use of faculty and staff within the College who have legitimate need for information. Information is not released outside the College without the written request or consent of the student, except as noted below and as may be required by law. The physical examination and health history record and other pertinent medical information submitted directly to Student Health Services and maintained there are not available to any non-medical personnel.

Directory information may be released without consent to those who have a reasonable and legitimate need for the information. Directory information is defined at Lynchburg College as name, campus or off-campus residence status, email, and permanent addresses; telephone numbers; names and addresses of parents and guardians; dates of attendance; full-time or part-time status; student classification; institutions previously attended; degrees and major fields of study; awards and honors; anticipated graduation dates; past and present participation in officially recognized sports and activities; physical description; gender; photographic or videotaped image; and date and place of birth. Students who wish to prevent disclosure of directory information to persons outside the College may do so by completing the proper form at the Office of the Registrar.

Those needing additional information or wishing to complete forms to exercise any options outlined above, may contact the Office of the Registrar concerning academic records or the Office of the Dean of Students concerning other educational records.

Veteran’s Benefits
New students eligible for VA benefits and continuing students with changes in VA benefits must contact the veterans’ affairs coordinator in the Office of the Registrar at 434.544.8218.

Contact: Office of the Registrar
Fourth floor, Hall Campus Center
434.544.8218
registrar@lynchburg.edu
First-Year Programs
Lynchburg College sponsors a comprehensive program to support all new students. While academics are the primary focus, First-Year Programs provide opportunities for students to develop socially, physically, emotionally, and spiritually. Staff members also work with parents, assisting them in addressing issues and concerns they may have about their student’s success.

Freshmen
Freshmen will participate in the First-Year Engagement (FYE) program, a comprehensive and coordinated series of programs to help new students build meaningful relationships on campus and equip them with skills for success in college. FYE programs are included in a student’s Connection Group and Residence Hall. Each commuter student will be adopted by a residence hall and invited to participate fully in FYE.

Each freshman is assigned to a Connection Group led by a Connection Leader, an upper class student selected and trained to work with new students. All students in a Connection Group share one or two freshman advisors to help them with course selection, major exploration, and adjusting to college. The relationship among new freshmen, their advisors, and their Connection Leaders begins at SOAR, develops through Hornet Days, and continues into the Freshman Success Seminar (GS 100) or Westover Honors Freshman Seminar (HONR 100).

The Connections Program at LC has received national recognition for excellence in freshman advising, and Connection staff members have been invited to give presentations at national conferences.

Contact: First-Year Programs
Second floor, Hall Campus Center
434.544.8339
orientation@lynchburg.edu

Student Orientation and Registration (SOAR)
This two-day event for incoming students allows them to meet their academic advisors, Connection Leaders, and fellow students. Students will review their class schedule, make changes as needed, and get a taste of college life during their overnight stay.

To learn more about SOAR, visit the webpage at www.lynchburg.edu/soar.

Hornet Days
Hornet Days serve the Lynchburg College community by building on the positive experiences of SOAR and engaging all entering students in activities designed to reflect the values of LC, namely scholarship, leadership, and community. Emphases are the development of class identity, expectations for living and learning in a diverse community, the role of service, support for the academic mission of the institution, and the importance of wellness in student life. Starting before classes begin, Hornet Days are filled with special events and information sessions. All new full-time students are required to attend scheduled events. For more information, contact the Office of First-Year Programs at 434.544.8339.

Hornet Days allow students to:
- re-establish contact with Connections Group and Connection Leader;
- understand LC standards of behavior and policies;
- meet with advisor to review class schedule and discuss the common reading;
- meet with resident assistants and other students in residence halls;
- participate in a program addressing health, wellness, and safety issues for college students;
- learn about the LC community and resources available; and
- prepare for a community service project.

Freshman Success Seminar (GS 100)
The Freshman Success Seminar is an elective, one-credit-hour course that uses theory and direct student experience to address decision-making, goal setting, academic success strategies, policies and procedures, healthy choices, and adjustments to college life.

Connection Leaders facilitate the weekly seminars, which are part of each new freshman’s schedule.

To learn more about First-Year Programs, the Connection Leaders, and the Freshman Success Seminar, visit the website at www.lynchburg.edu/first-year-programs.

Programs for First Generation Students
LC is proud that within its freshman class, approximately 35 percent of students are first generation college students—the first in their families to go to college. To support the success of these students in particular, we offer a range of programs and services, including:
- **Summer Transition Program (STP):** Designed to provide a jump start to college life, this week-long program occurs right before classes begin in late August. Programs include time management, study strategies for college success, leadership development, personal assessments for major and career planning, and opportunities for fun. The student does not incur any additional cost for attending. For more information about enrolling in the STP program, email or telephone the contacts posted below.

- **Checkmates:** This is a peer mentoring program in the fall semester where students who participate in STP are paired with an upperclassman mentor, who checks in around every ten days with first-year students and helps them with any questions or concerns they have.

- **Expand Your Horizons (EYH):** This spring semester program includes enrollment in a learning community that combines study strategies and career development, as well as mentoring by faculty and staff members (who are first generation themselves) and upperclass peers.
**Transition Coaching:** The Office of Multicultural Services staff provides individual academic coaching support and encouragement to students who would like additional structure during their time at LC. In these weekly sessions, the staff member and student focus on strategies for academic success, personal growth, campus involvement, and mental and physical well-being.

**And for parents of first generation students,** a special breakfast is offered the second day of SOAR to meet staff and talk about resources available for first generation families at LC.

For additional information, email OMS@lynchburg.edu or call 434.544.8330.

**Transfer and Access Students**

Lynchburg College offers an inclusive program to help support and guide all transfer and Access students (age 25 and older). The program includes opportunities to have a successful transition to the school academically and socially through the SOAR Program and Hornet Days. The combination of these two programs, in addition to the Links Program, blends academics, social opportunities, and campus policies — tools that help ease the transition to college. Every incoming transfer student is assigned a Link Leader, an upperclass peer mentor, and an academic advisor in his/her area of interest.

**Transfer Student Orientation and Registration (SOAR)**

Transfer SOAR provides new transfer students with the opportunity to meet with their academic advisors and Link Leaders, who are trained to work closely with the student’s academic advisor and to help the student get connected to the campus community. Students will receive their confirmed class schedule, meet current LC students, and get acquainted with the campus and facilities. To learn more, visit the webpage at: www.lynchburg.edu/new-students/transfer-checklist.

**Contact:**

First-Year Programs  
Second floor, Hall Campus Center  
434.544.8339  
orientation@lynchburg.edu

**Hornet Days**

Hornet Days start before classes begin and are designed to help the student 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 programs while transfer students are required to participate.
Study Abroad
A world of opportunities awaits students with a desire to explore and engage in international experiences. Students may choose from a variety of programs, including, but not limited to: Lynchburg College courses taught abroad by our own faculty, university exchange programs, and direct enrollment at an approved institution abroad; internships, service learning, and work abroad opportunities are also available.

Finances
Financial aid, scholarships, and grants are available for financing your study abroad experience. The Experiential Learning Grant (ELG) pays for 50% of tuition for courses taught in faculty-led study abroad programs, which occur during the January-term or summer school.

Benefits
Study / intern / work abroad experiences enhance student’s competitiveness in the job market by enhancing their global competencies (knowledge, skills, and attitudes). Although foreign language skills are not required to study abroad, some study abroad programs are designed to facilitate foreign language immersion and acquisition. Students who have studied abroad have continuously described their international experiences as life-changing and the highlight of their college experience. In an increasingly global and interdependent world, student cannot afford NOT to study abroad. We believe that every student should, and can, study abroad.

Contact: Center for Global Education
Hopwood Hall, Offices 17 and 18
global@lynchburg.edu

Multicultural Services
Office of Multicultural Services (OMS)
The Office of Multicultural Services (OMS) offers educational programs and support services for and on behalf of multicultural and first-generation college students. It seeks to create an environment that embraces individual differences, sustains inclusion, and cultivates a supportive and friendly environment free of bias and welcoming to all persons regardless of race, ethnicity, nationality, religion, socioeconomic status, gender identity, sexual orientation, abilities, or age.

Student Organizations
Each student group served by OMS has a society which serves as its voice on campus and hosts social and educational functions to promote multicultural values and understanding. OMS staff advise and support these groups, but the groups are student-run and provide opportunities to address student issues. The groups include the Black Student Association, the Gay-Straight Alliance, Hispanic Society, Inclusive Alliance, International Society, and Love 146.

