

## LMU account access information

**\*\*LMU accounts are automatically created approximately 1 week after the student course schedule is entered\*\***

Verify your username by going to WebAdvisor from the LMU home page ([www.lmunet.edu](http://www.lmunet.edu))

Select Current Students and Faculty

Select WebAdvisor

Select "What's my userid?" Enter your last name and social security number and it will give you your userid

**Email, WebAdvisor and Blackboard are separate accounts.**

**Although the username and initial passwords are the same, once you log into WebAdvisor and change your password, that password is for WebAdvisor only.**

**Once you log into Blackboard and change your password, that password is for Blackboard only. Your email/network login password will stay the same (DOB – mmddyy) unless you are able to access our network on the Harrogate campus to change it.**

**To access campus email:** **\*\* Use: [LMU faculty/staff/student to communicate with faculty/staff/students](http://www.lmunet.edu)**  
[www.lmunet.edu](http://www.lmunet.edu)

Select Current Students and Faculty

Select Login here for Campus Email

Login: Username found at "What's my userid?" (WebAdvisor homepage)

Password: your DOB (mmddyy) Example: 121588 two digits for the year 88 NOT 1988

Your email address is [userid@lmunet.edu](mailto:user@lmunet.edu)

**\*\* Your email password can only be changed when you log on to the LMU network on campus**

**To access WebAdvisor:** **\*\* Use: [Students- grades, financial information, online registration/ Faculty- grades, class roster/ Staff- financial info](http://www.lmunet.edu)**  
[www.lmunet.edu](http://www.lmunet.edu)

Select Current Students and Faculty

Select WebAdvisor

Click "LOGIN" tab

Login: Username found at "What's my userid?" (WebAdvisor homepage)

Password: your DOB (mmddyy) Example: 121588 two digits for the year 88 NOT 1988

\*WebAdvisor tips:

\*If you forget your password, you can reset it yourself from the main WebAdvisor screen. It will send you new password to you LMU email. If your WebAdvisor account is "DISABLED due to too many incorrect log in attempts", you must wait 10 minutes from the time your password is reset for the system to re-enable your account.

\*Additional information is available from the WebAdvisor home page under "WebAdvisor Help Documentation" or "View Tutorial"

**To access Blackboard:** **\*\*Use: [Online classes/ Specific instructors may use to communicate with students](http://www.lmunet.edu)**  
[www.lmunet.edu](http://www.lmunet.edu)

Select Current Students and Faculty

Select BlackBoard

Login: Username found at "What's my userid?" (WebAdvisor homepage)

Password: your DOB (mmddyy) Example: 121588 two digits for the year 88 NOT 1988

**To log on to LMU network (on campus):** **\*\*Use: [Students- computer labs](http://www.lmunet.edu)**

Press Ctrl- Alt-Delete at same time

Login and password are the same as email log in

To change password:

Once you are logged on

Press Ctrl-Alt-Delete at the same time

"Change Password" selection is in the bottom left corner/ Follow instructions to change password

**If you use AOL as your Internet Service Provider (ISP), do NOT use the AOL browser. Minimize the AOL browser and open Internet Explorer.**

If you have any trouble accessing your accounts please log your word order request at <http://www.lmunet.edu/IS/>

# 2010-2011

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# The Lincoln Memorial University Our History

You may wonder why and how Lincoln Memorial University became established here so many years ago in the shadow of what eventually became the national landmark of Cumberland Gap. This is a great question --- and one we enjoy answering since this interesting and historically significant story, we believe, sums up so much of our institution's history.

The region of Cumberland Gap was an extremely difficult place to live during the American Civil War of 1861 through 1865. Much of this mountainous and valley filled region, though located in the secessionist state of Tennessee, remained loyal to the Union and it struggled throughout the conflict. This, added to the Cumberland gap experiencing four separate occupations (twice each by the Union and Confederacy), made daily life for these loyalists very difficult. As you would expect, within such a politically and socially divided area of the state, incidents of violence in the form of guerrilla raids, lynchings, ambushes, and the general destructiveness of a civil war, were common place as pro-Unionists either stayed in Tennessee or made their way as refugees back and forth over the Cumberland Mountains through the already famous "frontier gateway" of the Cumberland Gap Pass just north of what is today the LMU Harrogate campus.

This predicament of loyal Appalachian east Tennesseans, Southeast Kentuckians, and Southwest Virginians weighed heavily upon Union President Abraham Lincoln's mind and heart. As a result, the President commented to a General Oliver Otis (O.O.) Howard in 1863, while pointing to the Cumberland Gap region on a map, that if they both survived that ordeal of war that something significant should be done for the loyal citizens of our region.

