STUDENT DEVELOPMENT and CAMPUS LIFE

While academic life is basic to one's education, Lynchburg College students also grow as individuals and as citizens through participation in out-of-classroom, co-curricular activities. The offices of Student Development, in collaboration with students, faculty, and staff, enhance the educational mission of the College and provide learning opportunities by creating an inclusive campus community that promotes social awareness and fosters community development, educating students to become effective leaders, involved citizens, and critical thinkers, as well as nurturing the personal, physical, academic, and spiritual development of students. Student Development includes the offices of the Dean of Students, Residence Life, Student Activities, Campus Safety and Security, Health and Counseling Services, Community Involvement, Bonner Leader Program, and Multicultural Services. In addition, a special collaborative relationship is maintained with the Center for Spiritual Life and College chaplains.

Whatever a student's background and goals, the offices of Student Development offer ways to get involved in campus life and to experience self-discovery and personal development. Through residence hall programs, cultural and social activities, membership in clubs and organizations, workshops and retreats, counseling, spiritual life activities, and intramural sports, students enhance their intellectual ability, social maturity, emotional and physical well-being, aesthetic sensibilities, spiritual fulfillment, personal values, career goals, commitment to community involvement and service, leadership and membership skills, and appreciation of cultural diversity.

Students are invited to participate in the governance of the Lynchburg College community through the Student Government Association or through independent participation. Typically, students are appointed to various committees and task forces established by the faculty, staff, and other constituents of the College. Students appointed to these committees represent the interests and views of their organizations, residence halls, graduation class, or specific populations within the general student body. In almost all cases, students serving on these committees enjoy full voting privileges as they participate in decision-making processes that affect policies, planning, programming, budgeting, academic offerings, dining, and other student services. Specifics related to the student's role and participation in institutional decision-making are noted in "Student Rights," numbers 9 and 11.

Student Activities
Office of Student Activities
118 Drysdale Student Center
434.544.8254
www.lynchburg.edu/student-life/office-of-student-activities/

The Office of Student Activities actively seeks to engage students through the areas of leadership, service, wellness, and diversity in an effort to educate students with unique, challenging experiences that will empower them to transfer the lessons and skills they have learned to their peers during and after their journey at Lynchburg College.

The Student Life Policies Committee, composed of faculty, staff, and students, is a standing governing committee that reviews matters of policy pertaining to student activities. Policies and procedural guidelines adopted by the Student Life Policies Committee and the College are detailed in The Hornet student handbook or publicized by the offices of Student Development. These policies and procedural guidelines address such matters as responsibilities and privileges of recognized student organizations, reservation of campus facilities, admitting guests to events, posting, alcohol on campus, and freedom and order on the campus.

Campus organizations and individuals involved in student activities are expected to comply with all College policies. Violation of College policy may result in disciplinary action as outlined in the Honor and Student Conduct Codes and Regulations. Additionally, the College reserves the right to intervene and, if necessary, to cancel a program, activity, and/or process if it is found to be in violation of stated policies or procedures or is in conflict with the mission of Lynchburg College.

Students who wish to form a new organization must seek approval for recognition and organizational privileges from the Student Government Association and the Office of Student Activities (see "Procedures for Applying for Recognition"). Student groups not recognized by the College through this process may
not operate in any such manner as recognized organizations, including participation in the activities of membership, recruitment, pledging, initiation, and collection of dues on or off campus. Neither members of unrecognized groups nor individual students may promote the goals, purposes, identity, programs, or activities of unrecognized, suspended, or charter-revoked organizations. Students who recruit, promote, or organize activities related to an unrecognized, suspended, or charter-revoked organization may be subject to disciplinary action under B4.4 of the Student Conduct Code.

**Student Government Association**

111 Drysdale Student Center  
SGA@lynchburg.edu  
434.544.8194  
www.lynchburg.edu/student-life/student-government-association/

The Student Government Association (SGA) is an exciting and active part of the Lynchburg College campus community. The SGA encourages the participation of interested students. Each year, positions are filled by elections and appointments for positions on the Cabinet and legislative branch. Also, SGA nominates students to serve as members of most standing committees of the general faculty.

### 2016-17 SGA Leadership

<table>
<thead>
<tr>
<th>Position</th>
<th>Name(s)</th>
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</thead>
<tbody>
<tr>
<td>President</td>
<td>Andrew Vogel</td>
</tr>
<tr>
<td>Vice-President</td>
<td>Angelica Santiago-Gonzalez</td>
</tr>
<tr>
<td>Secretary</td>
<td>TBD</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Assiatu Swaray</td>
</tr>
<tr>
<td>Class of 2017 Chair</td>
<td>Lindsey Van Zile</td>
</tr>
<tr>
<td>General Membership</td>
<td>Cory Budka, Lauren Farrell,</td>
</tr>
<tr>
<td></td>
<td>Landon Hammerley, Laura McCorry,</td>
</tr>
<tr>
<td></td>
<td>Sara Severens, Jeffrey Snow,</td>
</tr>
<tr>
<td></td>
<td>Wyatt Weaver</td>
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Students who are interested in membership in SGA should contact the Student Government Association Office. For more information, call the Office of Student Activities (434.544.8254).

**Student Activities Board**

112 Drysdale Student Center  
SAB@lynchburg.edu  
434.544.8192  
www.lynchburg.edu/student-life/student-activities-board/

The Student Activities Board (SAB) is the primary programming organization for Lynchburg College and is a student-operated group that strives to provide the campus community with a diverse selection of cultural, social, educational, and recreational programs.

### 2016-17 SAB Officers

The SAB Executive Board is comprised of the following officers:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name(s)</th>
</tr>
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<tbody>
<tr>
<td>President</td>
<td>Ebony Barnes</td>
</tr>
<tr>
<td>Public Relations &amp; Marketing Coordinators</td>
<td>Joel Henriques, Emily Walter</td>
</tr>
<tr>
<td>Event Coordinators</td>
<td>Peyton Bromley, Shelby Erwin,</td>
</tr>
<tr>
<td></td>
<td>Kayla Lemke, Pauline Marfo,</td>
</tr>
<tr>
<td></td>
<td>Natalie Romine</td>
</tr>
</tbody>
</table>
The fraternity/sorority community at Lynchburg College is governed by three separate councils: Panhellenic Council, which oversees the NPC sororities; Interfraternity Council, which oversees the NIC fraternities; and Pan-Hellenic Council, which oversees the NPHC historically-black Greek organizations. Recognized fraternities and sororities provide members with opportunities for service, scholarship, brotherhood/sisterhood, and leadership.

