ACADEMIC SERVICES AND RESOURCES

ACADEMIC ADVISING
An advisor in the field of specialization chosen by the student is assigned upon admission. Consultation is urged to ensure agreement on the program of study, proper sequence of courses, completion and filing of required forms, and degree completion at the time chosen by the student. Any student wishing to change fields of specialization should notify the office of Graduate Studies to ensure that a review of records, determination of acceptance, and change of advisor can be made. Non-degree students are also assigned an advisor upon admission.

CAMPUS STORE
The Campus Store, located in Drysdale Student Center, is open from 10 a.m. to 5 p.m. weekdays (with extended hours at the beginning of the semester) and offers the following services to the campus community: student/employee charge/declining balance accounts; College ring orders; check cashing (with proper student identification); and mail order service (434.544.8241; fax: 434.544.8243). Graduation regalia are also ordered through the Campus Store.

The Campus Store supplies required textbooks and recommended course materials for classes. For the convenience of students, the store also stocks general books and magazines; health and beauty items; school, office, and computer supplies; academically priced computer software by special order; clothing; music/CDs; gifts and other insignia items. VISA, MasterCard, and Discover cards, campus store charge or declining balance accounts, personal checks, and cash are accepted for payment.

The Campus Store provides students with an option to view information about course materials for each enrolled class online at www.lynchburg.edu/studentsonline. (An active LC network password and pin are required for access to this information.) Visa, MasterCard, American Express, and Discover credit or debit/check cards, College Account charge or declining balance accounts, personal checks, and cash are accepted for payment. College accounts may be set up online at http://www.lynchburg.edu/CampusStore.

CAREER SERVICES DEVELOPMENT AND INTERNSHIPS
Graduate students may freely use the Academic and Career Services office at the College. Interested students should register with the office, establish a credentials file, and make full use of interview referral opportunities made available by the office, as well as the career resource library. Comprehensive services available to students and alumni include career counseling, career testing, workshops, college-sponsored career fairs, newsletters, research resources, on-campus interviewing, internship referral, and credentials file service.

CENTERS OF LYNCHBURG COLLEGE
The Centers of Lynchburg College provide interactive programs that support the College mission by offering unique learning opportunities for students and by strengthening the College commitment to community outreach. The Centers are interdisciplinary in nature and are oriented toward specific needs within the broader community.

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

- **Center for Community Development and Social Justice** (Dr. Kim McCabe, director)
  The focus of this center is the enhancement of student educational experiences through service to and partnerships with the central Virginia community. The Center involves students, faculty, and staff working with members of the local community to improve quality of life.
• **Center for Family Studies** (Dr. Jeanne Booth, ’76, ’88 MEd, director) The Center’s primary purpose is to train educational professionals to help parents expand their discipline and communication skills. The Center works with local schools to provide special parenting courses that are co-taught by Lynchburg College graduate students and local teachers and counselors. A variety of other specialized programs for teachers, counselors, and parents are offered.

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

• **Center for Economic Education** (Rebecca Booth, ’11 MBA, director) The Center provides training to area educators on incorporating economics within the curriculum. Workshops are provided for Lynchburg College students and educators from throughout the region.

• **Donovan Center for Media Development** (Professor William Noel, director) The Donovan Center involves students, faculty, and staff in the development of media resources for non-profit agencies within the community.

• **Walter G. Mason Center for Business Development** The Mason Center promotes regional economic growth, education, and organizational development using the diverse resources of Lynchburg College. Through customized workshops, management institutes, learning forums, and business seminars, the Center offers opportunities to enhance organizational development and economic vitality throughout the region.

**GRADUATE STUDENT RESEARCH SUPPORT**
Support for graduate students to conduct and present their research is available on a limited basis. Further information can be found on the graduate studies website.

**HEALTH AND COUNSELING SERVICES**
Full-time graduate students, including DPT students, may use the health and counseling services. Counseling services are also available during the summer. Part-time students wishing to use these services must pay a per semester fee at the start of each semester. They must provide a completed Health Information Form, including a record of required immunizations. The fee is payable at the Cashier’s office before the start of each semester during which the student wishes to use Health and Counseling services.

**HOUSING**
When space permits, residence hall housing is offered to graduate students. Students who reside in the residence halls must subscribe to a meal plan. Additional residential options may be available in College-owned houses near the campus. Requests for housing should be addressed to the office of Residence Life, Hundley Hall, 434.544.8320.

**INFORMATION TECHNOLOGY AND RESOURCES**
The technology at Lynchburg College includes a campus-wide network that connects all campus buildings including off-campus and college-owned residences. Wireless networking is provided in all academic areas. There are more than 20 computer labs, which provide ready access to course-related software, productivity software such as word processing and spreadsheets, the campus learning management system and the Internet. Each student is provided with an e-mail account and file storage space for coursework.
LIBRARY AND INFORMATION SERVICES
The mission of the Knight-Capron Library is to empower the Lynchburg College community to make effective use of global information resources as lifelong learners and thinkers. To remain relevant to these needs, the library is evolving to the state of the virtual library, one that provides information resources regardless of location. In both formal and informal settings, librarians enable students to develop information literacy competencies to identify, access, and evaluate resources in electronic or print formats. These competencies serve students well during their academic careers and in their professional and personal lives. Instruction and consultation are available at the reference desk on an appointment basis with liaison librarians or on a walk-in basis.

The library’s collection consists of traditional print and media resources, as well as a wide range of electronic information resources. The full text of thousands of periodicals, depending on licensing agreements, electronic resources can be accessed from the library, from any networked computer on campus, or from off-campus computers. A special feature is the Electronic Information Resources Center, where students use computers to access any of the available electronic resources and which is open when the rest of the library is closed.