Summer Transition Program
The OMS coordinates the Summer Transition Program (STP), an early arrival program held one week before the beginning of classes in August. It serves as a supplemental orientation program designed for ethnic minority students, first-generation college students, and others wanting to familiarize themselves with campus facilities and resources. STP helps to ease students’ transition from high school to college and provides interaction with new and returning students, participation in workshops and seminars, leadership training, team building exercises, and opportunities for campus involvement.

Contact: Office of Multicultural Services
Drysdale Student Center
434.544.8330
OMS@lynchburg.edu

Transfer, Access, and Commuter Student Success
The Office of First-Year Programs, located in Academic and Career Services, second floor, Hall Campus Center, offers educational programs and support services to transfer students, commuter students, and Access students (age 25 and older).
Packing for LC: What to Bring and What Not to Bring

Don’t forget:
- Linens (extra long twin sheets, blankets, towels, etc.)
- Telephone
- Mini-fridge
- Toiletries
- Alarm clock
- Laundry supplies

Leave at Home:
- Candles
- Incense
- Halogen lamps
- Microwave
- Toaster oven
- Hot plate
- Loft kits
- Space heater
- Alcohol
- Firearms (including BB, Airsoft, and paintball guns), knives, and other weapons
- Fireworks
- Pets (except fish)
- Anything that has an open flame
- Multicolored lampshades and lights

Things you might want to bring:
Many students check with roommates when deciding what to bring to the room, thus avoiding unnecessary duplicate items.
- Eating and drinking utensils
- Dictionary and thesaurus
- Desk lamp (except for halogen lights)
- Hand-held vacuum/floor sweeper
- Radio/stereo
- TV/VCR/DVD
- Iron and ironing board
- Curtains
- Drying rack
- Plants
- Shower tote and shoes
- Wall decorations
- Key chain
- Bicycle
- Computer
- Hot pot
- Coffeemaker
- Extension cords

Transfer Student Support
Each year, approximately 100 transfer students come to Lynchburg College from community colleges and other four-year institutions throughout the country. The Office of First-Year Programs works to plan Transfer SOAR, the transfer student orientation, along with other social and academic programs throughout the year to assist transfer students with their success at Lynchburg College.

Access and Commuter Student Services
A commuter student lounge, located on the terrace level of the Bullard House (townhouse) is open to all Access and commuter students for study and relaxation. Amenities include:
- Coin-operated storage lockers
- Full-service kitchen with sink, refrigerator, and microwaves
- Fully-networked computers and printer
- Cable television with VCR/DVD
- Telephone (local service only)
- Message board
- Study desks

Commuter students also receive a monthly newsletter with campus news, current events, and helpful information. The Commuter Student Association, the student organization comprising commuter and Access students, plans programs for non-residential students.

Contact:
- First-Year Programs
  Second floor, Hall Campus Center
  434.544.8339
  orientation@lynchburg.edu

Residence Life: Your On-Campus Home
On-Campus Living Requirement
Lynchburg College places great value in on-campus living that exposes students to numerous out-of-class learning opportunities. Off-campus living is a privilege earned by upperclassmen through progression toward degree completion. For complete details about residential requirements, see The Hornet student handbook.

Single, full-time freshman, sophomore, and junior students other than those living at home with parents and students age 23 and older are required to live in College housing (i.e., residence halls, apartment-style campus housing such as Peaksview Hall, Reynolds and Crews Courts, townhouses, and College-owned houses). Students who have completed eighty-five or more credit hours (either at Lynchburg College or another accredited institution) prior to the fall semester are eligible to live off campus during the next academic year, as are undergraduates continuing as second-degree students, non-degree-seeking graduate students continuing their studies immediately after baccalaureate degree completion, and students age 23 or older. Prior to making commitments, students eligible to reside off campus must apply for and receive authorization to live off campus from the Office of Residence Life by the date specified each year. (Please note: Approved off-campus living is limited to areas zoned as multi-family dwellings; i.e. apartment complexes.)

Similarly, students living on campus who wish to change their residential status to commuting students must complete the appropriate form available through the Office of Residence Life.

Contact:
- Office of Residence Life
  115 Hundley Hall
  434.544.8320
Room Dimensions
Features described in this chart are found in a typical room. Some rooms vary from these general descriptions.

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Room Dimensions (LxWxH)</th>
<th>Closet Dimensions (LxWxH)</th>
<th>Window Size (LxWxH)</th>
<th>Number of Outlets</th>
<th>A/C</th>
<th>Twin Mattress Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freer</td>
<td>14' x 12' x 8'</td>
<td>3'3&quot; x 2' x 6'</td>
<td>3'11&quot; x 5'1&quot;</td>
<td>5</td>
<td>yes</td>
<td>80&quot;</td>
</tr>
<tr>
<td>Shackelford</td>
<td>14' x 12' x 8'</td>
<td>3'3&quot; x 2' x 6'</td>
<td>3'11&quot; x 5'1&quot;</td>
<td>4</td>
<td>yes</td>
<td>80&quot;</td>
</tr>
<tr>
<td>Montgomery</td>
<td>15'9&quot; x 12' x 7'10&quot;</td>
<td>3'3&quot; x 2' x 6'</td>
<td>4' x 5'8&quot;</td>
<td>3</td>
<td>central</td>
<td>80&quot;</td>
</tr>
<tr>
<td>Tate</td>
<td>16' x 11'9&quot; x 9'</td>
<td>3'10&quot; x 2' x 6'8&quot;</td>
<td>3'8&quot; x 5'2&quot;</td>
<td>4</td>
<td>yes</td>
<td>80&quot;</td>
</tr>
</tbody>
</table>

Damage Policy
Regular student fees cover normal wear and tear repair costs. Students may incur additional costs, however, for damages caused by accident, horseplay, or misuse of facilities. A student should report to a residence life staff member any accidental damage he/she has caused within 24 hours of the damage incident. The individual is held accountable for the cost of the needed repair(s), and multiple or repeated incidents of damages may result in disciplinary sanctions.

When damage occurs but no one takes responsibility, an investigation is conducted to identify the responsible individual(s), who are held responsible for replacement costs and fines. Other sanctions may be imposed. If responsible individual(s) are not identified, the residents of the wing, floor, or building may be assessed common area damage charges. Appeal of common area or other damage charges must be submitted in writing to the Office of Residence Life within thirty days of the billing date.

Residence Hall Closings
All residence halls are closed for Fall Break, Thanksgiving, winter break, and spring break vacations, and students must vacate the premises during these periods. They may not return until the designated re-opening dates (listed in The Hornet student handbook and posted in residence halls). Students must also vacate their residence hall room within 24 hours of completing their last exam; the only exceptions are end-of-the-spring semester for graduating seniors.

Room Assignments
All new students (except those qualified to live off campus) must complete and return the Housing Preference Form by July 11. Students will receive housing assignments via email with a web link for the academic year by July 25, at which time they will also be notified of the dates they can move into the residence halls. Early arrivals are not permitted.

Returning students apply for housing in roommate pairs or groups for Jewish, Muslim, and Buddhist organizations on campus representing a variety of Christian traditions as well as groups for Jewish, Muslim, and Buddhist students, the campus faith culture stresses finding your own

Room Changes and Consolidation
Unless the Office of Residence Life authorizes a room change, all room assignments are final.

To utilize residential space effectively and in a fair, consistent manner, the College conducts a Room Consolidation Process to utilize rooms that are not currently occupied. This process does not apply to seniors, the spring semester for graduating seniors.

Residents should be active in the consolidation process by helping to identify a suitable roommate. Through active participation, students increase the likelihood of satisfaction with their new roommate assignment. Students who do not select a roommate will be given a new one through administrative assignment.

Due tostudent requests and health demands, all residence halls are smoke-free facilities. All common areas within the residence halls are designated as smoke-free; therefore, smoking cannot occur within any part of these facilities or within 50 feet of the buildings, including exterior steps and entrances.

Room Furnishings
Campus furniture cannot be removed from residence hall rooms. College beds are suitable for bunking. College-furnished loft kits (no others accepted) are free and available on a first-come, first-served basis during fall semester check-in.

All traditional on-campus rooms are provided with the following:
- Extra long twin bed (2) (Extra long twin-size sheets are preferred)
- Closet with overhead storage (2)
- Dresser (2)
- Desk with chair (2)
- Internet connection
- Window mini-blinds
- Carpet (except Hundley Hall)

Special Housing Needs
Although single rooms are not usually available, students with medical conditions may warrant special consideration. Students wishing to pursue special accommodations (medical single room, etc.), should contact Julia Timmons, Disability Services Coordinator, directly at timmons.j@lynchburg.edu.

