

## **The LMU Residential Student Handbook ONLINE 2011-2012**

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## **MISSION AND PURPOSE**

Lincoln Memorial University is a values-based learning community dedicated to providing educational experiences in the liberal arts and professional studies. The University strives to give students a foundation for a more productive life by upholding the principles of Abraham Lincoln's life: a dedication to individual liberty, responsibility, and improvement; a respect for citizenship; recognition of the intrinsic value of high moral and ethical standards; and a belief in a personal God. The University is committed to teaching, research, and service. The University's curriculum and commitment to quality instruction at every level are based on the beliefs that graduates must be able to communicate clearly and effectively in an era of rapidly and continuously expanding communication technology, must have an appreciable depth of learning in a field of knowledge, must appreciate and understand the various ways by which we come to know ourselves and the world around us, and must be able to exercise informed judgments.

The University believes that one of the major cornerstones of meaningful existence is service to humanity. By making educational and research opportunities available to students where they live and through various recreational and cultural events open to the community, Lincoln Memorial University seeks to advance life in the Cumberland Gap area and throughout the region through its teaching, research, and service mission.

## **INSTITUTIONAL GOALS**

Lincoln Memorial University is a private, independent, non-sectarian university with a clearly defined mission that distinguishes it from other educational institutions. While the University cherishes its heritage and rich traditions, it recognizes that dynamic growth and change are required to meet the needs of today's students. The University has identified the following goals, which are derived from its mission and reflect its vision for the future.

1. Secure and maintain fiscal integrity in all its activities, programs, and operations through concerted efforts to continuously increase its endowment and financial standing.
2. Provide quality educational experiences that have their foundations in the liberal arts and professional studies, that promote high personal standards, and that produce graduates with relevant career skills to compete in an ever-changing, increasingly global economy.
3. Make educational opportunities available to all persons without reference to social status. The University seeks to stabilize undergraduate enrollment by strengthening recruitment efforts and increasing student retention through the creation of an academic and social environment that facilitates success and rewards achievement.
4. Advance the Cumberland Gap and tri-state region through community service programs in continuing education, leadership development, recreation, and the fine and performing arts.
5. Continue as a critical educational, cultural, and recreational center for the area, and to develop and maintain facilities, which are safe, accessible, and conducive to development of body, mind, and spirit.
6. Attract and retain a highly qualified faculty and staff through providing the best possible compensation program within the limits of its ability.
7. Continue to strengthen the faculty development program with priority for allocation of resources determined by institutional needs.
8. Increase technology for all educational sites. Specifically, the University seeks to continuously improve its computer and other technological resources for faculty and students.
9. Develop and implement academic programs in response to anticipated or demonstrated educational needs, and to continuously evaluate and improve the effectiveness of current programs.
10. Continue the tradition of providing a caring and nurturing environment where students, 3 faculty, and staff with varied talents, experiences, and aspiration come together to form a community where there is room for diversity and growth in the pursuit of academic and career goals. The University seeks

to develop students' potential in a supportive environment while challenging to grow intellectually and personally.

11. Provide high quality educational opportunities through selected undergraduate and graduate degree programs for students who live or work a significant distance from Lincoln Memorial University's main campus, and for whom other options are not as accessible.

## **RESIDENCE LIFE STAFF 2011-2012 Academic Year**

### **Liles Hall**

Amanda Mills RD Apt. Resident Director 6311  
Elizabeth Wolf RM 209 Resident Assistant 6520  
Kristi Blaisdell RM 309 Resident Assistant 6533  
Christine Yawn RM 409 Resident Assistant 6554

### **West Hall**

Larry Thacker RD Apt. Resident Director 6699  
Emily Walls RM 207 Resident Assistant 6571  
Alicia King RM 213 Resident Assistant 6568  
Mark Comparoni RM 309 Resident Assistant 6596  
William Moura RM 409 Resident Assistant 6617

### **Grant Lee**

Anthony Lindsay Apt. 109 Resident Director 6327  
Clint Gibson RM 117 Resident Assistant  
Jesse Tussing RM 211 Resident Assistant 6631  
Chelley Christian RM 314 Resident Assistant 6651

### **Dishner Hall**

Anthony Davis Dish 101 Resident Assistant 7046  
Ashley Robbins Dish 304 Resident Assistant 7056

### **Mitchell Hall**

Courtney Jones RM 102 Resident Assistant 7034  
David Maldonado RM 301 Resident Assistant 7040

### **Pope Hall**

Simon Hyde RM 304 Resident Assistant 7032  
Chris Graves Pope 104 Resident Director 7024

### **Lafrentz Poole**

Ashton Owens RM 115 Resident Assistant 7421  
Kayla Swiney RM 218 Resident Assistant  
Brandon Sharp RM 317 Resident Assistant 7477  
Cameron Landers RM 403 Residential Director 7483

### **Shelton Hall**

Natalie Sweet Shelton 104 Resident Director 7746  
Kayla Collins Shelton 201 Resident Assistant

### **Langley Hall**

Tom Eggart Langley 104 Resident Assistant 7734

## **RESIDENT LIFE STAFF PROFILES**

**RESIDENT DIRECTORS (RDs)** are live-in students or staff members who supervise the Resident Assistants. RDs manage each building and serve as role models for the residence hall staff and residents. RD's help develop community living by emphasizing consideration for others and enforcing regulations set by Lincoln Memorial University.