Many years passed, however, before such a dream would come to pass. In 1888, a Reverend Arthur A. Myers arrived in the area on a mission to provide education to the region's isolated mountain youth. By 1892, he had established the Cumberland Gap College, soon named the "Harrow School". As chance would have it, Rev. Myers invited General Howard to the school in 1895, whereupon Howard observed the area and the school's struggle to survive. Howard remembered his promise to the since assassinated Lincoln, saw his presence at the Cumberland Gap as an opportunity, and before long, Howard, Myers, and numerous others formed an institutional charter committee that would be 1897, successfully establish The Lincoln Memorial University as a "living memorial to our martyred 16<sup>th</sup> president".

Today, more than a century later, though our region and university have changed from those early days, our purpose is very much the same and as our mission statement expresses: "...we strive to give students a foundation for a more productive life by upholding the principles of Abraham Lincoln's life."

As a new student at LMU you too are now a part of this past and present history. How will your experiences and influence affect the unwritten portion of our university's future?

## **LMU Website / Student E-Mail / Handbook Information**

LMU Website: [www.lmunet.edu](http://www.lmunet.edu)

LMU Campus Life: <http://www.lmunet.edu/campuslife/index.html>

Student E-Mail = [firstname.lastname@lmunet.edu](mailto:firstname.lastname@lmunet.edu)

Student Handbook & Residential Handbook (Required reading by all students) accessible at: <http://www.lmunet.edu/students/handbooks.htm>. It is University policy that all mass e-mail sent by students must be authorized by the Vice President for Enrollment Management & Student Services.

### **LMU Campus Safety and Security - *Integrity Vigilance Helpfulness***

**Your Welfare:** Lincoln Memorial University provides security personnel and supervision for the entire Harrogate campus in conjunction with LMU standards and policies and State of Tennessee certification requirements. Security is administered and monitored through the Office of Enrollment Management & Student Services. Security officers are unarmed, and possess no arresting authority; however, they enjoy an excellent working and incident-reporting relationship with local authorities and have direct phone contact with these agencies in the event of an emergency. At least one Security officer is on duty seven days per week, 24 hours per day to secure campus facilities, protect and assist students, personnel, visitors and to regulate and monitor traffic safety. The security office is located in the upper lobby of the Tex Turner Arena. All student, faculty, staff and visitors are encouraged to report criminal activity and any other safety concern as soon as safely possible. Upon request, reports can be submitted through a “voluntary confidential reporting process.” (from *Student Handbook*)

In case of a crime or other serious incident or emergency, we always encourage students to contact the appropriate emergency agency. In all cases, an emergency requires contact with security officers as well so that they may report the incident and take statements in order to properly report witness statements to University officials. Security works closely with local authorities and in cases of major crimes, are often dependent upon them for investigating and determining guilt.

Students are encouraged to feel at home and to treat the University community as if it were their personal neighborhood. However, it is encouraged that students remember some simple safety hints: lock your residence hall doors when you are not present; secure your belongings and mark them for later identification if the need arises; lock your vehicles and secure your belongings within those vehicles; travel in well-lit spaces; and call on our security officers whenever you have a safety need such as an escort from class to your vehicle or to the residence halls. Security is here to serve you – help us to help you by giving us your input whenever you see a safety concern or have comments about the service you are receiving.

Contacting your LMU Security Team is easy: Dial (423) 526-7911 (Cell Phone 24/7 Access; if calling from an on-campus phone you will need to dial 9 first). In cases of immediate and appropriate emergencies, however, dialing 911 may be your first choice as well, but remember you must first dial 9 to gain off-campus access. Always remember to also contact LMU Security when you have contacted 911 services. Go to: <http://www.lmunet.edu/campuslife/safety/index.html>

## **Spiritual Life**

The University provides voluntary chapel services to the student, faculty, and staff community throughout the academic year. This schedule is advertised by e-mail and on campus bulletin boards.

Students desiring additional religious / spiritual functions and assistance on campus should inquire with the Office of Enrollment Management and Student Services. Our campus Chaplin, Dr. Ray Penn, is available at ray.penn@lmunet.edu.

## **FINANCIAL AID**

### **GENERAL information**

All LMU students have their own personal Financial Aid counselor. This counselor can help you in all aspects of the Financial Aid process. Your counselor is determined by the first letter of your last name:

- 1 Remember to file your FAFSA (Free Application for Federal Student Aid) every year! You may file for the upcoming year any time after January 1. File as early as possible, because certain types of aid run out early!
- 1 The FAFSA is your application for all federal, state and institutional need-based aid. It is also your application for the Tennessee Education Lottery Scholarship (TELS).
- 1 If you receive any outside scholarships or aid, you must notify the financial aid office. They will be glad to work with the outside agency to ensure your payment comes in a timely manner.
- 1 You can search for additional outside scholarships online at: [http://www.lmunet.edu/finaid/important\\_links.htm](http://www.lmunet.edu/finaid/important_links.htm)

## **WORK-STUDY**

- 1 If you have accepted work-study as part of your aid package, you must see the Financial Aid Office for work placement.
- 1 Time-cards will be turned in monthly and must be signed by both the student worker and their supervisor.
- 1 You must complete payroll documents and provide copies of your driver's license (or ID) and social security card before you can be paid.
- 1 Work-study checks will be available the Friday after timecards are turned in. Checks may be picked up at the Cashier's Office on the third floor of the Student Center.