Spiritual Life
Going to college is about academics but it is also about being a well-rounded — in mind, body, and spirit. While Lynchburg College was founded by and remains affiliated with the Christian Church (Disciples of Christ), Spiritual Life at LC is as diverse as our students. With fourteen Spiritual Life Organizations on campus representing a variety of Christian traditions as well as groups for Jewish, Muslim, and Buddhist students, the campus faith culture stresses finding your own
journey and living out your faith with integrity. Interfaith di-
alogue is important in solidifying and investigating your own
faith or non-faith. Chaplains are available for individual past-
toral care and provide assistance with deaths in the family,
ilinesses, and crisis situations. A team of Ministers-on-Call is
available at any time to accompany students for emergency
medical treatment or offer assistance during crisis situations.
Protestant Worship, Catholic Mass, and Quaker Meeting occur
each week on campus, and the Spiritual Life website lists local
churches that will provide rides to students who wish to find
an off-campus community.

Office of Student Activities
Students become involved in campus organizations and events
through the Office of Student Activities, located on the
first floor, Drysdale Student Center, 434.544.8254, www.lynch-
burg.edu/office-student-activities. Full-time students pay
an activity fee, which is divided among programming areas
and allocated to student organizations. Leadership training is
offered through participation in regional and national con-
ferences and the annual Anderson Leadership Conference
held on campus. The Student Activities Office works with
students in more than 80 clubs and organizations and in six
major areas:

Student Government Association (SGA)
The SGA serves as the official voice of the student body to
the Lynchburg College administration. Its three branches
— executive, legislative, and judicial — are active in making
recommendations to the administration on College policies
and programs. The organization sponsors numerous events
including open forums, late night breakfast, College Ring
Ceremony, and Senior Week.

Student Activities Board (SAB)
This volunteer, student-run board creates, plans, and presents
a variety of activities such as magicians, hypnotists, novelty acts, coffeehouse performers, and concerts. Featured artists have included Eli Young Band, Lorraine Warren, Jake Owen, Heidi Newfield, and Kenan Thompson. SAB members are dedicated to bringing quality, fun, and unique activities to campus. Volunteers gain leadership and programming skills by serving on one of several committees: LC Expanded, Mainstage, One Night Stand, and Traditions.

Fraternity/Sorority Life
Established at the College in 1992, Greek life provides lead-
ership and social opportunities for all students. Eleven nation-
ally recognized Greek-letter organizations are represented:
four fraternities, four sororities, and three historically black
Greek-letter organizations. Membership represents 13 percent
of the student population. Under the governance of the Inter-
fraternity (IFC), Panhellenic (PC), and Pan-Hellenic (PHC)
Councils, Greeks participate in annual activities such as Greek Week, Special Olympics, Turkey Bowl, Relay for Life, Home-
coming Week, and Fraternity/Sorority Excellence awards.

Panhellenic Council Sororities:
Alpha Chi Omega - ΑΧΩ, Alpha Sigma Alpha - ΑΣΑ,
Kappa Delta - ΚΔ, and Sigma Sigma Sigma - ΣΣΣ

Interfraternity Council Fraternities:
Phi Delta Theta - ΦΔΘ, Phi Kappa Tau - ΦΚΤ,
Sigma Nu - ΣΝ, and Sigma Phi Epsilon - ΣΦΕ

Pan-Hellenic Council Greek Organizations:
Alpha Phi Alpha - ΑΦΑ, Delta Sigma Theta - ΔΣΘ,
Alpha Kappa Alpha - ΑΚΑ

Intramural and Club Sports
The Intramural and Club Sports program encourages students,
faculty, and staff to participate in organized recreational
sports and activities. Students have the opportunity to partic-
icipate in individual sports such as PlayStation tournaments and
tennis and team sports such as basketball and flag football.

Fall intramural leagues include flag football, soccer, tennis, sand volleyball, 3-on-3 basketball, and the NCAA Football PlayStation tournament. The Turkey Bowl, a two-
day flag football tournament, also occurs in the fall, roughly
around the Thanksgiving break.

Spring intramural leagues include dodgeball, volleyball, floor hockey, 5-on-5 basketball, ultimate Frisbee, disc golf, the Madden Football PlayStation tournament, and the Texas Hold’em tournament.

Students interested in taking their commitment to the next level have the opportunity to participate in or start a club sport.

Club sports currently offered at the College include men’s basketball, fishing, men’s and women’s lacrosse, and men’s and women’s soccer. Group fitness classes are also offered on campus. Yoga and Kickboxing are offered during the fall and spring semester.

Outdoor Leadership Program
The program develops leadership skills and supports community and personal growth through experiential learning. Development is achieved through the utilization of ropes courses, indoor/outdoor workshops, and adventure pro-
gramming (ranging from one to six days in length) including rock climbing, caving, backpacking, hiking, whitewater rafting, paddling, and tree climbing.

Lynchburg Late Nites and Weekend Programming
Events sponsored by various campus organizations are often available Thursday, Friday, and Saturday nights on campus. These events are open and free to all LC students. Additionally, weekend trips to off-campus locations such as concerts, movies, and outdoor adventures, are offered throughout the year and are free or offered at a minimal cost to students.

Check out the website at www.lynchburg.edu/officer-
student-activities or visit the Office of Student Activities for more information on ways to become involved!

Transportation in/around Lynchburg
Persons needing transportation to and from Lynchburg or just around town have a variety of resources at their disposal:

Air Lynchburg Regional Airport (Served by US Airways Express and shuttle services of Shuttle America and Air Midwest)

Rail AMTRAK (825 Kemper Street, 434.847.8247 or 800.872.7245)

Ground Airport Limo Service (For transportation to and from Lynchburg Regional Airport, 434.239.1777 or 800.227.7930)
Greyhound Bus Lines (825 Kemper Street, local terminal 434.866.6614 or reservations 800.231.2222)
GLTC (Greater Lynchburg Transit Company, 1301 Kemper Street, 434.847.7771)
For Students and Parents

**Business Office**

**Tuition Payment Plans 2014-15**

**Semester Payment Plan**
The College bills tuition on a semester basis. The fall semester is billed on July 1 and payable in full on August 1. The spring semester is billed on December 1 and payable in full on January 2. Payment on a semester basis is the standard option.

**College’s Monthly Plan**
In addition, the College offers the option of making monthly payments by safe and convenient automatic bank draft. No large down payment is required, because the amount due to the College for the semester is payable in six equal monthly installments. The College does not charge interest or additional fees for use of the automatic bank draft. The student will need to mail the first payment to the College by July 20, along with the bank draft authorization form (included with the July 1 billing) and a blank check marked “VOID.” Subsequent payments will be deducted from the bank account on the twentieth day of each month.

**Annual Payment Option**
The College also offers a single payment option for both semester of the academic year, for which the College provides a discount for pre-paying second semester. Both semesters must be paid by August 1. The discount is 1 percent of the net tuition, room, and board (after deducting financial aid and loans) for the second semester. Payment for both semesters must be received no later than August 1. If this option is selected, payor should consult with his/her tax preparer to determine the impact on the federal income tax credit for educational expenses.

**Four-Year Prepayment Plan**
Lynchburg College also offers parents of its incoming freshmen the opportunity to prepay all four years of their student’s education at the College. The four-year prepayment plan is offered for the convenience of parents, and it guarantees that the cost will not exceed the amount paid for four years of continuous enrollment. To participate, parents/guardians must pay the College an amount equal to eight times the current semester tuition, room, and board. For the 2014-15 year, this amount would be $168,520 for resident students (160 meal plan and residence hall, double room) and $194,400 for non-resident students.

**Billing System**
A statement will be mailed each month if an outstanding balance exists. Miscellaneous charges such as art supplies and health services, billed during the year, are payable upon receipt of the monthly statement, which will include these charges. The College considers the charges for tuition, room, board, and other expenses to be joint obligations of parents/guardians and students.

**Dates**

<table>
<thead>
<tr>
<th></th>
<th>Billing Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>July 1</td>
<td>August 1</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>December 1</td>
<td>January 2</td>
</tr>
</tbody>
</table>

*A late fee of $75 will be assessed for accounts established after the due date.*

**Finance Charges**
Failure to satisfy obligations to the College when due will result in finance charges of 1.5 percent per month (or an annual rate of 18 percent). Completion of the financial aid process in a timely manner is the responsibility of students and their parents/guardians; therefore, finance charges will be assessed on all accounts, even if the balance is due to financial aid or loan payments arriving late. Grade transcripts, re-enrollment, and diplomas may also be withheld for past due accounts.