**RESIDENT ASSISTANTS (RAs)** are student staff members who reside on each floor in the residence halls.

RAs are chosen to work with residents on a personal basis because of their leadership qualities and skills. The RA serves a wide range of roles, from friend to role model. Each RA is trained in helping skills, crisis intervention, and conflict mediation to help residents cope with most problems that may arise. RAs are responsible for enforcing both university and housing policies.

## **RESIDENCE LIFE POLICY**

University policy is that all full-time students live on campus unless they are at least 23 years of age, reside with a parent or guardian within a 65-mile radius of campus, or are married and residing with their spouse. International students who are in the United States on I-20 forms must reside on campus. Each full-time student must register with the Office of Student Services by completing a Housing Application or Housing Waiver Application. A petition for exception to the residency rule may be sent to the Office of Student Services.

## **CHECK-IN PROCEDURES**

All students are required to check into the residence hall to which they have been assigned. The RA or RD of their assigned residence hall will assist them by providing a room inventory sheet, emergency form, and key assignment. Each of these forms must be completed prior to moving into the residence hall. At no time are students permitted to randomly switch roommates during the check-in process. Concerns about check-in should be directed to the RA or RD of the assigned building.

## **ROOM ASSIGNMENTS**

Room assignments are made by the Director of Residential Life and are based on the following priority categories:

1. Mutual roommate requests
2. G.P.A.
3. Semester hours earned
4. Semesters completed in college
5. Residential record
6. Extenuating circumstances or needs
7. Date of application and deposit for campus housing
8. Overall occupancy rate of the residence hall

In order to move to the upperclassmen residence halls or outlying housing, or to acquire a private room, a student must achieve and maintain a minimum GPA of 2.5, must be at minimum Sophomore status, and must not have been written up for more than three university regulation infractions since enrolling at LMU. Any student in the upperclassmen residence halls, outlying housing or a private room, who falls below these minimum requirements will lose their room and must return to Liles or West Halls. The Director of Residential Life, with reasonable justification, has the discretion to make exceptions to this rule.

Private rooms are allotted to students who achieve the highest GPA, based on availability.

Due to the fact that the Housing Office attempts to get housing assignments out early for the semester and that there are often sizable differences between the number of students anticipated and the number of students who actually reside on campus, a roommate may have to be assigned to a student who has previously been notified that they have a private room.

Three person rooms in Grant Lee (room numbers 203, 215, 217, 219, 303, 304, 311, 312, 313, 314), which have only two students, will be required to take a third student if deemed necessary by the Director of Residential Life. A group of three students who want to live in the same room will be given priority over a group of two competing for the room, as long as they meet the minimum criteria set forth above.

Any student who lives in an efficiency apartment with kitchen facilities will be required to move to a room without kitchen facilities if a married couple or a parent with children needs the efficiency apartment.

Students who owe money on their account must clear their balance before moving back on campus following Christmas break or Summer break.

### **ROOM CHANGES**

A student wanting to change rooms within their residence hall must have written permission from the Director of Residential Life in advance. A room change must be completed within 24 hours after the Director of Residential Life authorizes the reassignment. Students need to be aware that room changes after the first two weeks of classes will be permitted only in extreme situations and will result in an administrative charge of \$50.00.

A student must complete check-out procedures (listed below) of the vacated room with the RD or RA, to ensure that the room is left in proper condition. Any damage or cleaning charges assessed must be paid prior to the move.

### **CONSOLIDATION POLICY**

Most residence hall rooms are double or triple occupancy. In the event a resident is left without a roommate for whatever reason, a policy called "consolidation" applies. This policy is enacted the first month of each semester. Students without roommates have options appropriate to their situation.

Options may, but will not necessarily, include the following:

- (1) find a roommate or move in with someone on the consolidation list;
- (2) pay an additional charge for a private room; or
- (3) be assigned a roommate at the discretion of the Director of Residential Life.

### **DEPOSIT**

If the student is to live on-campus, the housing application must be returned to the office of Student Services with a \$200.00 reservation and damage deposit. The deposit must be made in cash, by check, or by money order. The deposit is refundable at the end of the student's tenure in campus housing provided no damage or loss has occurred in the student's room as indicated by a check-out sheet, keys have been returned, and the student's reservation for the coming term has been cancelled by August 1 for Fall placement and by January 1 for Spring placement. These requests must be received in writing no later than July 1 of the semester that the student leaves housing. Refunds may take up to 120 days to process.