2016 Council Officers*

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interfraternity Council President</td>
<td>Jaime Palacios</td>
</tr>
<tr>
<td>Panhellenic Council President</td>
<td>Rebecca Huber</td>
</tr>
<tr>
<td>Panhellenic Council Vice President</td>
<td>Sara Berlin</td>
</tr>
<tr>
<td>Pan-Hellenic Council Representative</td>
<td>Fredreyonia Johnson</td>
</tr>
</tbody>
</table>

* New officers will be elected mid-year.

Student Organizations

A wide variety of student clubs and organizations recognized by Lynchburg College serve students’ interests in academic fields, fraternities and sororities, leadership, music, service, spirituality, sports, and other special interests. A directory of current clubs and organizations is linked to www.lynchburg.edu/student-life/clubs-and-organizations/.

The Office of Student Activities provides assistance and support to all recognized student organizations. The Student Organization Handbook, which includes information about resources available to recognized groups and tips for forming a new organization, is available from the Office of Student Activities.

Responsibilities of Campus Organizations

Campus organizations are expected to comply with all College policies. Violation of College policy, including obstruction of or interference with any regularly sponsored or official function of the College, may result in disciplinary action, as outlined in the Honor and Student Conduct Codes and Regulations. Additionally, the College reserves the right to intervene, and if necessary, to cancel a program, activity, and/or process if it is found to be in violation of stated policies or procedures or is in conflict with the mission of Lynchburg College.

All student organizations are responsible for encouraging an atmosphere of learning, social responsibility, and respect for human dignity and for providing a positive influence and constructive development for both members and aspiring members. All organizations are expected to utilize good judgment to determine the abilities of individual students as they relate to organizational activities and requirements. Hazing is unproductive and hazardous behavior that is incongruous with this responsibility and has no place in the Lynchburg College community, either on or off campus. Hazing is prohibited by the Commonwealth of Virginia and by Lynchburg College (see “Statement Prohibiting Hazing”).

An organization of Lynchburg College found to be in violation of the Statement Prohibiting Hazing may face sanctions ranging from a warning to loss of status as a recognized student organization. Campus privileges may be revoked, charters rescinded, and/or disciplinary sanctions imposed on individual officers or members. Individual students found to be in violation of the Statement Prohibiting Hazing may face sanctions from warning to expulsion.

Privileges of Recognized Student Organizations

Subject to any other specific requirements, recognized student organizations are eligible to:

- have the cooperation and support of the College for the general good of the organization and for specific projects and activities;
- represent themselves as being affiliated with Lynchburg College (The use of “Lynchburg College” in the name of an organization does not indicate that Lynchburg College or its students, as a body, are in favor of, or opposed to, a given cause);
• advertise on campus and use organizational names or symbols in advertising, if consistent with the Lynchburg College Brand Policy (www.lynchburg.edu/aboutlc/college-communications-marketing/brand-policy/);
• establish and manage a Facebook, Twitter, or other social media presence in accordance with the Lynchburg College Brand Policy and the Social Media Policy and Guidelines (www.lynchburg.edu/aboutlc/college-communications-marketing/social-media-policy-and-guidelines/);
• schedule and use indoor and outdoor facilities;
• solicit or advertise on campus for members;
• co-sponsor activities with other recognized organizations, such as the Student Activities Board, or with campus operations, such as the Westover Room;
• apply for and, if approved, receive money from the Student Government Association for producing events;
• conduct fundraising activities on campus;
• use the campus mail system;
• apply for a cubicle in Pete’s Place (first floor, Drysdale Student Center);
• use College listservs;
• participate in the President’s Council;
• participate in the annual leadership recognition event;
• participate in the annual student organization awards competition;
• obtain from the College, as available and appropriate, names of prospective members, their mailing addresses, and other categorical information;
• be listed in College publications;
• participate in showcase events, such as the Organization Fair;
• use College services, such as the Print Shop; and
• use the Student Organization Resource Room.

Occasionally some or all of the above privileges may be extended to interest groups of a type which can be recognized if interest persists. No other unrecognized groups are eligible for these privileges, and unauthorized use of them will result in appropriate action against involved members.

Procedures for Applying for Recognition

Lynchburg College clubs and organizations should be formed for the purpose of social, educational, and leadership development and must relate directly to the mission, goals, and objectives of Lynchburg College. Club members should at all times consider how the College community views their organization.

Organizations of a type already permitted on campus may be chartered after approval by the SGA and the Office of Student Activities. Requests for new types of organizations may require more extensive consideration of their potential impact on the College.

To apply for recognition of a new organization, students must:

1. Seek approval from the Student Government Association (through the Senate) and from the College (through the Office of Student Activities);
2. Obtain the necessary forms and sample constitution from the Office of Student Activities;
3. Discuss the goals and objectives of the proposed group with the director of student activities;
4. Select and register a faculty or staff member as advisor for the proposed organization;
5. Provide to both SGA and the Office of Student Activities a constitution for the proposed organization; and
6. Complete and return the anti-hazing form.

If a request for organizational recognition is approved by the Senate and the director of student activities, the proposed club assumes status as an officially recognized Lynchburg College organization.

Student organizations are required to register each year with SGA to be recognized officially. Membership in registered student organizations must be open to all persons without regard to race, color, creed, religion, national or ethnic origin, gender, sexual orientation, age, marital status, citizenship, or handicap
Title IX of the Educational Amendment of 1972 provides an exemption of fraternities and sororities from the requirement that membership in these groups be open to all persons regardless of sex.

Faculty/Staff Advisors
Student organizations are required to have an advisor who is a regular, full-time Lynchburg College faculty or staff member. While some advisors play very active roles within organizations by attending meetings, working with student officers, and assisting in program planning and development, others maintain a more distant relationship to organizations, seeing officers or members only occasionally.

It is hoped that an advisor will maintain regular contact with the organization, be accessible to members, and provide whatever counsel the group seeks. An advisor accepts responsibility for keeping informed about activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. However, advisors are not responsible for the actions or policies of student organizations; members are solely responsible.

Advisors should become familiar with the policies and practices of the Office of Student Activities so they can assist campus organizations effectively with program planning and organization management. Professional staff in the Office of Student Activities are available to assist all recognized organizations and their advisors to ensure support for the College mission.

Student Activities Fee
A student activities fee is assessed each semester to full-time undergraduate students to provide additional funding for on-campus activities and co-curricular opportunities. The funds are distributed among the Student Activities Board, the Student Government Association, Intramural and Club Sports, Lynchburg College Emergency Medical Service (LC EMS), Drysdale Student Center, class councils, Fraternity/Sorority Life, campus religious organizations, Peer Advocates for Campus Education (PACE), and programs for off-campus and commuter students. Recognized student organizations may request funding from the SGA Senate to support organizational programs.