**Overload Fee**
Full-time, traditional-age (younger than age 25) undergraduates are charged a comprehensive tuition fee that allows the student to take twelve- to eighteen-credit hours per semester. Students taking more than eighteen hours in a semester are charged an overload fee of $460 per semester hour over the eighteen hours. Overload fees are determined on the basis of enrollment at the end of the first three weeks of each semester.

**Deposits and Refunds**

1. **Reservation and Contingency Deposit**
All newly accepted full-time students must confirm their intention to enroll by making a $300 deposit, which serves as a reservation and contingency deposit for the duration of enrollment at Lynchburg College; therefore, **this deposit may not be used for any other purpose**. Students enrolled for the fall semester who elect not to continue enrollment for the spring semester must notify the Business Office in writing on or before the last day of the fall semester examination period to receive the deposit refund.

2. **Room Deposit**
All newly accepted students living in College housing must reserve their rooms with a $200 room deposit to be applied to the room charges for the fall.

3. **Enrollment Deposit**
To serve returning students adequately, the College must know by spring each year how many students will return in the fall. Therefore, each resident student must pay a $600 enrollment deposit, and each non-resident student must pay a $200 enrollment deposit by February 28. The deposit is applied to tuition, room, and board charges for the fall and must be paid each year that a student plans to enroll. Currently-enrolled students who cannot return in the fall must notify the Business Office in writing prior to June 1 to receive a deposit refund.
FOR STUDENTS AND PARENTS

Miscellaneous Charges

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Supplies</td>
<td>25 - 165.00</td>
</tr>
<tr>
<td>Check Cashing Fee at Business Office</td>
<td>2.00</td>
</tr>
<tr>
<td>Check Cashing Fee at Campus Store</td>
<td>No Charge</td>
</tr>
<tr>
<td>Comprehensive Technology Fee per Semester</td>
<td>300.00</td>
</tr>
<tr>
<td>Damages–Residence Halls</td>
<td>*</td>
</tr>
<tr>
<td>General Technology Fee per Semester</td>
<td>60.00</td>
</tr>
<tr>
<td>Health Services</td>
<td>*</td>
</tr>
<tr>
<td>Horseback Riding per semester</td>
<td>1,475.00</td>
</tr>
<tr>
<td>ID Card Replacement</td>
<td>15.00</td>
</tr>
<tr>
<td>Late Course Change</td>
<td>5.00</td>
</tr>
<tr>
<td>Library Fines per Day</td>
<td></td>
</tr>
<tr>
<td>- Overdue Book</td>
<td>.25</td>
</tr>
<tr>
<td>- Overdue Video Cassette/Compact Disc</td>
<td>.50</td>
</tr>
<tr>
<td>Overload Fee per Semester Hour</td>
<td>460.00</td>
</tr>
<tr>
<td>Private Music – Half Hour</td>
<td>280.00</td>
</tr>
<tr>
<td>Private Music – Hour</td>
<td>560.00</td>
</tr>
<tr>
<td>Processing Fee per Semester for</td>
<td></td>
</tr>
<tr>
<td>- Monthly Payment Plan</td>
<td>75.00</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>30.00</td>
</tr>
<tr>
<td>Single Room Surcharge for a Double Room</td>
<td></td>
</tr>
<tr>
<td>- per Semester, if available</td>
<td></td>
</tr>
<tr>
<td>- Residence Halls</td>
<td>500.00</td>
</tr>
<tr>
<td>- Court Apartments and Houses</td>
<td>500.00</td>
</tr>
<tr>
<td>Student Activities Fee per Semester</td>
<td>92.50</td>
</tr>
<tr>
<td>Transcript</td>
<td>3.00</td>
</tr>
<tr>
<td>Special Permission Parking Privileges</td>
<td></td>
</tr>
<tr>
<td>- per Semester</td>
<td>250.00</td>
</tr>
</tbody>
</table>

All charges are subject to change without prior notice. * Varies depending on individual situations.

Refund Schedule

<table>
<thead>
<tr>
<th>Ending Dates</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Refund Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9/03/14</td>
<td>1/30/15</td>
<td>90%</td>
</tr>
<tr>
<td>Weeks 1-2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weeks 3-4</td>
<td>9/17/14</td>
<td>2/13/15</td>
<td>50%</td>
</tr>
<tr>
<td>Weeks 5-8</td>
<td>10/15/14</td>
<td>3/20/15</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For a medical withdrawal in which the student is physically disabled for the remainder of the semester (as certified by a legally qualified physician or surgeon), the total fees for the semester are prorated and the unused portion is refunded. Federal regulations governing Title IV financial aid programs require that the financial aid office determine the amount of the credit that must be paid back to the financial aid program if the student received aid for educational expenses. Therefore, some or all of a student’s credit may be allocated to financial aid program and credited to the student.

NOTE TO RESPONSIBLE PARTY: Be sure to deduct the room deposit (for new students) or the enrollment deposit (for returning students) from the first payment.

Withdrawals and Tuition Refunds

Students are enrolled in Lynchburg College for the full academic session. However, their tuition will be billed on a semester basis. Therefore, if a student withdraws or is separated from the College for any reason prior to the beginning of a semester, a full credit will be given for that semester. If a student withdraws or is separated from the College for any reason other than a physical disability once the semester has started, a credit for the comprehensive fee (tuition, room, and board) is given on the following basis: during the first two weeks of the semester, 90 percent of total fees; during the third and fourth weeks of the semester, 50 percent of total fees; and during the fifth through eighth weeks of the semester, 25 percent of total fees. After the eighth week of the semester, there is no credit.

Health Insurance Plan

All students are expected to have health insurance; international students and students who participate in varsity sports must have health insurance.

Calendar of Events Online

Students can learn about campus events and involvement opportunities through flyers and banners posted on campus and event listings in The Hornet student handbook. A calendar of campus events is also available on the College website located at www.lynchburg.edu or through the Office of Student Activities website at www.lynchburg.edu/office-student-activities.

Programs and Policies for Parents

Parental Involvement

The Lynchburg College Parents Association, under the leadership of a representative Parents Council, develops and strengthens the relationship between the College and parents. The Council serves as a volunteer advisory board to the administration, and when asked, assists the College in such areas as admitted student open houses, parent orientation sessions and receptions, and career information and internship opportunities for students. All Parents Council members also solicit gifts from and encourage financial support by parents to the Parents (Annual) Fund. Programs sponsored by the Parents Association include Parents and Family Weekend, prospective student open houses, and special parent gatherings.
The Parents Programs coordinator in the Office of Advancement works with the Council. Information of special interest to parents is available at www.lynnchburg.edu/parents-program.

The Office of College Communications and Marketing publishes the Lynchburg College Magazine, sent to parents of current students.

Contact: Office of Parents Programs
Second Floor, Hall Campus Center
434.544.8660

The LC Experience: Students, Parents, and College Communication

In its mission, Lynchburg College is committed to helping students develop the requisite knowledge and skills for success in their private lives, the public world of work, and their roles as citizens in a complex and changing world. We also believe that certain personal characteristics are necessary for success in life. These include responsibility, initiative, good decision making, strong interpersonal communication skills, and integrity. At Lynchburg College, the importance of these characteristics is addressed in the classroom, through co-curricular activities, and is explicit in the Honor Code.

We find that students can best learn these principles by applying them in a supportive collegiate environment. Faculty, academic advisors, and administrative staff make every effort to present academic and co-curricular information and standards to students and refer them to appropriate enrichment opportunities and support services. Students themselves are responsible for selection of a major and courses, for meeting standards required by academic and co-curricular programs of the College, and for taking the initiative to utilize the many resources available to them. Students are also responsible for communication with their parents, especially about important matters such as academic performance and progress toward graduation.

To encourage a positive student-parent relationship, the College emphasizes to students the importance of providing parents (or legal guardians) with information about their academic and co-curricular progress. For academic progress, the College makes information available to students via Students Online (including grades), and students are encouraged to share information about their academic progress with their parents. Additionally, the College publishes dates (on the College’s web site) when grades are posted each semester. Guidelines for notification of parents of dependent undergraduates about student disciplinary matters are detailed in the student handbook, The Hornet, under the Parental Notification Policy.