Cancellation of housing by a resident during the year forfeits the resident's deposit.

### **GROUP DAMAGE POLICY**

In an effort to keep costs of common area damage to a minimum, every resident is encouraged to take responsibility to keep common areas clean, to confront potential vandals, and to report vandalism to the Resident Director. If common area damage occurs in a particular hall, the residents of that floor/hall will be charged proportionally to pay for repairs.

### **KEYS**

A student receives a front door key and room key upon check-in. Each is responsible for keeping his/her room door locked as well as the outside residence hall doors. A lost key should be reported immediately to the Resident Director and a charge of \$50.00 will be assessed for the lost room keys. If keys are not turned in at designated times (holidays or breaks) there will be a charge of \$40.00 each week they are not returned. The student must turn in all residence hall keys upon check-out with a staff member. The

charge for not returning keys at check-out is \$50.00, which will cover the cost of putting a new lock on the door.

### **REGISTRATION FOR CLASSES**

Residential students must be registered within three days after the official registration day for the semester or vacate the residence hall. An unregistered student will be charged \$50.00 per day if the room is not vacated after this date. Unregistered students will forfeit their housing deposit if they move into the hall and are not allowed to register to help compensate for room and board costs.

### **CHECK-OUT PROCEDURES**

A student is required to check-out when vacating a room at the end of a term. Proper check-out procedure consists of making an appointment with the RD or RA, emptying the room of personal belongings, cleaning the room, being present during the RD's inspection of the room, signing the check-out sheet, and turning in keys. Any deviation from this procedure may result in a fine or loss of deposit being assessed for damages, cleaning, keys, or improper check-out.

Withdrawal from school forfeits the resident's deposit.

Any items left in the rooms after check-out will become the property of LMU to use or to dispose of as deemed proper. Rooms left with food, excessive trash, belongings (i.e. furniture), or damage to the room will result in the loss of your housing deposit. A student who loses his/her damage deposit under this provision must pay a new housing deposit before moving back on campus.

### **HOLIDAY SCHEDULE**

#### **RESIDENCE HALL CLOSURES**

The residence halls and dining center close during Christmas Holiday and Spring break. Students who wish to stay during these breaks will be charged, because this time is not included in the semester's residence hall rate. The only students who will not be charged are the athletes who are in season and required by coaches to stay and those students working for the university. Students who stay during these breaks are also subject to being moved into another residence hall during the break since a minimum number of residence halls are kept open. Students who do not turn in their keys to the RA or RD during these breaks will be charged \$40 each week they are not returned.

### **SUMMER HOUSING**

Students who stay during the summer will be relocated into available housing. This is necessary due to several residence halls being used for summer camps. Custodial Services personnel wax the floor of each building during the summer. Any student who walks on the waxed floor before it dries will be charged \$500 to cover the cost of rewaxing the floor.

### **RULES AND REGULATIONS**

#### **REGULATIONS FOR ALL RESIDENCE HALLS**

**Note: Some rules are further explained in other sections of this handbook.**

1. Fish are the only pets allowed. A \$100.00 fine will be assessed for possession or harboring of an animal in the residence hall. Fish are permitted only if agreeable to all roommates concerned and appropriate cleanliness is maintained, but bowls and tanks must be removed from the halls during holidays.
2. No cooking is permitted in residence hall rooms, other than in rooms where kitchenettes are provided. George Foreman Grills or any other appliance other than coffee pots and popcorn poppers will result in a fine of \$100.00.
3. No grills of any type are allowed on campus. There are outside grills located on the campus for student use. Any grills brought to campus will be taken from the student.
4. Quiet hours will be established for twelve hour sessions Sunday evenings through Friday mornings according to the needs of the residents of that building.
5. Reasonable quiet is expected at all times. Requests made for less noise should be followed immediately.