Leadership Development
Throughout the academic year, the Office of Student Activities provides current and emerging student leaders a variety of opportunities to learn about and to develop skills for effective leadership, including:

- LC LEADS – The Lynchburg College Leadership Engagement and Development Series is designed for first-year and sophomore students seeking to develop leadership skills in preparation for serving in campus-wide positions within Student Development. Participants attend the Emerging Leaders Retreat before classes begin for the spring semester and the Anderson Leadership Conference.

- Anderson Leadership Conference – Held in the spring semester, the Anderson Leadership Conference helps students discover and develop their leadership skills through exposure to expertise and insights from nationally-known leaders and through participation in a variety of hands-on workshops. This conference is made possible by an endowment established in 1990 by Crantford V. Anderson ’59 and his wife, Jeri, in honor of their son, Chip ’85.

- John G. Eccles Leadership Summit – Students selected to serve as Resident Assistants, Connection Leaders, student government officers, and other significant campus leaders attend the Leadership Summit in August to prepare for the new academic year. Faculty, staff members, alumni, and administrators present information on key leadership topics and skills.

- Off-Campus Leadership Conferences – Delegations of Lynchburg College students are sent to selected regional and national conferences to expand their leadership knowledge and abilities, enabling greater contribution to the LC campus community. A limited number of scholarships are available to assist students who wish to attend regional and national leadership training conferences.

For more information about leadership development opportunities, contact the Office of Student Activities.
Outdoor Leadership Program
132 Drysdale Student Center
434.544.8224
olp@lynchburg.edu
www.lynchburg.edu/student-life/outdoor-leadership-program/

The Outdoor Leadership Program offers both leadership development programs and recreational adventures for the Lynchburg College campus community. Activities are organized and facilitated by Lynchburg College students and include hiking, backpacking, rock climbing, caving, whitewater rafting, canoeing, stand-up paddle boarding, and ropes course workshops. All activities are “challenge by choice,” and no experience is necessary. The only prerequisites are a willingness to explore, a desire to challenge oneself, and curiosity to seek adventures available in the nearby Blue Ridge Mountains and beyond.

The Outdoor Leadership Program offers a variety of student staff positions. Staff members spend their first year training in the basics of adventure education, and then build upon that foundation by leading wilderness and adventure course programs.

Intramural and Club Sports
127 Drysdale Student Center
434.544.8552

Intramurals: www.lynchburg.edu/student-life/sports-and-fitness/intramural-sports/
Club Sports: www.lynchburg.edu/student-life/sports-and-fitness/club-sports/

Intramural and Club Sports provide opportunities for students to engage in healthy competition, to assist each other in learning new skills, and to interact with students outside their familiar social groups. Intramural sports offered include basketball, dodgeball, flag football, floor hockey, soccer, ultimate Frisbee, volleyball, and whiffle ball, as well as Playstation, Halo, and poker tournaments. Additional sports may be offered based on student interest.

Active club sports include men’s basketball, fishing, ice hockey, men’s and women’s lacrosse, men’s and women’s soccer, and wrestling. A full list of sports clubs is available at on the Club Sports webpage. Students interested in playing or starting a new sports club are encouraged to contact Intramural and Club Sports.

Community Service
Lynchburg College students provide more than 70,000 hours of volunteer service annually to the campus community, to Lynchburg City and neighboring counties, and to selected global organizations. Students help individuals and communities in need through direct service, such as tutoring children, serving food to the hungry, and assisting adults with disabilities. Students also provide indirect service, such as fundraising for the United Way, collecting staples for the regional food bank, and conducting community-based research with local non-profit organizations.

The Office of Community Involvement and the Bonner Leader Program collaborate to provide Lynchburg College students with opportunities to engage in community service.

Community involvement
218 Drysdale Student Center
434.544.8470
serve@lynchburg.edu

The Office of Community Involvement helps Lynchburg College students identify and engage in meaningful community service experiences that promote their development, benefit the community, and foster commitment to life-long service. The Office of Community Involvement maintains communication with 200 non-profit organizations, service agencies, and individuals seeking assistance from the Lynchburg College community. In addition, the Office of Community Involvement sponsors Hunger and Homelessness Awareness Week, Special Olympics, community service trips both in Lynchburg and beyond, and Hike with Haiti.
Bonner Leader Program
217 Drysdale Student Center
434.544.8158
www.lynchburg.edu/student-life/volunteering-and-service/bonner-leader-program/

Students participating in the Bonner Leader Program at Lynchburg College engage in community service at the College and in neighboring communities while also mobilizing student peers to become involved in sustained volunteer activities. Bonner Leaders explore six common commitments: social justice, civic engagement, diversity, international perspective, community building, and spiritual exploration. First-year students in their second semester of college and sophomore students may apply to the Bonner Leader Program. Each Bonner Leader dedicates 600 hours of community service over two years.

Multicultural Services
Flynn Multicultural Center
221 Drysdale Student Center
434.544.8330
oms@lynchburg.edu
www.lynchburg.edu/student-life/multicultural-services/

The Office of Multicultural Services seeks to create an inclusive environment that embraces individual differences and cultivates a campus atmosphere free of bias. A variety of support services are provided to first-generation college students and students representing diversity in race, ethnicity, religion, socio-economic status, and sexual orientation.

Multicultural services provided include special programming, academic coaching, and support for several student organizations, such as the Black Student Association, Gay-Straight Alliance, Hispanic Society, Inclusive Alliance, and Native American Student Association. The Office of Multicultural Services also provides the Summer Transition Program (STP), an undergraduate orientation program for ethnic minority, Pell Grant-eligible, and first-generation college students that supplements Student Orientation and Registration (SOAR). Additionally, educational programs and cross-cultural training are offered to promote awareness of and appreciation for varied populations of the world and represented by Lynchburg College students, faculty, and staff.

On-Campus Housing

On-campus housing is available to single, full-time undergraduate students who are age 23 or younger. The Office of Residence Life is responsible for all aspects of on-campus living for undergraduate students. Limited College housing is available for graduate students and is administered by the Office of Graduate Studies. Lynchburg College does not provide married or family housing.

Residential Requirements

Lynchburg College values on-campus living that exposes undergraduate students to a variety of meaningful out-of-class learning opportunities. Accordingly, on-campus living is required of undergraduate students, and off-campus living is a privilege earned through progression toward degree completion.

Violations of on-campus or off-campus residential requirements may result in revocation of eligibility to reside off campus and other disciplinary actions.