When parents telephone or email College personnel with questions related to students’ academic or co-curricular activities, they receive general information about College standards, regulations, and available services. College personnel will not provide information about student progress and/or activities in specific courses or co-curricular areas, but will encourage students to speak openly and candidly with parents about their progress. It is the student’s responsibility to contact College personnel about needs and concerns. College personnel who are asked by parents to intervene in a student’s academic and/or co-curricular activities will involve the student directly. College representatives will inform the students of the procedure that must be taken to initiate the requested intervention independently. In this way, the students can take responsibility for their college experience.

To facilitate effective communication:

Students are expected to:

• stay informed of policies, procedures, upcoming deadlines, and events regarding academic and co-curricular activities and share relevant information with their parents;
• communicate important information (such as grades, progress toward graduation, etc.) directly to parents in an accurate and timely manner;
• communicate with College personnel in a timely manner regarding academic or co-curricular concerns and assistance requests;
• give careful consideration to the information provided by College personnel and to make decisions using that information;
• read and respond, as appropriate and in a timely manner, to all forms of communication from the College and its personnel, including email, voice mail, printed letters distributed through campus mail, etc.; and
• utilize all available resources provided by the College for student success.

The College’s representatives are expected to:

• provide students with detailed information about policies, procedures, upcoming dates/deadlines, and events regarding academic and co-curricular activities;
• respond in a timely manner and in accordance with relevant policies and procedures to students’ reasonable requests for academic and co-curricular information and assistance;
• encourage students to provide parents with accurate information regarding grade and academic and co-curricular progress; and
• continue to provide services and resources that support student success.

Parents are expected to:

• encourage students to stay informed about policies, procedures, upcoming deadlines, and events regarding academic and co-curricular activities;
• listen to student concerns and encourage their student to contact appropriate College personnel in a timely manner to address academic and co-curricular concerns and to request assistance;
• encourage students to read and respond, as appropriate and in a timely manner, to all forms of communication from the College and its personnel, including email, voice messages, printed letters distributed via campus mail, etc.;
• encourage students to take advantage of all of the services and resources provided for their success; and
• support students by expecting them to accept responsibility for their actions and progress.
FOR STUDENTS AND PARENTS

In Case of Emergency

Notifying Professors of Absence
Students who must be absent from class due to personal or family emergencies should contact their professors as soon as possible. In the event of illness or family emergencies, the student should contact Spiritual Life so notices can be sent to the appropriate persons on campus. While these notices do not excuse absences, professors and other administrators are at least informed about the reason for the student’s absence and the time period involved.

Contacting the Student
Family members who need to make emergency contact with their student may call the Campus Information Desk at 434.544.8100 at any time. To supplement on-call systems implemented by Campus Safety and Security and by the Office of Residence Life, the College maintains a dean-on-call system during the fall and spring semesters when weekday office hours have ended. (The dean-on-call system is not active during Thanksgiving, winter, and summer breaks.) The dean-on-call has access to a minister-on-call and a counselor-on-call. This system may be accessed by contacting the College Information Desk.

International, National, or Campus Crisis Plans
Lynchburg College has developed a comprehensive crisis management plan and has a specially trained Crisis Management Team (CMT) in place to handle major crisis situations. In the event of an emergency, announcements are made through the College website, email system, and campus emergency/weather hotline 434.544.7669. The LC campus is equipped with a Campus Emergency Alert System (CEAS), which uses a series of alert tones and voice prompts to notify the entire campus in the event of weather related issues and/or campus emergencies (intruders, fires, etc.). Students are instructed about procedures to follow when the CEAS is activated.

IMPORTANT: Emergency Contact information is collected from all students, faculty, and staff through our online system. It is imperative that each new student provide this information and keep it updated so a family member can be located in the event of an emergency. Students are also asked to select a travel partner in case a national emergency or crisis forces the closure of the campus, thus requiring students to travel home on short notice.

In addition to the CEAS, the College also employs additional methods of emergency notification including email and text messaging. All students, faculty, and staff are automatically contacted through the email system, and they may also sign up for the emergency text messaging system at any time by utilizing the sign-up process located on myLC.

Notification Concerning Student Discipline
Provided that an undergraduate student has supplied the College with necessary information about dependency, the parent (or legal guardian) of a dependent undergraduate student is usually contacted by the Office of the Dean of Students concerning disciplinary matters involving the following circumstances:

- probationary status indicating that a subsequent infraction will likely result in suspension or expulsion from the College;
- suspension or expulsion from the College; and/or
- a second or subsequent alcohol-related violation committed by a student under age 21.

Parental notification is intended to involve the larger network of persons concerned about the student, his/her behavior, and his/her handling of sanctions.

A dependent sophomore, junior, or senior student may submit a written request that no parental notification be made, specifying the extenuating circumstances believed to warrant deviation from typical parental notification practices. The requests are evaluated on a case-by-case basis.
Mail Services

Full-time undergraduate students are assigned campus mailboxes located on the second floor of the Drysdale Student Center. Mailbox combinations are provided to students during check-in.

A full-service campus post office is open from 11 a.m. to 3 p.m., Monday through Friday. Package pick-up is available from 11 a.m. to 1 p.m. on Saturdays. Student mail must be addressed with the recipient’s first and last names and campus box number. United Parcel Service (UPS) and Federal Express (FedEx) services are also provided.

Mail addressed to students must include the four-digit campus box number assigned as follows:

Student Name  
Lynchburg College  
Campus Box ___ ___ ___  
1501 Lakeside Drive  
Lynchburg, VA 24501-3113

ATM on Campus

An ATM, provided by the Central Virginia Federal Credit Union (CVFCU), is located on the second floor of the Drysdale Student Center. Students are eligible for membership through a one-time $5 membership fee and $5 minimum deposit. The ATM uses Plus, Cirrus, Exchange, Visa, American Express, and CU24. The daily withdrawal limit is $750. No ATM service fees are charged to credit union members.

Contact: Central Virginia Federal Credit Union  
434.528.9016 or 800.335.0069  
Schewel Hall – CAMPUS BRANCH

Campus Store

Visit the Campus Store website at www.lynchburg.edu/campus-store for store hours, special events, announcements, College Account information, mail order catalog program, personalized apparel, campus gift cards, and other services. A College Account may be used on campus at the following locations: Campus Store, Westover Room (College deli/grill), Brewed Awakenings (Schewel Hall), Roly Poly, campus post office, dining hall, and Hornet Shop. Parents can establish a College Account by completing an application online; applications can be faxed, mailed, emailed, or submitted online before arrival on campus. Deposits and/or payments to the College Account can be made online at www.lynchburg.edu/payments. Representatives are available during school opening check-in to review individual accounts, answer questions, and make changes.

The Campus Store offers required and recommended course materials; school, art, computer, office, home, health, and beauty supplies; personalized apparel; drinks and snacks; gift and clothing items; campus gift cards; debit cash back with purchase; and check cashing service ($100 limit with Student ID).

Textbooks are ordered online at myLC once the student is enrolled in classes. Books are charged to a College Account and billed to address indicated on order. Online orders for textbooks are in-store pick up the week before classes start.

The average cost of textbooks is $400 per semester. Students can attend class first to determine exactly how books will be used. Once purchased, course materials may be refunded or exchanged only if the course is dropped within the refund period; sales receipts are required. New books must be unmarked and in original packaging. A written copy of the full refund policy is attached to the sales receipt when books are picked up or the policy may be viewed online.

The Campus store is located in the Drysdale Student Center and is open weekdays 10 a.m. to 5 p.m. Please check the website or call 434.544.8239 (option 1) for additional store hours and closings.

Contact: Campus Store  
Second Floor, Drysdale Student Center  
434.544.8239  
www.lynchburg.edu/campus-store  
campusstore@lynchburg.edu

Dining Services

Healthy and pleasurable dining opportunities are provided during the following schedule:

Burton Dining Room: All-you-can-eat hot entrees and vegetables, soup and salad bar, deli sandwiches, and pasta bar.

Weekdays

- Breakfast  7:15 to 10 a.m.
- Continental Breakfast  10 a.m. to 11:15 a.m.
- Lunch  11:15 a.m. to 2 p.m.
- Late Lunch  2 to 4:30 p.m.
- Dinner  4:30 to 7 p.m.

Saturday and Sunday

- Brunch  10:30 a.m. to 1:30 p.m.
- Deli and Salad Bar  1:30 to 4:30 p.m.
- Dinner  4:30 to 6:30 p.m.

Westover Room: Features sandwiches, salads, pizza, finger foods, and snack items.