6. Alcoholic beverages are not allowed on campus, including residence halls.
7. Vandalism of any kind will not be tolerated.
8. Items, such as keys, balls, stones, or other objects, may not be hung or thrown from windows.
9. Stereos may not be played out of windows, except for special occasions approved by the Resident Director.
10. Students must register all overnight visitors with the Resident Director of the building. Visitors and overnight guests are expected to follow all University regulations.
11. The University reserves the right to enter a student's room under any of the following conditions:
  - a) Health and safety inspections;
  - b) Periodic pest control spraying;
  - c) To check for repair damages;
  - d) At the beginning of a break or holiday;
  - e) To quell disturbances;
  - f) For emergencies such as fire, injury, or illness of resident;
  - g) Periodic inspections and inventory;
  - h) Reasonable cause to suspect the violation of University policies;
  - i) Other reasons as stated in the presence of the resident.
12. Residents are responsible for rules and regulations of their specific hall.
13. Smoking or use of any tobacco products is not allowed within the residence halls. A fine of \$250.00 will be assessed per incident.
14. The use of illegal drugs is prohibited on campus, including within the residence halls. Any student violating this rule will be reported to the appropriate authorities.
15. Firearms are prohibited on campus, including within the residence halls. Any student violating this rule will be reported to the appropriate authorities.
16. No storage is provided for students' personal belongings. All items left in rooms will become the property of LMU to use or dispose of as deemed necessary. Students leaving items in their room or leaving rooms disorderly will lose their \$200 deposit and will be required to pay another \$200 deposit in order to obtain a room the following semester.

**IN ADDITION TO THE RULES AND REGULATIONS SET FORTH IN THE LMU RESIDENTIAL STUDENT HANDBOOK, ALL STUDENTS ARE SUBJECT TO THE RULES AND REGULATIONS SET FORTH IN THE STUDENT HANDBOOK AND UNDERGRADUATE OR GRADUATE CATALOG, LOCATED ON THE LMU WEBSITE.**

#### **SEXUAL AND OTHER DISCRIMINATORY HARASSMENT**

Lincoln Memorial University is committed to the maintenance of study and work environments free of inappropriate and disrespectful conduct of a sexually, or otherwise, harassing nature. Harassment of other students, faculty or staff is prohibited. LMU's policies with regard to harassment, along with procedures for reporting harassment, are located in Section III of the Student Handbook. All questions with regard to harassment should be directed to the **Robert Sabbatini, Dean of Student Development and Campus Life**.

#### **RESIDENCE HALL EMERGENCIES**

For illness, injury, or maintenance emergencies, the RD or RA on duty should be contacted. He/she will make an evaluation of the best action to take. Ambulance or maintenance calls should be made by Residence Life staff members only.

Fire evacuation is an important factor in campus safety. When an alarm is sounded, either through mechanical indication or by voice, evacuate the building immediately. Students should be sure to take shoes and a coat when evacuating a building (if indicated by the weather). If one is convenient, a towel

should be taken by the resident and placed over the mouth and nose to help filter smoke from the air breathed.

**Residents of Liles and West should go to the cafeteria parking lot.**

**Grant-Lee residents should go to the upper parking lot.**

**Residents of Pope, Mitchell, and Dishner should go to the lower parking lot.**

**Residents of Langley and Shelton should go to the Liles and West parking lot.**

**LP residents should go to the Munson parking lot.**

It is important for a student to make contact with his/her RA and/or RD so they know that the student is safe.

The RD and/or RA will do a roll call of residents to ensure everyone is accounted for. Residents will be notified when it is safe to reenter the building.

**STUDENTS WHO DO NOT EVACUATE THE BUILDING DURING A FIRE ALARM OR FIRE DRILL WILL BE FINED \$100.00 (OR POSSIBLY LIFE, IF IT IS NOT A FALSE ALARM)!**

**TAMPERING WITH SMOKE DETECTORS WILL RESULT IN A FINE UP TO \$500.00.**

**HANGING ITEMS FROM THE SPRINKLER SYSTEMS WILL RESULT IN A FINE UP TO \$500.00.**

Bomb threat evacuation will follow the same procedures as fire evacuation. Students must vacate the building quickly, being prepared to remain outside for the amount of time necessary to ensure the building is safe.

Weather warnings such as thunderstorms, tornadoes, and earth tremors should be taken seriously.

Residents will be expected to vacate their rooms with a blanket and/or pillow. Interior hallways of lower floors will be the best location to avoid injury. Flashlights and battery radios would be helpful, as would study or entertainment material since warnings can last for hours.

**Residents of Liles, West, Shelton, and Langley should go to the second floor of Liles and West.**

**Residents of Pope, Mitchell, Dishner, Munson, and LP should go to the basement of LP.**

**Residents of Grant Lee should go to the basement.**

**Residents of Byrum should go to the basement.**

During weather warning the elevator should not be used in any building. Residents failing to abide by set emergency procedures will be subject to disciplinary action up to and including being removed from the residence halls.