On-Campus Residential Requirements

Single, full-time freshman, sophomore, and junior students – other than those living at home with parents or their own children and students age 23 and older – are required to live in Lynchburg College housing. Undergraduate students who have completed 85 or more credit hours (either at Lynchburg College or at 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 and older.
Off-Campus Residential Requirements

Application to Reside Off Campus—Prior to making housing commitments off campus, students enrolling in undergraduate courses who wish to reside off campus must apply for and receive authorization to do so from the Office of Residence Life by the date specified by the College each year. To receive and maintain off-campus residential approval, a student must provide the Office of Residence Life with accurate, current address, telephone, and landlord information, including a copy of the lease portion verifying address information. A student admitted for full-time enrollment cannot acquire off-campus authorization by dropping to part-time status (below 12 credit hours per semester).

R4 and R5 Zoning Requirement—Undergraduate students approved for off-campus living (e.g., full-time and part-time seniors, students enrolled in post-baccalaureate studies) may reside only in housing zoned for multi-family dwellings (i.e., apartment complexes). Such approved housing has zoning designations from the City of Lynchburg of R4 and R5. Students may not lease—either directly or unofficially through another who leases on behalf of the student—or reside in housing zoned for single- or two-family dwellings (i.e., residential neighborhoods including those near campus). Such prohibited housing has zoning designations of R1, R2, and R3.

After a student's application to reside off campus has been approved, off-campus arrangements must be made directly between the student and the landlord. Although the College advises that careful attention be given to safety and health factors in choosing off-campus housing, it assumes no liability related to these factors.

Conduct at Off-Campus Residences—Students who live off campus are expected to act and maintain off-campus residences in ways that positively influence fellow students, the College, and the Lynchburg community. Courteous relationships with neighbors, based on respect, good communication, sensitivity to needs of varying lifestyles, and behaviors that do not infringe on others' rights, are expected.

While encouraging students who reside off campus to exercise responsible self-regulation, the College retains the authority to adjudicate incidents that occur off campus and incidents in violation of the Honor and Student Conduct Codes. Off-campus living is a privilege that may be revoked at any time at the discretion of the College.

Students who live off campus are responsible for knowing all applicable College requirements and city ordinances and practices. Violation of College or community requirements may result in revocation of the privilege to live off campus or to live at certain locations and may also result in College disciplinary action.

Community resources available to neighbors and students include the Lynchburg Police Department (434.847.1602, non-emergency), Community Development Inspections (434.455.3910), the Health Department (434.477.5900), the local district office of the Virginia Department of Alcoholic Beverage Control (434.582.5136), and the Office of the Dean of Students (434.544.8226).

Residence Life

Office of Residence Life
First floor, Hundley Hall
434.544.8320
ResidenceLife@lynchburg.edu
www.lynchburg.edu/student-life/housing/

The Office of Residence Life is responsible for all aspects of on-campus living for undergraduate students. The primary mission of the Office is to develop a safe and secure residential community that fosters learning and growth for undergraduate students.

Residence Life student staff, consisting of more than 50 undergraduate and graduate students who serve as resident assistants (RAs) and hall directors (HDs), live in the residential facilities. These students provide peer counseling, maintain community standards, and plan activities. Throughout the year, the Residence Life staff sponsors a variety of programs on such crucial topics as alcohol and other drugs, health issues, study skills, involvement, and social and cultural activities. Residence Life staff members also hold periodic
mandatory meetings for their residents. Attendance at these floor and/or building meetings is required of residents. Unexcused absences may result in fines and/or disciplinary action.

Questions about roommates, room changes, policies, organizations and activities, counseling, academic services, or other aspects of campus life for undergraduate students may be directed to any residential staff member or to the Office of Residence Life.

**Housing Accommodations for Students with Disabilities**—Students wishing to request housing accommodations for medical, physical, mental health, or cognitive disabilities should contact the disability services coordinator (timmons.j@lynchburg.edu; 434.544.8687; see “Disability Services”). Reasonable documentation completed by a licensed professional is required.

**Residence Life Policies**
The following policies exist to enhance the safety and comfort of all students living in College housing. Residence Life policies constitute part of the Student Conduct Code. Failure to adhere to Residence Life policies may result in administrative address by the Office of Residence Life (including but not limited to fines, restriction of privileges, and/or change in housing assignment) and/or address through student disciplinary procedures (see “Honor and Student Conduct Codes and Regulations”).

**Alcohol**—Possession of alcohol by anyone under age 21 is prohibited everywhere on campus, including in all residential facilities. Students and guests who are age 21 or older may possess and consume alcohol in residential facilities only in accordance with the Student Conduct Code and any policies established by the Office of Residence Life.

Possession and consumption of alcohol are prohibited in the following residential areas regardless of the possessor's age:

- In any individual residential room and in the entirety of any College house, townhouse, Court, or apartment where all assigned residents are under age 21;
- Montgomery Hall, Tate Hall, and other facilities designated as alcohol-free;
- Indoor common areas, including lounges, stairwells, and hallways; and
- Outdoor areas around residential facilities, including porches, yards, sidewalks, parking lots, and streets.

Possession of an open container of alcohol in public is prohibited by both Lynchburg College policies and Lynchburg City laws. This prohibition applies to alcohol in any form or container, including but not limited to bottles, cans, cups, and sports bottles.

Residence Life and security staff members may ask to see the contents of backpacks, bags, and other packages suspected to contain alcohol. Unauthorized kegs on campus and related taps are confiscated, regardless of whether they contain alcohol, and are not returned to the owner. Kegs may not be repurposed as furniture, decorations, or for other uses on campus.

Intoxication, public drunkenness, and disorderly conduct are prohibited by Lynchburg College policies and Lynchburg City laws. Disorderly conduct includes but is not limited to cursing profanely in public. Neither presence on campus nor residence in College housing shields a student from obligation to adhere to College alcohol policies and alcohol laws.

For more information about policies regarding alcohol, see the Student Conduct Code, including “Alcohol and Other Drugs.”

**Animals**—Animals, other than service dogs and approved emotional support animals (ESAs), are not permitted inside College buildings (including all residential facilities) at any time. Students living in College housing may have only fish in their assigned residences. Prohibited animals include “tank animal,” such as frogs, hermit crabs, lizards, and snakes. Individuals with unauthorized animals other than fish will be subject to adjudication and instructed to remove the animals immediately (within 24 hours); failure to do so within the allotted time will result in additional disciplinary action.
An undergraduate student residing in a townhouse, apartment, Court, or College house who allows an unauthorized animal inside the residence for any length of time, other than fish, will immediately be relocated to a residence hall. Similarly, an undergraduate student living in a residence hall who allows an unauthorized animal inside the residence for any length of time, other than fish, forfeits eligibility to live in a townhouse, apartment, Court, or College house during the following year. The housing agreement of a graduate student who allows an unauthorized animal inside College housing for any length of time, other than fish, is subject to review for possible termination by the Office of Graduate Studies.