## **SCHOLARSHIPS**

LMU endowed and annual scholarships are given each April at the Awards and Recognition Program.

Recipients are outstanding students nominated by representatives from each department on campus or selected by the Scholarship Committee.

Maintain a high GPA and speak with your department's representatives if you want to be considered for a scholarship.

## **STUDENT SERVICE INITIATIVE**

### **What is the Student Service Initiative?**

The Student Service Initiative is an opportunity for students receiving Institutional Financial Aid from Lincoln Memorial University to broaden their horizons and become involved in service learning projects. Through the program, students have an opportunity to become affiliated with many different aspects of college and community life in a flexible environment.

### **Who Participates in the Program?**

Participants in the SSI program are all students who receive any type of financial aid from LMU (for example, sport scholarships, Lincoln Grants, and academic awards). Students receiving state or federal grants or loans or other aid from non-LMU sources are exempt from the Student Services Initiative

### **How Does the Program Work?**

As part of the requirement to receive institutional aid, students are required to participate in a 10-hour service learning component per semester, either in a project directly related to the academic field of study or in a community service area unrelated to the academic discipline. The Student Service Initiative will include only those projects and initiatives that do not include internships and payable service.

### **What are the Program's Advantages?**

- Satisfaction of giving something back while enrolled at LMU
- Hands-on experience in a field unrelated or directly related to the students course of study
- Increased marketability and enhancement of future job opportunities
- Prelude to a lifelong learning experience
- Increased opportunity to meet people and engage in activities outside
- Opportunity to participate and help people on a volunteer basis

### **What is Available in the Community**

Projects in an academic field decided upon by the student and the academic advisor are available. Community service activities could include any service or projects that are not necessarily campus-based. Volunteer work in nursing homes and hospitals, United Way, beautification projects, AYSO soccer, Little League, Special Olympics, Senior Games and volunteer work with the Salvation Army are just a few examples of projects that can be done off-campus and in the community. Projects could also include activities and service found through campus clubs and organizations.

## **2010-2011 POLICIES GOVERNING STUDENT FINANCIAL ASSISTANCE**

**Cost:** The cost of tuition and fess for a full-time student (12-17 hrs.) will be \$16,200 for the 2010-2011 academic year. The minimum cost for students residing in the residence halls will be \$2,540 for the year. Boarding costs may vary slightly depending upon residence hall assignments and choice of meal plan. Tuition for part-time (1-11 hrs.) is \$675 per credit hour. Graduate tuition varies based on per program of study rates for students receiving financial aid, based on program enrollment.

**Pell Grant:** The amount of Pell Grant award is based on the student's anticipated enrollment status for the academic year. This amount will be adjusted should the student change his/her enrollment status.

**Tennessee Student Assistance Awards:** If a Tennessee Student Assistance Award is listed on the student's award letter, it represents our estimate of the student's eligibility for this grant. Official notification of this is sent to the student by the Tennessee Student Assistance Corporation (TSAC). Tennessee residents who do not receive an award notification from TSAC by June 15<sup>th</sup> should contact the Financial Aid Office immediately.

**Lincoln Grant:** Eligibility for this award is based on need as well as full-time enrollment with LMU. Consortium agreements do not reinstate eligibility for this award.

**Institutional Aid:** Institutional aid, including all athletic, academic and need-based aid, may only be used to cover tuition, room, board and allowable bookstore charges. Items approved for purchase from the bookstore include all necessary text books and study guides, reasonable quantities of notebooks, binders and filler paper, and basic office supplies consistent with school coursework. All unacceptable charges are subject to rejection and student re-billing. All exceptions to the guidelines require prior approval of the LMU Financial Aid Office.

**Payment of Work-Study:** Students awarded work-study jobs will be paid monthly for the number of hours worked during the pay period. The pay rate is \$5.85 per hour. Students are encouraged to apply their work-study earnings to reduce the balance owed; however, students may retain these monies for personal use.

**Stafford Loans: TO BE ELIGIBLE FOR A STAFFORD LOAN A STUDENT MUST CARRY AT LEAST (6) CREDIT HOURS.** The Master Promissory Note (MPN) will only need to be completed once over your entire stay with LMU (providing you use the same bank each year). The MPN does not ask for a dollar amount. You will request the amount you wish to borrow on the award letter. You will receive the award letter after your application for financial aid has been processed. You must complete an entrance interview before you can use the Stafford Loan program. It is the student's responsibility to complete the MPN either 1) by hardcopy mailed to them by the lender or 2) online at [www.lmunet.edu](http://www.lmunet.edu) .