### **ROOM PERSONALIZATION**

Residents are encouraged to personalize their rooms. Decorations, certain appliances, and personal furnishings are encouraged according to the following guidelines:

1. Students must supply all bed and bath linens.
2. Roommates are encouraged to coordinate room personalization to the satisfaction of both roommates.
3. Curtains may be added to the windows if tension rods are used.
4. Cooking appliances are prohibited, except coffee makers and popcorn poppers.
5. Cubical refrigerators are permitted, but roommates are required to share rather than to have more than one per room. Refrigerators larger than 3 cubic feet are prohibited except in outlying housing. LMU reserves the right to reject refrigerators that are considered hazardous.
6. Nails may not be driven in walls or doors. Pictures and posters must be hung with 3M strips or removable putty.
7. The University owned residence hall furniture, including air conditioners, must remain in the room. Under no circumstances may the furniture leave the building.
8. Carpets and rugs are permitted in residence hall rooms as long as they are not affixed to the floor. Residents are responsible for keeping them clean. Carpet pieces cannot be stored over the summer.
9. Each room has television cable in the event that one roommate wants to supply a television.

10. Residents who paint their rooms will be fined up to \$250.00. Residents who wallpaper their rooms will be fined up to \$300.00.
11. Candles, open flame lamps, halogen lamps, and incense are not permitted in rooms. Students having these items in their rooms will be asked to take them home and will be subject to a fine up to \$100.00 per incident.
12. Cleaning of individual rooms is the responsibility of the residents. Supplies, equipment, and labor are the shared responsibility of the roommates.
13. Students should “bag” their trash. All students must take their trash to the bins beside the cafeteria the only except this rule is Liles, West, and Grant Lee. The trash disposal will be explained at the individual hall meetings at the beginning of the semesters.
14. Students are encouraged to keep their rooms reasonably clean. Residents are also responsible for contributing to the cleanliness of the hallways, restrooms, and common areas. Items left in common areas will be placed in the trash cans in those areas.
15. Beds are equipped with a mattress. Students acquiring an extra mattress from another room will be fined up to \$75.00.
16. Furniture moved from common areas (lounges), study areas, or other rooms will result in a fine up to \$100.00 per piece of furniture found in the room.
17. Stacking beds or disassembling beds will result in a fine up to \$100.00. Stacking the beds poses a danger to students and can damage the furniture. They only furniture that is stackable is allowed. These beds have all the equipment with them for this.
18. Residents who are equipped with personal bathrooms are expected to provide their own toilet tissue.
19. Signs may be posted only on the bulletin boards. Individual or organizations posting signs on the doors will be fined \$50.00.
20. Although some residential students may be of legal drinking age (age 21 in Tennessee), possession of alcohol is not permitted in residence halls or on campus property. Empty containers with alcohol insignia are not permitted in the residence halls.
21. Illegal drugs and any paraphernalia depicting illegal drugs are not permitted in the residence halls. The disciplinary procedure for violations of University rules, regulations and policies, are located in the JUDICIAL PROCEDURES section of the Student Handbook. Violation of any regulation listed in the Residence Handbook may subject the violating student to penalties listed in the Student Handbook, in addition to those specifically listed above.

### **VISITATION**

Visitation hours for all residence halls will be from 12:00 p.m. -2:00 a.m. every day. Visitors may remain in community areas, such as the television lounges, until 3:00 a.m. Any exception to these hours must be approved by the Resident Director of the residence hall.

Non-resident guests must be escorted by a LMU student at all times.

### **VISITATION POLICIES SPECIFIC TO LILES AND WEST HALLS**

Visitors of the opposite sex must be escorted by someone of the residence hall’s designated gender at all times. Visitors may use the restroom facilities only if no residents are in the facility and only with the host/hostess guarding the outer door.

### **OVERNIGHT GUESTS**

A resident may host an overnight guest of the same sex in the residence hall providing the Resident Director is notified, the roommate is agreeable, the guest stays not more than two sequential nights, and the guest is not a perpetual visitor. The host is responsible for obtaining a temporary parking pass in the Campus Police and Security Office located in Tex Turner.

Any student who stays in a residence hall without permission from the Resident Director, attempts to register fraudulently in order to avoid room and board costs, or assists someone else in doing so is

subject to full charges for that semester's room and board and a fine or suspension. Charges will be based upon the residence hall the student resides in at the time of the incident.

### **PENALTIES FOR VIOLATION OF VISITATION POLICY**

The penalty for violating the visitation policy will be at minimum two weeks of suspended visitation privileges in addition a \$50.00 fine.

The second offense will result in suspended privileges for one month and a \$100.00 fine.

The third offense will result in a review of the student's status as a resident.

A list of names of students who do not have visitation privileges will be provided to RAs and RDs each week.

\*For safety purposes, video surveillance is installed in several locations throughout all residence halls.

### **FACILITIES / ACCOMMODATIONS**

#### **BULLETIN BOARDS**

Bulletin boards are provided on each of the residence hall in order to provide residents with information about activities occurring within the residence halls and around campus. Students are encouraged to read these boards frequently in order to be informed about campus life.