- Monday – Friday  8 a.m. to 10 p.m.
- Saturday  2 to 8 p.m.
- Sunday  2 to 8 p.m.

Students who have questions about special dietary needs should meet with the director of Dining Services.

Contact: Business Office (meal plan options)  
Fourth floor, Hall Campus Center  
434.544.8213

Dining Services (special dietary needs)  
Drysdale Student Center  
434.544.8247

For additional information, visit www.lynchburg.edu/meals.
Meal Plans

Students Residing in Residence Halls

160-Meal Plan
$1,905 per semester
(This is the default meal plan for resident students if a plan is not selected.)
- A total of 160 meals for 16-week semester (average of 10 meals per week)
- 3 meal exchanges per week in Westover Room
- 2 guest privileges per semester

192-Meal Plan
$2,005 per semester
- A total of 192 meals for 16-week semester (average of 12 meals per week)
- 4 meal exchanges per week in Westover Room
- 3 guest privileges per semester

224-Meal Plan
$2,105 per semester
- A total of 224 meals for the 16-week semester (average of 14 meals per week)
- 4 meal exchanges per week in Westover Room
- 3 guest privileges per semester

256-Meal Plan
$2,205 per semester
- A total of 256 meals for the 16-week semester (average of 16 meals per week)
- 5 meal exchanges per week in Westover Room
- 4 guest privileges per semester

304-Meal Plan
$2,305 per semester
- A total of 304 meals for the 16-week semester or every meal that is served (average of 19 meals per week)
- 5 meal exchanges per week in Westover Room
- 5 guest privileges per semester

With each of the above meal plans, parents are notified at mid-semester if their student has consumed more than half of the meals, at which time a change can be made to the meal plan. Additionally, each meal plan includes $100 LC Express dollars.

Commuter Students

All non-resident students are offered the opportunity to select one of the resident meal plans or one of the following specially-designed plans:

80 Lunches
$535 per semester
- Lunch every day, Monday - Friday
- Meals in the Dining Room

80 Meals
$715 per semester
- Any meal in the Dining Room - breakfast, lunch, dinner, or weekend brunch
- A total of 80 meals for the 16-week semester

40 Meals
$360 per semester
- Any meal in the Dining Room - breakfast, lunch, dinner, or weekend brunch
- A total of 40 meals for the 16-week semester

You can also use the LC Express Account to purchase meals.

Making Purchases on Campus

A variety of payment options are available, and the location and options for each are noted in the above table.

Contact: Business Office
Fourth floor, Hall Campus Center
434.544.8213

Safety at Lynchburg College

A Shared Responsibility

Safety at Lynchburg College is the shared responsibility of students, faculty, and staff. Ours is a close-knit community with an excellent security history. However, no campus or community is free from crime. The degree to which Lynchburg College is safe depends on each member of the campus community taking seriously the responsibility to protect himself/herself and others.

Access to and Security of Campus Facilities

Lynchburg College is located in a quiet but thriving city of approximately 76,000 residents. As in any city, threats can arise from people and circumstances external to the College. Remember that the campus is accessible by foot from any direction at any time. While nearby off-campus areas may seem like extensions of the campus, they may not be as secure—especially at night.

College buildings (except residential facilities) are unlocked and open to students, employees, contractors,
visitors, and guests Monday–Friday, including nighttime class and event times. Campus grounds and facilities are frequently and freely accessed by members of the general public attending athletic competitions, presentations, and other events.

In general, College academic buildings and administrative office areas are locked after classes or Daily usage hours end. Non-residential facilities may be open for authorized purposes, such as presentations, performances, academic projects, and meetings of campus organizations.

All residence halls [Freer, Hundley, McWane, Montgomery, Shackelford, and Tate Halls] and Peaksview Hall apartments are locked 24 hours per day. From 10 a.m. till midnight, all undergraduate students’ ID cards allow them access to all residence halls and to Peaksview Hall. After midnight, only residents of a particular building may access that building using their ID cards.

College policy stipulates that a visitor who is not a resident of the building must be admitted and escorted by a building resident. During Thanksgiving, winter, spring, and summer breaks, all student ID cards are deactivated, unless special permission for residential access is given by the Office of Residence Life. Other College housing [Court and Westwood apartments, houses, and townhouses] is locked and unlocked via keys issued to the assigned residents. Members of the College community and guests may visit students in College housing in accordance with the College’s visitation policy.

Emergency Telephones

Yellow Box Telephones

Yellow box telephones, located on the exterior front and back sides of each residence hall, have direct access to Campus Safety and Security. To make an emergency call from a yellow box telephone, simply push the large red button and the information operator will answer; there is no need to dial.

Blue Light Telephones

Lynchburg College has special emergency telephones marked by a bright blue light at over 20 locations around campus and at the nearby Health Sciences building. These outdoor phones connect directly to the Information Desk at Campus Safety and Security for immediate dispatch of a campus safety officer to the caller’s specific location. To make a call from a blue light telephone, simply pick up the receiver handset or push the large red button and the information operator will answer; there is no need to dial.

Reporting Campus Crime

Lynchburg College students, employees, and visitors are encouraged to report promptly and accurately all campus crimes and incidents related to public safety to Campus Safety and Security and to appropriate police agencies. To report a crime or other emergency occurring on campus, contact Campus Safety and Security:

• In person at the Information Desk (located on the first floor of Hall Campus Center)
• By using an emergency phone (see “Emergency Telephones”)
• By dialing 434.544-555 when emergency assistance is needed

• By dialing 434.544.8100 in non-emergency situations; and
• To report a crime anonymously, dial 434.544.7777 and leave a detailed message.

The Lynchburg Police Department and other city emergency services can be reached by dialing 911. If emergency services are needed on campus in Lynchburg, contact Campus Safety and Security first so that a campus safety officer and Lynchburg College Emergency Medical Services (LC EMS) may be dispatched to the scene of the emergency while city emergency personnel are en route to campus.

Crime/Fire Statistics

Each year, a security and fire safety report is published to provide students and employees with safety information, helpful tips, and statistics about reported on-campus crimes and fires. The current edition is available at http://www.lynchburg.edu/Documents/securityandfiresafetyreport.pdf.

Contact: Campus Safety and Security

Hall Campus Center
434.544.8100

Office of the Dean of Students
113 Hundley Hall
434.544.8226

Student Health Services

Health and Counseling Services Requirements

Health Information Form: All full-time students and eligible part-time students are required to have a completed Health Information Form on file in the Student Health Center. Certain academic majors and athletes may require additional information. For students enrolling for the fall semester this form must be submitted by July 15; for students enrolling for the spring semester, by January 15. Students who do not submit a completed Health Information Form are subject to a $200 fine per semester until the form is complete. The form is available on the College website at lynchburg.edu/health and at the Health Center.

Health and Counseling Services

Health and Counseling Services are offered to promote the emotional, mental, and physical well-being of students.

Health Services: The Health Center, located on the terrace level of Hundley Hall, is open from 8:30 a.m. to 5 p.m., Monday through Friday. Services are available to all full-time students. Part-time students may also use the student health services for a designated semester fee payable at the Cashier’s Office prior to the beginning of each semester. All students must have a completed Health Information Form on file in the Health Center to be eligible to use the Health Services.

Students may be seen as walk-ins or may schedule appointments by calling the Health Center at 434-544-8357. A family practice physician is on campus Thursday mornings from 8:30 to 9:30 a.m. Primary health care is provided by nurse practitioners and College health nurses. Referrals to physicians or other community health care providers are arranged when necessary or at the request of the student.
All consultations and medical records are kept completely confidential. No information is discussed with, or released to, anyone without the student’s written consent. Routine visits to the Health Center are provided without charge. Charges for medication, lab tests, and special examinations can be billed to the student’s college account or paid for by the student.

When the Health Center is closed, the Lynchburg College Emergency Medical Service is usually available to provide first-aid and emergency care for students on campus. Students can access this service by contacting Campus Safety and Security (emergency extension 5555). Health Services are not available during academic breaks and summer sessions.

Health Insurance: All students are expected to have medical insurance coverage. The College Business Office can provide you with a list of local insurance agents if you do not have medical insurance. Students are urged to review their policy carefully to determine which physicians and medical services are covered in the local Lynchburg area and to ensure that coverage is provided for both routine and emergency medical care, as well as prescriptions.