A residential student with a service animal must complete a Service Animal Agreement pertaining to the animal’s presence in College housing; special arrangement is not necessary for a service animal to be in other areas of campus.

A residential student with an emotional support animal must obtain approval before bringing the animal into the student’s assigned College residence. An authorized ESA is permitted only in the owner’s residence and is not permitted in public residential areas or other campus buildings. Individuals seeking approval of an ESA should complete the process as soon as practicably possible before moving into College housing. If the request for accommodation is made fewer than 60 days before the individual intends to move into College housing, Lynchburg College cannot guarantee that it will be able to meet the individual’s request for approval of an emotional support animal during the first semester or term of occupancy. To complete a service animal agreement or to request approval of an emotional support animal, contact the disability services coordinator (timmons.j@lynchburg.edu; 434.544.8687; see “Disability Services”).

For more information about policies regarding animals, see “Animals on Campus.”

Balconies and Roofs—Students may not be on any balcony or roof with the exception of Hundley Hall’s second floor balcony located off the lounge.

Basements—Students may not enter or use basements and crawl spaces in College houses for any reason, including storage and gatherings.

Bicycles—Bikes may be stored only in individual rooms or in bike racks provided. Bikes may not be stored in hallways, stairwells, lounges, bathrooms, or other areas so designated by the Office of Residence Life. A student who violates this policy will be instructed to remove the bicycle promptly and assessed a fine and/or other consequences.

Candles—Candles are prohibited in all College residential facilities, regardless of whether the wick has been burned. A student who violates this policy will be instructed to remove the candle promptly and assessed a fine and/or other consequences.

Card Access and ID Cards—All residence halls are locked 24 hours a day. Residential students and other authorized individuals gain entrance into the residence halls by using their LC ID cards. Students are responsible for their own ID cards and may not lend them to anyone for any reason. Similarly, students may not use another’s ID card. Any student who loses his/her ID or whose ID does not function should report immediately to the Information Desk in Hall Campus Center to receive a new one.

Students should not allow non-residents to gain access to any residence hall. Propping of exterior doors is strictly prohibited. Students aware of trespassers, unsecured doors, or other problems related to security in any College residence should immediately contact an RA or LC Security (emergency number 434.544.5555).

Checkout Policy—All residents checking out of a College residence at any time must do so through a Residence Life staff member or by using an Express Check-Out envelope, available in the Office of Residence Life and at the Information Desk in Hall Campus Center. Failure to do so will result in substantial fines.

Cooking—Hot pots, coffee makers, popcorn poppers, and approved Microfridge microwave ovens are the only cooking appliances permitted in residence hall rooms. In residence hall kitchens, students may use the appliances provided for simple heating and baking. Due to local fire regulations, frying, grilling, and rotisserie cooking are strictly prohibited in residence hall kitchens. A student who possesses an unauthorized cooking appliance will be instructed to remove it promptly and assessed a fine and/or other consequences.

For information about use of gas and charcoal grills, see “Fire Hazards.”
Damage Policy—In any community living environment, materials in a building break or must be replaced periodically due to normal wear and tear. Lynchburg College’s housing fees are designed to cover such routine maintenance expenses. However, damages are sometimes caused by accident, horseplay, or misuse of facilities. If an individual causes accidental damage, he/she should report it to a Residence Life staff member within 24 hours after the damage occurred. In such cases, the individual is held accountable for the cost of the needed repair(s). 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). If the responsible individual is identified, he/she is subject to replacement costs, fines, and other sanctions as deemed appropriate. If the responsible individual(s) cannot be identified, the residents of the wing, floor, or building may be assessed common area damage charges. Any appeal of damage charges or common area damage charges must be submitted in writing to the Office of Residence Life within 30 days of the billing date.

The following list provides approximate charges assessed for damage; other damages not listed are also subject to repair, replacement, and/or labor charges. Specific charges issued depend on the nature and severity of the damage. Damage to residential furniture results in charges sufficient to replace the damaged item(s). All incidents of damage are subject to review through Residence Life and disciplinary processes, which may result in additional fines and/or other sanctions.

<table>
<thead>
<tr>
<th>DAMAGE</th>
<th>COST</th>
<th>DAMAGE</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pullled fire alarm</td>
<td>$50</td>
<td>Improper checkout</td>
<td>$75</td>
</tr>
<tr>
<td>Replace fire extinguisher</td>
<td>$55</td>
<td>Unauthorized move</td>
<td>$75</td>
</tr>
<tr>
<td>Replace fire box</td>
<td>$200</td>
<td>Failure to return key</td>
<td>$150</td>
</tr>
<tr>
<td>Replace battery to fire box</td>
<td>$25</td>
<td>Unclean/Not vacuumed</td>
<td>$25</td>
</tr>
<tr>
<td>Damaged exit sign</td>
<td>$75</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Structural Damage:</strong></td>
<td></td>
</tr>
<tr>
<td>Window pane</td>
<td>$35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ceiling tile</td>
<td>$35</td>
<td>Trash</td>
<td>$25</td>
</tr>
<tr>
<td>Bulletin board</td>
<td>$25</td>
<td>Excessive trash</td>
<td>$125</td>
</tr>
<tr>
<td>Paint:</td>
<td></td>
<td>Writing on wall</td>
<td>$25</td>
</tr>
<tr>
<td>One wall</td>
<td>$125</td>
<td>Bodily excretion</td>
<td>$100</td>
</tr>
<tr>
<td>Ceiling</td>
<td>$100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Door</td>
<td>$60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nail holes</td>
<td>$20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whole room</td>
<td>$300</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Decorations—Students are permitted to hang personal belongings in their assigned rooms. However, decorations may not impede fire safety, entrance or egress, ventilation, or view of the room. Possession of a street, traffic, or municipal sign is prohibited; such signs are confiscated by Campus Safety and Security and not returned, regardless of how the signs were obtained by the resident(s). Kegs may not be repurposed as furniture, decorations, or for other uses on campus.

To decrease fire hazards, decorations may not be placed over lights or fire safety equipment. Holiday and other decorative lights must be U.L. approved. Only artificial trees are allowed in residential facilities. All holiday decorations must be removed in a timely manner and prior to departure for scheduled holiday breaks.

Students are not permitted to paint walls in individual rooms or in common areas. Proposals for wall murals for residence hall common areas may be submitted to the Office of Residence Life for approval. Subsequent approval by three-fourths of all floor residents must follow.