#### **COMPUTER SERVICES**

There is a high degree of integration of computer technology at Lincoln Memorial University. The University utilizes information technology for internal and external information and communication services. Access to college computer resources is granted to all faculty/staff and students of Lincoln Memorial University. Registered students need to fill out a request for a user account in order to access university network resources as well as the Internet. Every student account comes with a home directory for storing files. This space is limited to 5 – 10 megabytes depending on course requirements. It is the responsibility of the student to backup and maintain these files. Students can access a request for user account online at <http://www.lmunet.edu/compser/accounts.htm>.

Student accounts are credited with 500 pages of free printing each semester from college laser printers located at the different computer labs across campus. Students must request additional pages if they exceed the 500 page quota for any given semester. Most students are able to complete their printing needs within the allocated page quota. Please make every effort to help conserve Lincoln Memorial University resources by not abusing this privilege.

E-mail is fast becoming a required means of communication between faculty and staff at Lincoln Memorial University. Every student is issued an e-mail account upon registration. All faculty and staff are issued e-mail accounts as well. Many of the faculty requires students to submit homework assignments via e-mail. Students who forward their LMU e-mail to a non LMU account cannot be assured they will always receive e-mail sent from faculty and staff who use this service even when students go home. It is therefore necessary for students to use their LMU e-mail account as the primary mode of communication among students, faculty, and staff.

Internet access is available in all residence halls on campus. Students can access the Internet through the phone line dial-up or through the campus network with an Ethernet connection. The Ethernet connection is significantly faster than dial-up and does not tie up the phone while the student is on the Internet. Students must bring their own computer with the following requirements: Pentium processor 266 MHz, 2GB hard drive, 32 MB of RAM, 4x CD-ROM drive 15 and at least the Windows 95 operating system. These are the minimum requirements. If a student decides to use upgraded Windows software, the machine they are using must meet the requirements for the software; this is especially a problem with Windows 2000. The computer must be equipped with a 3Com Network Interface Card if students plan to access the internet through the campus network.

#### **LAUNDRY**

Residence halls are equipped with washers and dryers. Both washing and drying is \$1.00 per cycle. Concerns regarding the operation of these machines should be directed to the Resident Director of the building. A change machine is located in the lobby of the Student Center.

### **LOUNGE/STUDY AREAS**

Liles, West, LP, and Grant Lee Residence Halls provide students with lounge areas. These lounge areas are open to students who reside in the building, twenty-four hours a day, and seven days a week and are equipped with comfortable furniture, television sets and microwave ovens.

### **TELEPHONES**

Residence halls are equipped with a telephone hook-up in each room. Students will need to furnish their own telephone. Students who choose to use long-distance service will need to use a calling card, a pre-paid telephone card (may be purchased in the LMU bookstore), or call collect.

### **VENDING MACHINES**

Most residence halls have vending machines located on the first floor. Soda and snack machines are available to students; however, change is required to access these machines. A change machine is located in the lobby of the Student Center.

### **PARKING**

All students must purchase a parking sticker.

No disabled vehicles shall remain for more than 90 days.

No vehicle repairs, other than emergency repairs, shall be made on or near the premises.

Any vehicle parked in violation of this section will be towed at the owner's expense. Should your vehicle be towed, you must contact the Office of Student Services.

### **STUDENTS WITH DISABILITIES**

Lincoln Memorial University is committed to accommodating the needs of its students with disabilities. LMU's policy with regard to students with disabilities, along with the procedures for registering a disability with the University and requesting accommodations, is located in Section III of the Student Community Handbook. All questions with regard to a student's disability should be directed to the Director of Counseling/ ADA Coordinator, Donna Treece-Paul (Student Center, Room 319, (423)869-6251).

### **FOOD SERVICES**

Sodexo Campus Services provides food services to its students and the surrounding community. All students living in campus residence halls are required to participate in one of the meal plans offered. Only married students or students with children are exempt from the meal plan. Two Focus Forums are held per semester to help address issues students may have regarding food served in the cafeteria and Splitter's Lounge. Students are strongly encouraged to attend to bring fresh ideas to campus dining.

### **SPECIAL DIETARY NEEDS**

Any student who must follow a specific diet may supply the Director of Food Services with a prescription diet from the student's physician. Every effort will be made to accommodate the student's special dietary needs.

### **CONFLICTING SCHEDULES**

Meals are served in the cafeteria according to the schedule found posted at the cafeteria. Students wishing to eat during other times may purchase food in 'Splitters', when available. If there are class conflicts with meal hours, consult the Director of Food Services, either in person or by calling 869-3446.

### **MEAL PLAN EXEMPTION**

Room and board costs are kept low only because all boarding students (with the exception of married students and/or those with children) participate in the Sodexo Campus Services Meal Plan. Exceptions to the meal plan are rarely granted since Sodexo Campus Services strives to meet the needs of LMU students (special diet, class/meal conflicts, etc.). In order to be considered for a meal plan adjustment, the student must write a letter of appeal and deliver it to the Food Service Director and Vice President

for Student Services by the end of the second day of class. No consideration for adjustments will be made after this time. Students will be notified of their status within two days of receipt of the appeals letter.