**Payment Plan Available:** LMU offers two options allowing undergraduate students to divide the cost of their education for fall and spring semesters into more manageable monthly payments, free of any periodic interest charge.

Plan 1 (The Semester Plan) provides for either three, four, or five monthly payments over the course of the semester for that semester's costs. A fee of \$45 is required to enroll.

Plan 2 (The Annual Plan) provides for either eight, nine, or ten monthly payments over the course of the academic year to cover the fall and spring charges. A fee of \$65 is required to enroll.

The payment plan budget amount can include tuition, room, board, and applicable fees. However, books cannot be included in the payment plan.

For further information on either of these plans call 1-888-572-8985.

**Satisfactory Academic Progress:** Eligibility for all the Title IV aid programs is based on financial need, availability of funds, and maintenance of satisfactory academic progress. Refer to the LMU catalog for a detailed explanation of the institution's satisfactory academic progress policy.

**Additional Awards:** Students receiving financial assistance, which is not listed on their award letter, **MUST** notify the Financial Aid Office of those funds as soon as possible.

**Withdrawal:** Students planning to withdraw from the University should first notify the Registrar's Office to begin the process and speak with the Financial Aid Office prior to withdrawal. The student's financial aid will be charged with the percentage applicable as of the date of official withdrawal. Students who have received funds from either Perkins Loan or Stafford Loan programs **MUST** have an exit interview prior to leaving the University. **Also, please be sure to refer to the credit/refund schedule posted in the current semester's registration policies to determine the amount of credit you will get applied to your total charges.**

**Review:** The Financial Aid Office reserves the right, on behalf of the University, to review and revise a student's aid award due to changes in the student's financial circumstance, academic status, or failure to comply with the rules and regulations of the University.

**Renewal:** No awards from Lincoln Memorial University are automatically renewed from year to year. A new application must be submitted each year.

**Disbursement:** Financial rewards are usually made on an annual basis. The annual award is divided into two equal installments which are posted to the student's account by the **Student Accounts** Office during Fall and Spring terms. Aid will be disbursed to the student accounts after the drop/add period and bookstore charge periods, approximately 4 weeks into each semester. If after applying the financial aid awards to the student's account a credit balance is created, the student is eligible to receive a refund. Checks for credit balances are issued each Friday and will be mailed to the student **unless the student requests prior to the refund date to pick up the check.** **Students may also sign up for Direct Deposit through their Web Advisor account.** To inquire about or apply for Summer aid, please contact the Financial Aid Office.

### ***STEPS TO RECEIVE MY STUDENT LOAN:***

#### **STAFFORD LOANS:**

Go to <http://www.lmunet.edu/admissions/loans.html> and click on our on-line Stafford lender list.

If this is the first time you have received a loan at LMU, you must complete on-line entrance counseling to advise you of your borrower rights and responsibilities; if you have already completed counseling you will be directed on to step 3.

Review the benefit information for each lender. If you would like to choose one of our selected lenders, click the "apply now" button to complete your Master Promissory Note on-line. If you would like to use a lender that is not listed, please contact that lender or complete their application on-line so that their information will be forwarded to the school. If you choose another lender, please contact the financial aid office to ensure we have received the necessary information to process your loan.

NOTE: LMU **MUST** receive confirmation of both your entrance counseling and Master Promissory Note before a loan will be certified and before you can use loan funds to enroll.

#### **PLUS LOANS (Parent Loans for Undergraduate Students):**

The **parent** must go to <http://www.lmunet.edu/admissions/loans.html> and click on our **PLUS** lender list. Review the benefit information for each lender. If you would like to choose one of our selected lenders, click the

“apply now” button to apply for the loan and complete your Master Promissory Note. If you would like to use a lender that is not listed, please contact that lender or complete their application on-line so that their information will be forwarded to the school. If you choose another lender, please contact the financial aid office to ensure we have received the necessary information to process your loan.

NOTE: The Federal PLUS loan is a low-cost education loan for parents to help cover the cost of attendance minus financial aid the student has already received. Approval for the PLUS loan is based on your credit history, not your income. **If the parent applies and is denied a PLUS loan, the student may be eligible to receive additional unsubsidized Stafford loan funds.**

### **PERKINS LOANS:**

Accept the Perkins loan on the Financial Aid award letter and return to the financial aid office.

A Master Promissory Note will be mailed to you under separate cover. Complete and return the MPN to the financial aid office.

Complete Perkins entrance counseling at [www.mapping-your-future.org](http://www.mapping-your-future.org).