Drugs—Possession, use, and distribution of illegal drugs, as well as distribution and abuse of prescription medication, are prohibited. Possession or use of drug paraphernalia is also prohibited. For more information about policies regarding illegal drugs, see the Student Conduct Code, including “Alcohol and Other Drugs.”
Fire Hazards—The following items are not permitted in any College residential facility: candles (unlit or lit), halogen lamps (and other lamps deemed unsafe by the Office of Residence Life), incense, hookahs, space heaters, and any appliances that make an open flame or have exposed heating elements other than stoves provided by the College.

Fireworks may not be possessed or used anywhere on campus.

Hot pots, coffee makers, popcorn poppers, and approved Microfridge microwave ovens are the only cooking appliances permitted in residence hall rooms. All other cooking appliances, including other microwave ovens, toaster ovens, hot plates, toasters, and grilling machines, are prohibited in residence hall rooms.

Fires are not permitted inside or outside any College residential facility, except for outdoor use of gas and charcoal grills for cooking. Grills may be stored outdoors only. When in use, grills must be at least 10 feet from all parts of a structure, including decks and porches. Also, appropriate safety precautions must be taken (e.g., distance from dry brush and other flammable materials, absence of wind hazards, extinguished coals, and disposal of cold coals in trash receptacles). Damage caused by use of a grill will result in repair fees and/or disciplinary sanctions.

Furniture—Possession of any type of College property in a campus residence other than the standard room furniture provided is prohibited. Likewise, College furniture may not be removed from individual rooms in any College housing. In residence halls, lounge furniture may not be taken to an individual's room for any purpose or for any length of time.

Upholstered furniture is not permitted on porches, decks, and other areas outside College houses, townhouses, Courts, and apartments. All furniture outside a residence must be manufactured for outdoor use.

Kegs may not be repurposed as furniture, decorations, or for other uses on campus.

A resident who has lounge furniture in a residence hall room or unauthorized furniture outside will be instructed to return the furniture promptly to its proper place and assessed a fine.

Holiday Closings—All residential facilities for undergraduate students close for fall break, Thanksgiving, winter break (between semesters), and spring break vacations. Undergraduate students must vacate during these breaks and may not be in residential facilities without advance permission from the Office of Residence Life or from Campus Safety and Security. Specific dates and times of closings and openings are listed in The Hornet and posted on campus. During exam periods, all undergraduate students must vacate campus housing within 24 hours after their last exam, with the exception of graduating seniors in May. Students who arrive early or stay late during a time when residential facilities are closed for undergraduates will either be instructed to leave or assessed a fine of $75 per night.

Keys—Residential keys are issued to students at the time of check-in. Once a key is issued, it becomes the responsibility of the student. Students may not lend residential keys to anyone for any reason. Similarly, students may not use another's residential keys. When a residential key is lost, the following procedures must be followed:

1. Immediately report the loss of a residential key to the Office of Residence Life (434.544.8320) or to the Office of Graduate Studies (434.544.8383). A lost key report will be made and sent to Campus Safety and Security for proper action.
2. The student is responsible for payment of costs associated with core change and key replacement: $75 for a lost room key (includes creation of two new keys); $150 for a lost common space exterior door key (includes creation of a new key for each occupant). All lock-change fees are assessed to the student's account.
3. Failure to report lost or stolen keys or possession of a duplicate or unauthorized key will result in appropriate disciplinary action.

Students should secure their rooms at all times and are responsible and liable for any actions of non-assigned students or guests in their rooms. Furthermore, students failing to secure their rooms or to obtain or carry room keys will assume all responsibility for theft or damage of any personal belongings in their room.

No student may be in possession of any key to any College building or office unless that specific key has been issued to the student directly in connection with a work assignment. No duplication may be made of any key issued by Lynchburg College.
Liability for Loss—Generally, each individual is responsible for his/her personal belongings. Students are encouraged to purchase insurance that will cover losses and/or theft. Some homeowners’ insurance policies cover losses at school.

Lofts—Only Lynchburg College lofts are permitted in campus housing. Only one loft kit may be used per bed, and total height may not exceed one added loft kit.

Noise—Living in a College residence in close proximity to many other students can create noise disturbances. Because noise travels easily, all residents must be considerate of neighbors when playing stereos, TVs, or simply talking. Generally, quiet hours should be observed from 11 p.m. to 11 a.m. Sunday-Thursday and midnight to 11 a.m. Friday and Saturday nights. Courtesy hours are in effect 24 hours per day. Repeated disruptions by individuals at any hour will result in loss of privileges and/or specific sanctions.

Each semester, 24-hour quiet hours are in effect from the last day of classes through the closing of College housing.

Parties—Students living in College houses, townhouses, Courts, and apartments may host parties in their assigned residences in accordance with College policies. Event occupancy in the residence is limited to five guests per resident present. Alcohol may be consumed only by individuals age 21 or older and only in accordance with all College alcohol policies.

Residents who host parties are held directly responsible for conduct occurring at their residence, including outside areas, and for their visitors’ behavior.

Failure to adhere to this policy may result in administrative action by the Office of Residence Life and/or disciplinary sanctions. These responses may include suspension of party privileges, and/or removal from the residence.

Recreational Equipment—Slip ‘n slides, whether purchased or made, and similar water amusements are prohibited on campus. Pools are also prohibited on campus, except as approved by the Office of Residence Life for use outside College houses. Inflatable amusements are prohibited on campus, except as approved and contracted by authorized College officials. Possession, storage, or use of hoverboards in any fashion is prohibited on campus.

For more information about policies regarding use of recreational equipment on campus, see “Use of Roller Blades, Bicycles, and Other Recreational Equipment.”

Repairs/Alterations—If a repair is needed in a residential facility, undergraduate students should report it to a Resident Assistant or to the Office of Residence Life (434.544.8320); graduate residents should report it to the Office of Graduate Studies (434.544.8383). Repairs may not be made by anyone other than authorized College personnel. Similarly, alterations such as adding air conditioning units or adding or removing doors or other structures may not be made.

Room Assignments and Changes—All room assignments are final unless the Office of Residence Life authorizes a room change. If a student wishes to make a room change, he/she should contact the Office of Residence Life to ensure adherence to proper room change procedures.

Students may not request a room change during the first three weeks of classes each semester. Afterwards, residents must fully complete a room change request form, including all applicable signatures, and submit the completed form to the Office of Residence Life by 11 a.m. on the Friday before the weekend they desire to move. If a room change request is granted, students receive a Permission to Move Form outlining instructions for completing the move and specifying the time period during which the move must be made. Room changes generally take place 3 p.m. Friday to 10 p.m. Sunday.

Students should discuss roommate concerns with their RA and/or staff in the Office of Residence Life prior to making a room change. If a resident makes a room change without first attempting a roommate mediation, the resident is subject to a room change fine.