### **COMMUNITY LIVING**

An important part of the total college experience is to live in a residence hall and participate more fully in college-related activities. Therefore, programs and activities are planned to promote socialization, cultural awareness, good health practices, and life-learning experiences. Living in the residence halls is a privilege and each student is responsible for helping to create an environment which promotes safe, healthy and comfortable living for all. Each floor should reflect the character of the students residing on that floor, and express a sense of community. Good taste should be shown when promoting one's floor during Theme Weeks, Homecoming and Holidays.

LMU offers a wide variety of activities outside the classroom. Some are sponsored by the University, while others are created and organized by campus organizations. Some activities include dances, contests, Student Appreciation Week, Founders' Day, Homecoming, athletic events, intramurals, live bands, comedians, and other types of activities and entertainment.

Students are encouraged to contact a member of the Activities Committee or Student Services if they want to request a certain activity.

### **EARLY WARNING SYSTEM**

Making the adjustment to college life is not necessarily easy. Yet students who successfully learn to balance their academic and social lives can expect to accomplish their goal of earning a college degree. Achieving this balance does not occur automatically, which is why LMU has developed its Early Warning System. In the event that a faculty or staff member believes that a student is experiencing difficulties with college life, he/she will refer the student to the Tagge Center for Academic Excellence or the Student Services Office.

Residential students who have been referred to the Early Warning System will be contacted by the Office of Student Services, be required to attend a meeting, and provided information concerning what resources are available on campus to assist them.

### **HALL MEETINGS**

Regular hall meetings are held during each semester to provide students with information relevant to their floor and residence life in general. Students are expected to attend these meetings as information is communicated which will impact what goes on in the residence halls. Furthermore, hall meetings are an important part of getting to know other residents in your building.

Students who do not attend a scheduled hall meeting will be subject to a fine of \$150.00. Students must see their Resident Director prior to the meeting to obtain a hall meeting absence sheet.

### **PROGRAMMING**

The programming efforts of the Activities Board seek to challenge students to grow and develop in many dimensions. These dimensions are based on the Wellness Model. The Wellness Model is composed of several dimensions including Social, Occupational, Spiritual, Physical, Intellectual, Emotional, and Environmental. Students who are interested in the Activities Board are encouraged to speak with their Resident Assistant, Resident Director or the Director of Student Activities to communicate their interests directly.

### **LMU OR CAMPUS ACTIVITIES**

Lincoln Memorial University is a well-rounded University that offers quality academic programs and a wide variety of activities with which to become involved. Becoming a well-rounded person involves exploring new areas of interest, meeting and learning to work cooperatively with other people, and finding new ways to improve life for all students.

### **SAFETY**

Students should notify the Residence Life Staff of their building if they plan to leave campus for an extended period of time. In the event that a residential student is taking evening classes and would like an escort to or from their class, the student can come to the Student Services office in the Student Center (room 308) to make these arrangements.

Possession of firearms, air/gas guns, weapons, archery equipment, flammables and fireworks of any kind are forbidden in the residence hall or on campus and can result in a \$500.00 fine. All weapons and ammunition must be surrendered to the Dean of Students. The university reserves the right to confiscate firearms and fireworks. A fine of \$500.00 will result from the discharge of firearms any time. Firearms and fire code violations are viewed as serious violations that could result in suspension from the University and possible arrest.

Lincoln Memorial University seeks to protect in spirit and practice the properties placed on campus by purveyors. These include vending machines, telephones, telephone lines, cable TV lines, video games, as well as pool and table tennis equipment. Tampering with equipment and service lines is strictly prohibited.

Phone/TV utility lines may not be extended beyond the room to which those utilities are assigned.

### **LOCKING OF OUTER DOOR OF RESIDENCE HALLS**

The residence halls are considered private dwellings of the campus. The exterior doors are to remain locked at all times unless prior approval is given from the Resident Director. This policy promotes safety, security, and privacy for residents. Any resident or visitor who props open an exterior door without prior permission of the Resident Director will be fined \$50.00. A second offense will result in a \$100.00 fine; the third offense will result in a review of the student's tenure on campus by the Dean of Students. Setting off, dismantling, tampering with, or disarming "Emergency Only" residence hall exits will result in a fine up to \$250.00.

### **MUSIC/NOISE POLICY**

Students playing electrical musical instruments or stereos at a volume that may disturb other residents will be restricted to playing such instruments or stereos between the hours of 5:00 P.M. and 8:00 P.M. each day. Acoustical instruments may be played during hours in addition to the above hours as long as other residents are not disturbed by the music. Drums and/or brass instruments must be muffled at all times.