NOTE: The financial aid office MUST have the Perkins Master Promissory Note (MPN) and entrance counseling confirmation before the Perkins loan can be used as a credit for registration.

### **ALTERNATIVE LOANS:**

Go to <http://www.lmunet.edu/admissions/loans.html> and click on our on-line alternative lender list.

Review the benefit information for each lender. If you would like to choose one of our selected lenders, click the “apply now” button to apply for the loan and complete your Promissory Note. If you would like to use a lender that is not listed, please contact that lender or complete their application on-line so that their information will be forwarded to the school. If you choose another lender, please contact the financial aid office to ensure we have received the necessary information to process your loan.

NOTE: LMU must have confirmation of your alternative loan approval before the funds can be used as a credit for registration.

### **General Information**

#### **What is the interest rate on my Federal Loan?**

Stafford- fixed at 6.8% for loans disbursed after July 1, 2007

PLUS- fixed at 8.5% for loans disbursed after July 1, 2007

Perkins- fixed at 5.0%

#### **Understanding Your Loan Choices**

There are two main types of Federal Stafford Loans: Subsidized and Unsubsidized. Subsidized Loans- The government subsidizes or pays the interest which accrues on student loans while the student is in school and in their grace period. Unsubsidized Loans- Students are responsible for the interest which accrues on their loans while in school and during the grace period. Interest can be added to the principal balance through a process called capitalization.

#### **How much can I borrow in Stafford Loan?**

	Dependent Students	Independent Students
Freshman (0-30 credits or 1 <sup>st</sup> year nursing)	3,500	7,500
Sophomore (31-60 credits or 2 <sup>nd</sup> year nursing)	4,500	8,500
Junior (61-90 credits)	5,500	10,500
Senior (91 + credits)	5,500	10,500
Post-Baccalaureate	5,500	12,500
Graduate Student		20,500

Note: Not all students may be eligible to borrow the maximum amounts shown above. Your specific eligibility will determine the amount of the loan you may borrow. Remember, loan awards cannot exceed the cost of attendance and must be coordinated with any other aid you receive from private and institutional sources.

*How much should I borrow?*

You should first determine all of your education-related expenses. Include tuition and fees, room and board, books and supplies, transportation, child care (if applicable), and personal expenses. Subtract the amount of financial aid you have already been awarded from your total expenses. The balance is what you should borrow in a Stafford Loan.

*How will I receive the loan proceeds?*

The lender you select will send the loan funds to the University in two payments; additionally, the lender and/or guarantor may require a fee of up to four percent of the loan amount, deducted proportionately from each loan disbursement as allowed by federal law. The University will credit your loan proceeds to your student account to pay any outstanding charges, and then issue any remaining loan funds to you in the form of a check (refund).

*How many credits are required to receive a Stafford Loan?*

A student must pursue at least six (6) credits to be considered for a loan in any given academic session.

*What happens if I withdraw from classes or drop below half-time enrollment?*

You will enter repayment six months after you dropped below half-time status. If you re-enroll at least half-time before the six months have passed, you can request a deferment from your lender. If you have not received both your first and second disbursement, your loan will be canceled and returned to your lender. If your loan is canceled and you do not receive any portion of your loan disbursement, you may owe funds to the University.

## LMU Counseling Services

Lincoln Memorial University offers brief counseling services pertaining to certain student challenges for all students at no cost. Students may make an appointment or come to the counseling offices on a walk-in basis. Contact information is as follows:

Donna Treece-Paul (423) 869 6251  
Room 319, Campus Center donna.treece-paul@lmunet.edu

Regular office hours are from 8:00 a.m.-4:30 p.m. Monday- Friday. In the event that these hours do not fit your schedule, please contact Donna to make an appointment that fits into your schedule best. Brief counseling includes anywhere from 2-6 individual 50 minute sessions. An initial assessment of about 50 minutes is required for all students as part of our intake services. \*All services provided for students are completely confidential and no cost.

Common reasons for students seek out our services include:

- Adjust to College Life
- Grief/Loss Related Issues
- Time Management
- Suicidal Ideation
- Anger Management
- Intimate Relationship Conflicts
- Anxiety
- Legal Conflicts
- Type A Behavior
- Vocational Stress
- Class Scheduling Conflicts
- Adult ADD
- Chemical Dependency
- Spiritual Confusion
- Depression
- Low Self-Esteem
- Eating Disorder
- Phobia/Panic Attacks
- Educational Deficits
- Post Traumatic Stress
- Family Conflicts
- Sleep Disturbance
- Financial Stress
- Social Discomfort
- Alcohol Addiction

**Note:** Students who prefer either spiritual or off-campus counseling services can be assisted through a referral to any number of agencies in the tri-state area, however, should be aware that insurance or payment may be required of them in these situations.