A resident who makes a room change without authorization from the Office of Residence Life or declines a requested room change after it has been processed may be assessed a $75 fee. Students who move
without permission may also be required to move back to their assigned rooms. Students who make more than one unauthorized move are subject to a $100 fee per subsequent violation.

Students who are eligible to commute from home or to reside off campus but elect to reside in College housing may not move off campus during the academic year in which their Residence Hall Agreement applies unless they have prior approval from the Office of Residence Life and pay a $250 fee.

Due to limited space, the Office of Residence Life is unable to hold a specific housing assignment for a student who is not residing in campus facilities for a semester due to study abroad, a leave of absence, or any other reason. While efforts will be made to match roommates when students return to campus housing, a specific assignment cannot be held.

**Room Consolidation**—To use residential space effectively and in a fair, consistent manner, the College conducts Room Consolidation beginning the fifth week of each semester. Consolidation affects only those students who do not have a roommate or an approved single room. A resident whose roommate leaves LC (e.g., withdraws, studies abroad, or does not return after a holiday break) is encouraged to notify the Office of Residence Life and to participate in the consolidation process.

All residents without roommates or approved singles are expected to take an active role in the consolidation process, assisting in the identification of suitable roommates. Through active participation, students increase the likelihood of satisfaction with their new roommate assignments. Students who must participate in the consolidation process are given a list of all other students needing roommates. Using this list, residents can identify a roommate with whom they are compatible and then notify the Office of Residence Life about the roommate selection, enabling the room change process to begin. Students who do not select a roommate from those participating in the consolidation process will be consolidated with a new roommate through administrative assignment. Students who delay the process or otherwise prevent consolidation may be assessed a fee.

**Single Rooms**—Typically, single rooms are not available. Students wishing to request housing accommodations for medical, physical, mental health, or cognitive disabilities should contact the disability services coordinator (timmons.j@lynchburg.edu; 434.544.8687; see “Disability Services”). Reasonable documentation completed by a licensed professional is required.

**Smoke Detectors**—Smoke detectors are provided in each residence hall room and in all other College housing for the safety of all residents in the facility. Students may not remove, cover, or disable a detector for any reason. Tampering with a smoke detector constitutes a violation of the Student Conduct Code and results in disciplinary action.

If a smoke detector does not function properly, students should immediately contact Campus Safety and Security (emergency number 434.544.5555) so proper repair can be made.

**Smoking**—All residential facilities are smoke-free buildings; therefore, smoking may not occur within any part of these facilities. Smoking includes but is not limited to use of cigarettes, cigars, pipes, e-cigarettes, and personal vaporizers or other devices associated with “vaping.” Possession or use of a hookah is prohibited in all areas of the College, both inside and outside. See “Smoking Policy” in the Honor and Student Conduct Codes and Regulations for the full, campus-wide smoking policy.

**Trash**—Residents in residence halls are responsible for depositing trash from their rooms in proper receptacles located in the building’s common areas. These community receptacles are emptied each day. To dispose of trash at College houses, residents must place all trash in black garbage bags and deposit the bags in provided outdoor bins. All recyclables must be placed in clear bags and placed next to the trash bins. Similarly, townhouse and apartment residents are responsible for placing trash and recyclables in the appropriate bags and depositing the bags in designated outdoor trash collection areas. Trash is typically collected from College houses, townhouses, and apartments on Mondays and Fridays.

Trash bags and recycling bags are available in the Office of Residence Life (first floor, Hundley Hall).

A student or housing unit that does not properly dispose of trash will be instructed to do so promptly and assessed a fine and/or other consequences.
Visitation Policy—Students may be visited in their College residence by LC students and other visitors in accordance with visitation and guest registration requirements. Visitations on campus is a privilege, not a right, and must be respected to maintain order in the community. The privilege of visitation in College housing does not supersede a roommate’s/roommate’s right to privacy, study time, and sleep. These rights and safety and security of the campus community are absolute and fundamental principles of the Visitation Policy.

A student residing in College housing may be visited in his/her assigned residence at any time in accordance with the following requirements:

1. ROOMMATE/HOUSEMATE RIGHTS - A roommate/roommate will not be deprived of the right to privacy, study time, or sleep due to the presence of a guest (student or non-student).
2. ROOM OCCUPANCY - Only the students assigned to a residence may live in that residence. Guests (student or non-student) may visit but are not permitted to live in the residence.
3. GUEST REGISTRATION - All non-LC-student visitors staying on campus after midnight on any day must be registered by their host before midnight of that day. Guest registration is completed on myLC (use tabs “Personal” and “My Visitor”). If the guest brings a vehicle onto campus, he/she must obtain a valid visitor’s parking pass from Campus Safety and Security (first floor, Hall Campus Center).
4. ESCORTING GUESTS
   a. Non-Student Guests - Guests who are not LC students must be escorted at all times.
   b. Student and Non-Student Guests in a Residence Hall - All residence halls are locked 24 hours per day. From 10 a.m. to midnight, residential students and other authorized individuals may gain entrance to the residence halls by using their College ID cards. After midnight, only residents of a particular building may access that building using their ID cards. A visitor (student or non-student) who is not a resident of the building must be admitted and escorted by a resident of the building.
5. RESPONSIBILITY FOR GUESTS’ CONDUCT - All guests are expected to abide by Lynchburg College policies at all times. Students are held directly responsible for conduct occurring in their rooms and for their visitors’ behavior. Students living in College-owned houses, townhouses, Courts, and apartments are held directly responsible for conduct occurring at their residences, including outside areas, and for their visitors’ behavior.

Laundry Machines
Lynchburg College’s laundry program includes the following features:

- High-efficiency (HE), front-load washers and dryers in all campus laundry rooms
- Payment made by debit laundry card instead of coins
- Availability of adding value to a debit laundry card with cash, online, and/or by cell phone

Washers and dryers each cost $1.25 per load. Debit laundry cards can be purchased from a self-operated dispenser, located next to the ATM machine on the second floor of Drysdale Student Center. A laundry card costs $10 and includes $7 in washing value. Detailed information about purchasing and adding value to a laundry card is available at www.lynchburg.edu/student-life/housing/laundry-service-on-campus/.

To operate campus washing machines correctly:

- Use only liquid HE detergent; look for the “h·e” symbol on detergent bottles.
- Follow the detergent manufacturer’s directions for the correct amount of liquid to use. HE washers require less detergent than conventional machines; even less is needed if the detergent is concentrated.
- Pour detergent and liquid fabric softener into the dispenser, not directly on the clothing.
- The washer door locks approximately 30 seconds after the cycle starts and unlocks only after the cycle ends. Do not try to open the door while the washer is running.