Counseling Services: The Counseling Center, located on the terrace level of Hundley Hall, is open from 8:30 a.m. until 5 p.m., Monday through Friday, except the noon lunch hour. Licensed mental health professionals provide individual and group counseling to full-time students for a variety of student issues such as roommate and relationship issues, grief, anxiety, adjustment difficulties, substance abuse, eating issues, depression, and other needs. Strict confidentiality is observed in accordance with professional standards. Part-time students may also use these services for a fee, payable at the Cashier’s Office before the start of each semester.

All students must have a completed Health Information Form on file in the Health Center to be eligible to use the Counseling Services. Students may arrange appointments by visiting the Counseling Center or by calling 434-544-8616.

Student Employment
The Student Employment Program provides students with meaningful work experiences and opportunities to learn valuable skills. The income earned is not posted directly to the student’s account; the student receives a check to help with costs associated with college. Jobs are available throughout the academic year, as well as summer sessions, as long as the student is taking at least six credit hours. Priority in job placement is given to students who are work-study eligible, but jobs are available to all students.

Contact: Student Employment
Fourth Floor, Hall Campus Center
434.544.8142
www.lynchburg.edu/student-jobs

Technology
Computer Equipment/Facility Usage Policy
The Lynchburg College computing and electronic communication facilities and services are owned by the College and are primarily intended for teaching, educational, research and administrative purposes. Access to these facilities is a privilege granted to the College’s faculty, staff, students, and guests of the College. Fundamental to the use of these facilities is the respect for the rights and privacy of all users. By using the College’s computing and electronic communications facilities and services, College faculty, staff, students and guests agree that they will comply with this policy and will cooperate with the College in implementing this policy.

Certain responsibilities and possible liabilities accompany this privilege, and understanding them is important for all computer users. The policy strives to balance the user’s ability to benefit from computing resources and the College’s responsibility to maintain the computing and electronic communications facilities and to assure that its institutional policies are in compliance.

The purpose of the Technology Usage Policy is to promote the efficient, ethical, and lawful use of the Lynchburg College computer and network resources.

Access LC Resources
A student’s default LC username usually consists of the last name, an underscore, and first initial (i.e. TIMBERLAKE_J). The initial password is all nine digits of the student’s Social Security number.

It is recommended that students change their passwords to a private, alpha-numeric combination. Go to http://mylc.lynchburg.edu and click on myLC to access email, Moodle, and Students Online.

Access to the LC Network and myLC account may not be available until the student checks into the College prior to the start of the semester.

MyLC and Studentsonline
mylc.lynchburg.edu is an online portal through which one may access Lynchburg College’s online resources: announcements, calendars, contact forms, residential information, housing forms, Studentsonline, and access to LC Webmail and Moodle. Admitted students should have received a letter notifying them of their username, password, and email address. Each student is strongly encouraged to change his/her password to a secure alphanumeric combination that only he/she would know. A password change can be done at http://login.lynchburg.edu.

Students online provides access to student billing and meal accounts, class and exam schedules, textbook information, and grade reports. To access it, one must have a four-digit access PIN (personal identification number), which can be requested using a link on the Students online site or at www.lynchburg.edu/pinrequest.html. When a request is made, a PIN will be sent to your LC email account.

Protecting Your Online Privacy
We encourage all students to protect their privacy when using online resources. In particular, students should not post personal information such as birthdate, phone numbers, screen names, etc., on public and social websites. Protect your LC username and password. Do not share it with anyone. Beware of phishing emails that will ask you for your username and password. You will never be asked to divulge this information by the College or any other legitimate organization in an email.
Free Antivirus Software

LC has purchased licensure for the corporate version of AVG for all students. Students may install it on their personal computers free of charge. To download AVG with installation instructions go to http://cahelp.lynchburg.edu/avghelp.htm.

Moodle at LC

Moodle, an electronic course management system, is used by many of LC’s faculty, who post syllabi, course assignments, and announcements and collect assignments via this site.

Access Moodle from the MyLC main page. When the page opens, enter your network username and your network password in the appropriate places.

Printing in Public Labs and the Library

To conserve paper and toner, all full-time students will receive an allocation of $20 per semester for printing in the open LC labs and the library. Students may add money to their PaperCut printing account by clicking on a link in the PaperCut box on the screen of any public campus computer.

Printer charges per sheet are as follows:
- Black/White $0.05 per
- Double-sided B/W $0.07 per
- Color Laser $0.50 per

Using your computer on Campus

Information and instruction for connecting to the Lynchburg College network will be provided at orientation and fall check-in. Lynchburg College provides wireless network access in all residence halls, academic classrooms, and common areas. Students may access the College network with their personal computers using their College supplied login credentials. Computers are required to pass through the College network admission control system, which verifies that computer operating systems are up-to-date and have sufficient. ITR will offer prompt assistance with internet and network access privileges if a user’s activity threatens to overload the network, compromises the security or integrity of the College, or if the user has violated institutional policies or the law.

Lynchburg College reserves the right to suspend or revoke system access privileges if a user’s activity threatens to overload the network, compromises the security or integrity of the College, or if the user has violated institutional policies or the law.

File and Storage Backup

LC has created a personal storage drive for all residential students on which they can save their papers and projects created on lab computers. This P:drive can be accessed from any campus computer. Students should back up their own music, pictures, and documents on their personal computer to an external hard drive or USB storage device.

Computer Recommendations

Lynchburg College has a small selection of software, computers, printers, and tablets available through the Lynchburg College Campus Store. The College does not endorse any computer company or brand. The ITR Help Desk provides student support services free of charge. The primary goals of the Help Desk are to aid students in the use of the College network and to teach students to be technologically self-sufficient. ITR will offer prompt assistance with internet and cable service but cannot repair student-owned computers or televisions that are physically damaged and does not assume responsibility for hardware or software malfunctions that may affect student-owned computers. The following are merely recommendations that can be referenced when purchasing a new computer:

Windows-based Laptops:
- Intel or AMD multi-core processor
- Minimum of 4 gigabyte RAM
- Minimum 100 gigabyte hard drive
- DVD/CD-RW drive
- Windows 7 or Windows 8 Operating system
- Microsoft Office 2010 or 2013

Macintosh Laptops:
- Intel multi-core processor
- Minimum of 4 gigabyte RAM
- Minimum 100 gigabyte hard drive
- DVD/CD-RW drive
- Mac Operating System 10 (OS X) or higher
- Microsoft Office 2011 or higher

**Students should bring Microsoft office disks and the original manufacturer’s operating system recovery disks to campus with them.

Note: Although netbooks, tablets, and iPads may provide enhanced portability, they may not be able to meet all of the computing needs of a student. If a student chooses to purchase one of these devices, it should be viewed as a supplemental device to fully-functional laptop or desktop machine.

Cable TV Service

Cable TV is provided to every residence hall room and residence hall lounge/living room, which include the townhouses, Peaksview apartments, and all off-campus houses owned by the College. The cable TV services are available when you move into your room. The service is provided as part of the technology fee paid by all residential students. There is only one connection in each room, which provides the Comcast Expanded Basic cable package for all residents. Students must have a cable ready TV and a standard coaxial connection cable. All cable equipment is the property of Lynchburg College and must remain on site at all times (including the remote and Digital Transport Adapter [DTA] and its power adapter). Upgrades to HD programming and premium channels are not available at this time. A copy of the cable channel line-up can be found at www.lynchburg.edu/information-technology-resources/cable-tv-services.

Contact: Information Technology Resources (ITR)
Help Desk—Lower level, Carnegie Hall
Help Desk email: help@lynchburg.edu
www.lynchburg.edu/itr
434.544.8350
LC Lingo: Words, Expressions, and Definitions

**Academic Standing** Indicates a student’s academic status with the College. “Good standing” means the student is maintaining an acceptable quality point average. “Academic Probation” indicates that the QPA is below acceptable standards and must be improved. [See catalogue.]

**Ballroom (Memorial Ballroom)** The site of numerous campus events and lectures, located on the third floor of Hall Campus Center (formerly Memorial Gymnasium)

**Beaver Point** A clubhouse and recreational area located on College Lake behind Fox Field

**Blue Light Phone** Thirteen special outdoor security hotlines marked by a bright blue light on campus. Lifting the receiver automatically connects the caller with Campus Security at the switchboard.

**The Caf** The main dining room in Drysdale Student Center

**CCM** College Communications and Marketing

**CEAS (Campus Early Alert System)** The audible system that notifies students, faculty, and staff about dangerous conditions on campus

**CL (Connection Leader)** A student staff member working with new students participating in SOAR, Hornet Days, and the Freshman Success Seminar

**Classification** Academic designation of student groups (freshman, sophomore, junior, or senior) determined by the number of credit hours completed. Part-time or full-time status is determined by the number of hours enrolled in a given semester; fewer than 12 is part time.