As a virtual library, a limitless collection is offered. In addition to electronic resources, the library relies heavily on cooperative arrangements for print resources available in other library collections at the local, state, and national levels.

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

The library maintains a normal schedule of 102 hours per week with a 2 a.m. closing four nights a week and extended hours during final examinations. To learn more about library services, consult with the staff and The Guide to Services or view the library’s home page at libraryguides.lynchburg.edu/knight-capron-library.

OFFICE OF THE REGISTRAR
This office maintains the official academic records for students of the College.

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

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

Verifications: Enrollment verifications, which may be required for insurance, employment, etc., are available to students upon written request. The request should include what information is needed and to whom the verification should be sent.
ORIENTATION

Graduate studies orientation is provided on a program-specific basis. Information is available on the Lynchburg College graduate studies website and from the respective program directors.

STUDENTS WITH DISABILITIES

Lynchburg College guarantees the rights of all students with documented disabilities equal access to an education, in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Amendments Act of 2008. Limited only by personal ability and not by disability, the faculty and staff support students in obtaining reasonable academic and non-academic adjustments and auxiliary aides/services necessary to participate in the College’s programs. Post-secondary institutions are not required to make adjustments or provide aids or services that would result in a fundamental alteration of a recipient’s program or impose an undue burden.

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

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

The purpose of disability accommodations at the collegiate level is to provide equal access. Reasonable accommodations do not negate requirements for successful completion of a program, course, service and/or activity; adherence to generally acceptable standards of behavior; the College’s general and academic student rights and responsibilities; or adherence to faculty/staff directions and instructions. Lynchburg College is not required to modify syllabi, provide independent study, personal aides and equipment, personal coaching or individual tutors. Consideration of modification of attendance policies and assignment extensions are made case-by-case between the DSC and individual faculty using guidelines provided by the office of Civil Rights (OCR). Attendance and other classroom policies, course schedule, assignment due dates, etc., will be provided to students in a written format. Regardless of the nature of the disability, students should note that accommodations that reduce academic expectations and standards, or eliminate essential components of coursework are not options. All students are expected to follow the College’s Student Code of Conduct and Honor Code regardless of disability.

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

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

Students with Physical Disabilities
Prospective students with physical disabilities are encouraged to visit Lynchburg College prior
to making a decision about enrollment. A personal visit enables the student and College repre-
sentatives to determine how the College can best serve the student’s particular needs.

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

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

Right to File Grievance
If students feel they have experienced disability discrimination, they have the right to file a
grievance. Lynchburg College recognizes that issues with regard to ADA compliance may
arise from time to time. It is in the best interest of the student, faculty, staff, and institution to
resolve such matters quickly. Contact the Assistant Dean, Academic and Career Services for
information about the process and procedure for filing a grievance. Call 434.544.8152 or TTD
Relay Service 800.828.1140. Information is also available in The Hornet http://www.lynch-
burg.edu/files/documents/honor-codes13.pdf (see the Human Rights Policy), and online in the
Human Rights Policy http://internal-public.lynchburg.edu/hr/humanrightspolicy.pdf under the
section Options for Resolving Complaints.

TEACHER LICENSURE SERVICES
The teacher licensure officer works with students to determine requirements for teacher licen-
sure and to communicate with area school divisions and the Virginia Department of Education
about teacher licensure matters. The School of Education provides statements on achievement
or degree completion to school divisions. Students who need this service should request it
thirty days before the deadline for their employment situation.

TECHNOLOGY USAGE POLICY
The institutional policy on technology usage can be accessed at the following site: http://www.
lynchburg.edu/information-technology-resources/technology-usagepolicy).

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 on written assignments. Students can receive
help on papers at any stage of the writing process including brainstorming, organizing ideas,
using sources, and editing. Grammar software, handouts on writing skills, and networked
computers are available.
Writing Center services are available during specific 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.

WRITTEN COMPLAINTS
Lynchburg College faculty and staff strive to provide each student with positive educational experiences and helpful services. Even so, it is understandable that complaints will arise from time to time. To address and resolve concerns as quickly as possible, all students are encouraged to address complaints to the office responsible for overseeing the area of concern. Emergency concerns regarding health or safety should be reported immediately to Campus Safety and Security (434.544.5555).

If a student is uncertain about the appropriate contact for a complaint, he/she may submit a written complaint to the office of the Dean of Students (113 Hundley Hall, Lynchburg College, 1501 Lakeside Drive, Lynchburg, VA 24501-3113; 434.544.8226). The vice president and dean for student development or his designee will review the written complaint and contact the student regarding address of the complaint. If another College office is better able to address the complaint, then the vice president and dean for student development or his designee will forward the complaint to that office and notify the student where the complaint was directed. A representative of the office receiving the forwarded complaint will then contact the student regarding address of the complaint.

In addition, Lynchburg College offers the Campus Conduct Hotline, a confidential, independent, call-in service for reporting observed activity or behavior that is harmful, unethical, questionable, or causes personal injury (e.g., fraud, sexual harassment, discrimination, safety risk, internet abuse, workplace hostility). To use the Campus Conduct Hotline, call 866.943.5787. More information about the hotline is available at www.campusconduct.com.

Most concerns and complaints can be resolved at the campus level. However, after following Lynchburg College procedures, complaints may be filed with the State Council of Higher Education for Virginia (SCCHEV) through the student complaint process described on the SCHEV website (http://www.schev.edu/students/studentcomplaintProcess.asp). Contact information for each of the agencies that accredit or approve Lynchburg College academic programs is published in the College’s accreditation website: http://www.lynchburg.edu/aboutlc/accreditation.