## Office of Career Services

The Lincoln Memorial University Office of Career Services, a branch of Enrollment Management and Student Services, is located on the second floor of the Student Center, Harrogate Campus, Room 317. Click [here](#) for a map of campus.

### Mission Statement

The Career Services Office is dedicated to implementing programs and services to Lincoln Memorial University students and alumni. These services include personal, educational and relevant experiences that provide students and alumni with an understanding of themselves and the world around them as they engage in their search for worthwhile, community impacting careers.

### Program Staff

The program director is Larry Thacker, M.Ed., Director of Student Success and Career Planning. Regular office hours are 8 a.m-4:30 p.m. Monday-Friday. Drop by, email at: [larry.thacker@lmunet.edu](mailto:larry.thacker@lmunet.edu) or contact at the additional information below.

### Process

As with any adventure, there are endless ways of experiencing the journey. Your career path experience has been and will be no different. Here's what our office suggests for assisting you along that path whether you're a first-time, full-time freshman, a transfer or an alum:

Schedule an appointment or walk-in for a meeting so we can set up your permanent Career Services File. This file is kept for you through graduation (and later if you wish) and serves as a single point for collecting career related information on yourself in addition to what you will do on your own. In the file we include: the Career Services profile, the John Holland's Career Mosaic self-inventory, the Howard Gardner Multiple Intelligences self-inventory, your working resume and cover letter and any other pertinent information. We will also get your on-line [Kuder Journey](#) account started, which includes Kuder inventories, job searches, and a life long career e-portfolio. You can acquire your LMU access code from career services.

If you don't have a working resume and general cover letter you should have one! But ask ten people how to write a resume and you'll get eleven answers! The truth is there are many ways and lots of people willing to help, but no two resumes will ever be the same due to differences in personalities, educational and professional experiences, and career intentions. Go to: [Microsoft Office Online](#) for some good template starters for resumes and [about.com](#) for Cover Letter guidance.

Keep tabs on your job experience particulars, organizational involvements, and volunteerism so that at the end of each semester or academic year you can come in and update your file with us. By the time you're graduating, applying for that internship, or happening across that job, we'll have all that information ready to compile with you.

## INTERCOLLEGIATE ATHLETICS

1. Intercollegiate sports offered at LMU:

Cross Country (M-W)	Soccer (M-W)	Baseball(M)	Softball(W)
Golf(M-W)	Tennis (M-W)	Basketball(M-W)	Volleyball(W)
Cheerleading(M-W)			
2. LMU is a member of the South Atlantic Conference. Other member schools include: Carson-Newman, Catawba, Lenoir Rhyne, Mars Hill, Newberry, Presbyterian, Tusculum, Wingate and Brevard. Non-Competitive teams include cheerleading and dance team.
3. Athletic Scholarships: Each varsity sport, sponsored by LMU, has student-athletes who receive scholarships in the form of financial aid. This aid is administered by Financial Aid upon recommendation of the head coach of each respective sport and must be renewed annually.
4. The academic requirements necessary to be in compliance with both NCAA and LMU for participation in intercollegiate athletics are listed below. As a member institution of NCAA, a prospective high school student-athlete must achieve the minimum eligibility requirements as set forth in the NCAA bylaws. Those include:
  1. Graduate from high school.
  2. Attain a high school GPA of 2.00 (based on a maximum 4.00) in a successfully completed core curriculum of at least fourteen (14) core courses.
  3. Achieve a combined score of 820 on the SAT verbal and math sections or a 17 composite score (68 sum) on the ACT (must be taken on a national testing day).
  4. Being cleared by the NCAA Clearing House.

A transfer student must also satisfy academic eligibility requirements as stated in the NCAA bylaws.
5. Athletic Tryouts and/or Walk-ons: A prospective student-athlete should verify that he/she is academically eligible to compete at the intercollegiate level. An eligibility form from the NCAA Clearing House (obtained from the high school guidance counselor) must be completed. Once this is filed, the student-athlete should then contact the prospective coach and discuss his/her potential as a student-athlete at LMU. Walk-ons are encouraged. If a student is interested in a team, he/she should contact the coach of the team.

# Student Organizations

A variety of student organizations exist for student participation. The following is a list of all registered student organizations. For more information about a particular organization, check the *Organizational Catalog* or contact the Director of Student Life.