Problems with laundry machines or debit cards should be directed to Lynchburg College’s laundry vendor, Caldwell & Gregory (800.927.9274; www.caldwellandgregory.com).
Health and Counseling Services

Health and counseling services are offered during the fall and spring semesters to promote the emotional, mental, and physical well-being of students. Health and counseling services are also offered on a limited basis during January Term and summer sessions to students enrolled in these sessions.

Health Information Form-All full-time traditional undergraduate students and graduate health science majors are required to have a completed Health Information Form on file in the Student Health Center. Certain academic majors and athletics may require additional information. International graduate students are required to complete only the Tuberculosis Screening Questionnaire. Undergraduate students who do not submit a completed Health Information Form are subject to a $200 fine per semester until the form is completed. The Health Information Form is available at www.lynchburg.edu/student-life/health-and-counseling/health-center/required-health-information/ and at the Health Center.

Disability Accommodations in Health/Counseling Services-Students wishing to request academic or non-academic accommodations for medical, physical, mental health, or cognitive disabilities should contact the disability services coordinator (timmons.j@lynchburg.edu; 434.544.8687; see “Disability Services”). This includes academic accommodations or non-academic accommodations (e.g., dietary, housing) related to acute and/or chronic disabilities. Reasonable documentation completed by a licensed professional is required.

Health Services
Terrace level, Hundley Hall
434.544.8357
www.lynchburg.edu/student-life/health-and-counseling/health-center/
Routine Hours of Operation*: 8:30 a.m.-5 p.m., Monday-Friday
Walk-In Hours*: 8:30 a.m.-12:30 p.m. and 2-4:30 p.m., Monday-Friday
January Term and Summer Hours*: 10 a.m.-2 p.m., Monday-Friday
* Closed during scheduled College breaks

Eligibility-Health Services are available to all students. To be eligible to use Health Services, a student must have a completed Health Information Form on file in the Health Center.

Appointments/Walk-ins-Students may schedule appointments with Health Services or receive service on a walk-in basis. Primary health care is provided by nurse practitioners and College health nurses. A family practice physician is on campus Thursday mornings, 8:30-9:30 a.m. Referrals to physicians or other community health care providers are arranged when necessary or at the request of the student.

Medical Records-All consultations and medical records are kept completely confidential. No information is discussed with or released to anyone without the student’s written consent.

Charges-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.

Prescriptions-Kroger Food and Drug (434.384.3666) offers a special arrangement for delivery of prescriptions to the Health Center for students. Kroger provides prescription billing and files with insurance companies when required information is provided.

After-Hours Care-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 number 434.544.5555). Health Services are not available during academic breaks.
### Off-Campus Health Care Options

The following off-campus community facilities are available for medical care:

<table>
<thead>
<tr>
<th>FACILITY</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forest Family Physicians</td>
<td>8:30 a.m.-7 p.m., Monday–Thursday</td>
</tr>
<tr>
<td>1175 Corporate Park Drive, Forest, VA 24551</td>
<td>8:30 a.m.-5 p.m., Friday</td>
</tr>
<tr>
<td>Phone: 434.525.6964</td>
<td>8:30 a.m.-noon, Saturday (urgent care only)</td>
</tr>
<tr>
<td>Appointment necessary</td>
<td></td>
</tr>
<tr>
<td>CVFP Immediate Care Lakeside</td>
<td>8 a.m.-8:30 p.m., Monday–Friday</td>
</tr>
<tr>
<td>2137 Lakeside Drive, Lynchburg, VA 24501</td>
<td>8 a.m.-6 p.m., Saturday–Sunday</td>
</tr>
<tr>
<td>Phone: 434.845.4175</td>
<td></td>
</tr>
<tr>
<td>Walk-ins welcome</td>
<td></td>
</tr>
<tr>
<td>MedExpress Urgent Care</td>
<td>8 a.m.-8 p.m., daily</td>
</tr>
<tr>
<td>2818 Linkhorne Drive, Lynchburg, VA 24503</td>
<td></td>
</tr>
<tr>
<td>Phone: 434.384.1573</td>
<td></td>
</tr>
<tr>
<td>Walk-ins welcome</td>
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</tr>
</tbody>
</table>

Emergency medical care is available at:

Lynchburg General Hospital Emergency Room
1901 Tate Springs Road, Lynchburg, VA 24501
Phone: 434.200.5000

### Medical Excuse Policy

Lynchburg College Health Services does not provide medical excuses for class absences or tardiness. However, as a courtesy during the last two weeks of the fall and spring semesters, Health Services will, with the student’s written permission, notify instructors via e-mail of the dates that the student was seen by a health professional at the Health Center.

### Health Insurance

All students are strongly encouraged to comply with federal law by having valid health insurance. Visit [https://www.healthcare.gov/](https://www.healthcare.gov/) for additional information.

### Counseling Services

Terrace level, Hundley Hall
434.544.8616


Hours*: 9:00 a.m.-5 p.m., Monday–Friday

January Term and Summer Hours*: 10 a.m.-2 p.m., Monday–Friday

* Closed during scheduled College breaks

Licensed mental health professionals offer 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. Part-time students may use Counseling Services for a fee payable at the Cashier’s Office before the start of each semester. To be eligible to use Counseling Services, a student must have a completed Health Information Form on file in the Health Center. Students may schedule appointments by visiting or calling the Counseling Center. Strict confidentiality is observed in accordance with professional standards.

### Spiritual Life

Spiritual Life Center
500 Brevard Street
434.544.8348


In keeping with Lynchburg College’s historical and current relationship with the Christian Church (Disciples of Christ), all faith traditions are celebrated at LC. The spiritual life of the Lynchburg College community is expressed in a variety of ways, including community worship through Roman Catholic Mass, InFaith (IF) Campus Protestant Worship, and special interfaith services. Students also participate in a variety of community-service endeavors, social gatherings, recreational activities, and peace and justice programs.
A full list of campus religious organizations is linked to the webpage for Spiritual Life. Each group is open to the entire campus community. Students are also welcomed in local congregations of various denominations, the local synagogue, and in the fellowships of other faith traditions. A spirituality fair is held in the fall semester to provide opportunities for students to meet with representatives of local congregations from a variety of religious traditions.

The College chaplain and associate chaplain are available for pastoral counseling and crisis intervention on a 24-hour basis.

**Written Complaints**

Office of the Dean of Students  
114 Hundley Hall  
434.544.8226  
Fax: 434.544.8650  
1501 Lakeside Drive, Lynchburg, VA 24501-3113  
www.lynchburg.edu/student-life/dean-of-students/

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. 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 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 (SCHEV) 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’s academic programs is published on the College’s accreditation website (www.lynchburg.edu/aboutlc/accreditation/).