**CMT (Crisis Management Team)** A group of faculty, staff, and students who have been specifically trained to deal with crisis situations on campus

**Courts** Apartment-style housing available to upperclass students and located in the southwest portion of campus

**Credit** The number of academic “hours” toward graduation earned upon completion of a course. A course load of 15.5 credits per semester is needed to graduate in eight semesters without summer school.

**The Crit (The Critograph)** LC weekly student newspaper

**Dell** Lawn area in the center of campus

**Drop/Add** Official process undertaken when a student discontinues enrollment in or adds a course after the semester has begun

**East Room** A smaller dining area located off the main Dining Hall, often used for special meals for campus groups, receptions, and luncheon meetings

**Friendship Circle** The point at which all sidewalks in the Dell converge, commemorating the first Virginia Chapter of the National Conference of Christians and Jews, founded at Lynchburg College in 1935

**GPR (Graduation Progress Report)** Online program accessed through MyLC that tracks a student’s progress towards graduation at LC

**Hornet HQ** Homepage of MyLC providing up-to-date information about events on campus, a student of the week, and specific information for each class on separate tabs

**The Hornet** LC’s student handbook, which includes campus calendar and Honor and Student Conduct Codes

**LCSR (Lynchburg College Symposium Readings) Course** A regular course that includes a component of speaking and writing activities based on classical texts

**McFrack** Student residential area composed of McWane Hall, Freer Hall, and Shackelford Hall

**Mont** Montgomery Residence Hall

**OCI (Office of Community Involvement)** LC’s volunteer service office, located on the second floor of Drysdale Student Center

**OSA (Office of Student Activities)** An office encompassing all student activities including clubs, organizations, intramurals, Fraternity and Sorority life, and a student resource room, located on the first floor of the Drysdale Student Center

**PASS** Peer assisted study sessions

**Pre-Registration** Completing steps necessary to indicate officially to the Registrar’s Office the student’s preferred course schedule for an upcoming academic year

**Primary Lockdown** Refers to securing oneself in the event of an activation of our Campus Early Alert System (CEAS)

**Prism** The student literary publication published by students and faculty of works written/produced by the campus community. The publication includes works of prose, poetry, photography, and artwork.

**RA (Resident Assistant)** A Residence Life staff member who lives on each floor of a residence hall and who is available to the residents to build community and assist in transitional, social, and academic issues

**SAB (Student Activities Board)** A student organization responsible for planning campus events including dances, lectures, movies, and comedians

**SGA** Student Government Association

**SJB** Student Judicial Board

**Shack** Shackelford Residence Hall

**SOAR** Student Orientation and Registration, the first part of LC Connections Program

**Stinger’s** Established by students in 1999 and located on the terrace level of Brewer House (townhouse), Stinger’s Coffee ‘n Such coffeehouse is a regular site for evening relaxation and conversation.

**Syllabus** Course outline listing assignments, due dates, and other important information

**Westover Hall** A Victorian resort hotel purchased in 1903 that served as the original College building and graced the campus until 1970

**Withdraw** Process of formally dropping a class by processing a drop/add form through the Registrar’s Office
Undergraduate General Education Requirements

**Written Composition (COMP)**
Two Courses Required • 6 hours
- ENGL 111 Composition I
- ENGL 112 Composition II

**Fine Arts (FINA)**
One Course Required • 3 hours
- ART 110 Intro Visual Art
- ART 118 Ceramics I
- ART 122 Sculpture I
- ART 156 Drawing I
- ART 162 Painting I
- ART 166 Photography I
- COMM 229 Introduction to Film
- MUSC 100 Music Appreciation
- MUSC 102 World Music and Culture
- MUSC 215 Jazz and the Origins of Rock Music
- THEA 101 Intro Theatre Arts
- THEA 102 Intro Tech Theatre
- THEA 120 Intro Dance

**Laboratory Science (LABS)**
Two Courses Required • 6 hours
- BIOL 101 Biological Inquiry
- BIOL 113 Organisms Ecol Ecol/Lab
- BIOL 114 Cells: Perspectives/Lab
- CHEM 111 Fund of Chem
- CHEM 112 Fund of Chem
- CHEM 127 Chemistry of Life
- ENVS 101/101L Earth & Envr Sci I/Lab
- ENVS 102/102L Earth & Envr Sci II/Lab
- PHYS 131 Physics of Sports
- PHYS 141 College Physics
- PHYS 142 College Physics II
- PHYS 161 Physics
- PHYS 162 Physics II
- PHYS 181 Solar System Astronomy
- PHYS 182 Stellar Astronomy
- PSYC 103/105L General Psych I/Lab
- PSYC 104/106L General Psych II/Lab
- SCIE 101 Principles of Science I
- SCIE 102 Principles of Science II

**Foreign Language (FORL)**
One Course Required • 3 hours
- FREN 201 Intermediate French
- GRMN 201 Intermediate German
- LATN 201 Intermediate Latin
- SPAN 201 Intermediate Spanish
- SPAN 205 Intermediate Spanish Medical

**History (HIST)**
Two Courses Required • 6 hours
- HIST 101 History of Civilization I
- HIST 102 History of Civilization II

**Oral Communication (ORAL)**
One Course Required • 3 hours
- COMM 101 Argument-Prac Reason
- COMM 112 Interpersonal Comm
- COMM 114 Small Group Comm
- THEA 123 Voice & Diction

**Philosophy (PHIL)**
One Course Required • 3 hours
- PHIL 100 Intro to Philosophy
- PHIL 101 Intro to Ethics

**Religious Studies (RELG)**
One Course Required • 3 hours
- RELG 201 Old Testament
- RELG 202 New Testament
- RELG 205 Religions of Asia
- RELG 206 Judaism, Christianity & Islam

**Literature (LITR)**
One Course Required • 3 hours
- ENGL 201 Literature I
- ENGL 202 Literature II
- FREN 207 French Lit in Translation I
- FREN 208 French Lit in Translation II
- GR MN 208 German Lit in Translation
- SPAN 208 Spanish Lit in Translation
- THEA 211 Dramatic Lit I
- THEA 212 Dramatic Lit II

**Social Science (SOSC)**
Two Courses Required • 6 hours
- ECON 100 Economic Perspective
- ECON 201 Prin of Econ-Micro
- ECON 202 Prin of Econ-Macro
- INTL 101 Glob Pol in New Millen
- POLI 111 Quest for Justice I
- POLI 112 Quest for Justice II
- SOCI 121 Cultural Anthropology
- SOCI 201 Intro to Sociology

**Mathematics (MATH)**
One Course Required • 3 hours
- MATH 103 Calculus I
- MATH 105 Problem Solving in Math
- MATH 106 Liberal Arts Math
- MATH 122 Introductory Statistics

**Wellness (WELL)**
One Course Required • 2 hours
- HPL 102 Life Choices/Health
- HPE 102 Compt Ex./Life Wellness

**Senior Symposium (SYMP)**
One Course Required • 2 hours
- OS 435 Senior Symposium

51 total hours
17 courses

---

**Spring Semester 2015**

**January**
- 15 . . . . . . . . . . Check-in/move-in for students attending orientation
- 16 . . . . . . . . . . New Student Orientation
- 17 . . . Residence Halls open for returning students [10 a.m.]
- 19 . . . . . . . . . . First day of classes
- 26 . . . . . . . . . . End of add period

**February**
- 6 . . . . . . . . . . End of 3-week withdrawal period
- 13 . . . . . . . . . . Pass/Fail deadline

**March**
- 6 . . . . . . . . . . Mid-semester
- 7-15 . . . . . . . . Midterm vacation

**April**
- 3 . . . . . . . . . . End of 10-week withdrawal period
- 8 . . . . . . . . . . Student Scholar Showcase and Assessment Day
- 10 . . . . . . . . . . Academic Awards Banquet
- 24-26 . . . . Westover Alumni Society Weekend

**May**
- 4 . . . . . . . . . . Last day of classes
- 6-12 . . . . . . . . Examination period
- 16 . . . . . . . . . . Commencement

**May/June**
- May 18-June 5 . . First summer term [3 weeks]
- June 8-26 . . Second summer term [3 weeks]

**July**
- June 29-July 17 . . Third summer term [3 weeks]

**August**
- 14 . . . . . . . . . August degree granted date