## Greek Organizations

Alpha Lambda Zeta Fraternity  
Delta Theta Sigma Sorority  
Gamma Lambda Sigma Fraternity  
Kappa Pi Omega Sorority  
Sigma Pi Beta Fraternity  
Zeta Tau Kappa Sorority  
Inter-Greek Council (Umbrella organization for all Greek organizations)

## Honor Society

Alpha Chi  
Alpha Gamma Sigma Chapter of Sigma Tau Delta – English Honorary Society  
Phi Alpha – Social Work Honorary Society  
Psi Chi – Psychology National Honor Society  
Phi Alpha Theta National Historical Honor Society (Mu Nu Chapter)

## Academic Organizations

Psychology Club  
Student Nurses Association (SNA) – Corbin  
Student in Free Enterprise (SIFE)  
Student Education Association  
SHARE Club  
SNA – St. Mary's  
Veterinary Technology Club

## Special Interest Organizations

Baptist Collegiate Ministries  
Concert Choir  
“Emancipator” Literary Magazine  
RAILSPLITTER Yearbook Staff  
International Student Union  
All Beliefs in Action (ABiA)  
Student Government Association  
Food & Dining Forum  
LMU Historical Society  
LMU Pep Band  
Swim Club  
Campus Activities Board

# Student Activities

## **Intramurals**

Basketball  
Football  
Ping pong  
Softball  
Volleyball  
And more!

## **Social Activities**

Movies  
Concerts  
Dances  
Karaoke  
Casino night  
Paintball

## **Sport enhancement**

Tailgate parties and  
Cookouts

## **Trips**

Shopping Trips  
Snow skiing

## White Water Rafting

# ROTC

ROTC is the one college course that helps you develop:

- Leadership & Managerial Skills
- Academic Excellence
- Physical Fitness
- Self-Confidence

Army ROTC classes are challenging college electives that teach leadership and management skills to university men and women. Upon graduation, a student who has completed the Army Officer program of study is commissioned a second lieutenant in the United States Army, Army Reserves, or Army National Guard.

### **How Can Army ROTC Benefit me?**

The attainment of a commission in the U.S. Army is a distinctive honor earned through hard work, demonstrated commitment, and a desire to serve the nation. Newly commissioned second lieutenants are normally assigned as platoon leaders, typically responsible for every aspect of training, supervising, and caring for over forty soldiers and millions of dollars worth of equipment. All army officers learn and practice the management, leadership, and decision making skills sought by leaders of public and private organizations. Postgraduate professional education, usually starts within twelve months of graduation and commissioning, and continues throughout the officer's service career. This education begins with officer basic courses that qualify the new lieutenant in his or her branch specialty. Postgraduate civilian education is an integral part of officer professional development. Active duty officers often attend fully-funded graduate programs as full-time salaried students.

# LMU FERPA FORM

Family Educational Rights and Privacy Act

Dear Dean of Students:

As you know, I, \_\_\_\_\_, will be attending Lincoln Memorial University this semester. (Print Students Name) It is very important that my parent(s) and/or guardian(s) and I continue open lines of communication during my time in college. Therefore, we have agreed to this by providing your office with appropriate signature below. I understand this permission requires re-authorization with each new academic year (usually beginning in August) and in cases when a break in attendance (except summer classes) takes place.

This permission allows you to release information to the following people

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Please circle or mark the areas for allowable discussion:

- Disciplinary issues
- Mental Health Issues (usually requires additional informed consent from student)
- Residence Life issues
- Academic issues
- Finance issues

All of the above

Other topics or issues important to me:

---

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I, \_\_\_\_\_, hereby provide written authorization, as required under 20USCS1232G (FERPA ACT), to any records or information as indicated above to those individuals listed above.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date



# ACADEMIC LIFE

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# LINCOLN MEMORIAL UNIVERSITY

## Academic Calendar 2009-2010

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

**2009:** September 7; November 26-27; December 23-25 and 28-31,

**2010:** January 1; April 2; May 31 and July 5.

**Faculty/Staff Conference:** August 13-14, 2009

### Fall Semester 2009

Freshman Adventure .....	August 14
Matriculation Ceremony (1:30 p.m.) .....	August 14
Residence halls open Freshman only(8:00 a.m.).....	August 14
Registration/New Student Continuing Orientation .....	August 17
Classes begin .....	August 18
Last day to complete registration without late fee or add a class .....	August 26
Labor Day (no classes, residence halls remain open) .....	September 7
Convocation (9:30 a.m. in-session classes & resident students) ..	September 15
DCOM White Coat Ceremony .....	September 26
<b>Last day to drop course without “WD”</b> .....	October 7
Homecoming (classes held as scheduled) .....	October 8-10
Mid-term .....	October 12-16
Fall Break .....	October 19-20
<b>Last day to drop course without “F”</b> .....	October 23
Early registration begins .....	October 26
Thanksgiving holiday (no classes) .....	November 26-27
Classes end .....	December 4
Final exams .....	December 7-11
Commencement (11:00 a.m.) .....	December 12
Residence halls close (2:00 p.m.) .....	December 12