Residents should be considerate of other residents by limiting noise of television, stereos, voices, and musical instruments as much as possible. Residence life staff will request one time for a student to lower the noise before writing the student up for public disturbance. Three write-ups can result in reassignment to another residence hall.

### **REPAIR REQUESTS**

Students who need repairs done to their rooms or are aware of repairs that need done on their floor notify their Resident Assistant or Resident Director. Repair requests will be submitted within 24 hours of the request to the Director of Residential Life. Requests should be completed within reasonable amount of time of being submitted. In the event that a request is not completed, residents should contact their RA again about the concern until the problem is remedied.

**\*Please do not use the suggestion box on your floor/building for regular maintenance repair requests.**

**\*Lincoln Memorial University is not responsible for damages to tenant's personal property caused by power surges, lightning, water damage, or any acts of God.**

### **TRASH DISPOSAL**

In Liles and West there are garage chutes in the middle of each hallway. All trash should be placed in these chutes. In Grant Lee there are large trash cans on the back porch area and all trash should be placed in these receptacles. Residents in Pope, Mitchell, Dishner, Langley, Shelton, Munson, Byrum, and LP are required to take all trash to the dumpsters behind the Dining Hall. This applies to end-of-semester

periods also. Do not use trashcans as door stops to hold outside doors or fire doors open. An open door is an invitation for rats, snakes, or bugs to enter the residence halls. Do not sweep trash from your room into the hallway; pick it up and put it in the trash can. If a trashcan is full, trash is to be taken to the closest dumpster and disposed of. This is particularly important on weekends! Items found around a trashcan will be confiscated and the owner will be charged for littering in the amount of \$100.00. Students leaving trash in the hallways or breezeways will be fined up to \$100 per incident.

**IN ADDITION TO THE POLICIES SET FORTH IN THE LMU RESIDENTIAL STUDENT HANDBOOK, ALL STUDENTS ARE SUBJECT TO ALL POLICIES SET FORTH IN LMU'S STUDENT COMMUNITY HANDBOOK AND UNDERGRADUATE CATALOG LOCATED ON THE LMU WEBSITE.**

**Undergraduate Academic Calendar 2011-2012**

**Official University Holidays** (Offices closed/no classes):

**2011:** September 5; November 24-25; December 26-30;

**2012:** January 2; April 6; May 28 and July 4.

**Faculty/Staff Conference Week:** August 15-19, 2011

**Fall Semester 2011**

New Student Registration .....	August 19
New Student Survival Weekend (halls open 8 a.m. freshman) .....	August 20
Matriculation Ceremony (11 a.m.) .....	August 20
Residence halls open (8 a.m.) .....	August 21
Final Registration before classes begin .....	August 22
Classes begin .....	August 23
Last day to complete registration/add classes .....	August 31
Labor Day (no classes; offices closed; residence halls remain open) .....	September 5
Convocation (9:30 a.m. in session classes & resident students) .....	September 13
<b>Last day to drop course without "WD"</b> .....	October 12
Homecoming (classes held as scheduled) .....	October 13-15
Mid-term .....	October 17-21
Fall Break .....	October 27-28
<b>Last day to drop course without "F"</b> .....	October 31
Early registration begins .....	October 31
Thanksgiving holiday (no classes; offices closed) .....	November 24-25
Classes end .....	December 9
Final exams.....	December 12-16
Commencement (11 a.m.) .....	December 17
Residence halls close (2 p.m.) .....	December 17

**Spring Semester 2012**

Residence halls open (8 a.m.) .....	January 8
Registration and New Student Orientation .....	January 9
Classes begin .....	January 10
Martin Luther King Day (no classes) .....	January 16
Last day to complete registration/add classes .....	January 18
Convocation (9:30 a.m. in session classes & resident students) .....	February 7
Lincoln Day/Founders Day (special activities) .....	February 13
<b>Last day to drop course without "WD"</b> .....	February 23
Mid-term .....	Feb. 27 – Mar. 2
<b>Last day to drop course without "F"</b> .....	March 14
Residence halls close (5 p.m.) .....	March 16
Spring break (no classes) .....	March 19-23
Residence halls open (1 p.m.) .....	March 25
Early registration begins .....	March 26
Good Friday (no classes; offices closed) .....	April 6
Classes end .....	April 27
Final exams.....	April 30 -May 4
Commencement (11 a.m.) .....	May 5
Residence halls close (2 p.m.) .....	May 5

**Mini-Term 2012** ..... May 7-25

**Summer Terms 2012**

Term A—10-week session (no classes, offices closed July 4) ..... May 29 - August 3

Term B—First 5-week session ..... May 29 – June 29

Term C—Second 5-week session (no classes, offices closed July 4) ..... July 2 - August 3