### Spring Semester 2010

Residence halls open (8:00 a.m.) .....	January 3
Registration and New Student Orientation .....	January 4
Classes begin .....	January 5
Last day to complete registration without late fee or add a class .....	January 13
Martin Luther King Day (no classes) .....	January 18
Convocation (9:30 a.m. in-session classes & resident students) .....	February 2
Lincoln Day/Founders Day (special activities) .....	February 12
<b>Last day to drop course without “WD”</b> .....	February 19
Mid-term .....	February 22-26
<b>Last day to drop course without “F”</b> .....	March 10
Residence halls close (5:00 p.m.) .....	March 12
Spring break (no classes) .....	March 15-19
Residence halls open (1:00 p.m.) .....	March 21
Early registration begins .....	March 29
Good Friday (no classes) .....	April 2
Classes end .....	April 23
Final exams .....	April 26 - 30
Commencement (11:00 a.m.) .....	May 1
Residence halls close (2:00 p.m.) .....	May 1
<b>Mini-Term 2010</b> .....	May 3-21

### Summer Terms 2010

Term A—10-week session (no classes May 31 or July 5) .	May 24 – July 30
Term B—First 5-week session (no classes May 31) .....	May 24 - June 25
Term C—Second 5-week session (no classes July 5) .....	June 28 – July 30

# **The Commuter Life**

## **Contents**

**Commuter Parking**

**Lobbies & Common Areas**

**Computer Labs**

**Where to Eat**

**Where to Study**

**Commuter Meal Plan Information**

**Opportunities For Involvement**

## **Commuter Student Parking**

Lincoln Memorial University has more than ample parking for its Harrogate commuting students. Specific parking lots are designated for commuting students to insure ready access to each of the academic buildings. Vehicle ID's for commuters will be assigned during final registration on August 18, 2008. Specific labels will be assigned to commuters allowing for parking in these areas.

The following areas are designated as commuter parking:

- At the Business/ Education Building
- Behind Farr-Chinnock Hall (Math & Science Building)
- Between the J. Frank White Academy & the LMU Library
  - In front of the Tex Turner Arena
  - Below Sigmon Communications

## **Commuter Life Lobbies & Common Areas**

Lincoln Memorial University has several lobby areas that our commuting students are welcome to use for socializing, rest or relaxation.

- Avery Hall Lobby - 1<sup>st</sup> floor lobby
- Alpha Alumni Park – between Avery & the Chapel
- Business / Education Building – Student Lounge
- Student Center – lounge area & outside picnic area
- Library – including Reading Room & lounge area in the hallway

**Computer Labs –  
Several computer labs are available for commuter students.**

Library - 1<sup>st</sup> floor

Allied Health Building

Farr-Chinnock Science Building

Business / Education Building

Tagge Center - 2<sup>nd</sup> floor of Student Center

Avery Hall - 1<sup>st</sup> floor

**Where to eat**

- Lincoln Memorial University Dining facility – (on the first floor of the Campus Center)
- Lunch times for the dining hall are from 11:00 a.m. - 1:00 p.m.
- Splitter's lounge (located on the 2<sup>nd</sup> floor of the campus center) is open Monday – Friday 11:00 a.m. - 1:00 p.m. and Monday – Thursday 8:00 p.m. - 10:30 p.m. This facility is POINTS OR CASH ONLY.

Sodexo Campus Services provides food services to LMU faculty, staff and students.

Commuter meal plans are available for commuting students who wish to eat lunch on class days Monday through Friday, in the dining facility or in Splitter's. Please inquire in the office of Student Services, Room 308, Student Center for more information.

The LMU dining facility includes self-service stations such as a soup & salad bar, Little Italy, classic station, the Lincoln Grill, chef's specials and deli.

Splitter's Lounge – located in the Student Center is open for business between 11:00 a.m. and 1:00 p.m. Monday thru Friday and 8:00-10:00 p.m. Monday thru Thursday for LMU students in need of either to-go meals or who may not have time for a sit-down meal. Selections include burgers, grilled cheese, salads, ham and cheese sandwiches, fries, smoothies, and many more.

## Around Campus

For students who want to eat between classes,  
LMU provides other locations.

- The bookstore located in the Student Center provides an assortment of snacks
- Most classroom buildings have vending machines with snacks and drinks.
- The Tagge Center located in the Student Center is a common area for those students who bring their lunch.

## Where to study

- **LMU Library**  
The Library has several places to study including tables, study carousels, cubicles as well as computer lab, for research and preparing papers and other documents.
- **Reading Room** Located across from the elevator on the 2<sup>nd</sup> floor of the library. This quiet area provides a comfortable study area.
- **The Tagge Center**  
Provides an area conducive to studying. Tutors are available by appointment.
- **Student Center**  
Tables, lounge chairs and couches are all available for students to study.

## Opportunities for Involvement for Commuter Students

Lincoln Memorial University has several different types of organizations in which students can become involved. For more information concerning membership or meeting times of these organizations, contact the Director of Student Life, Brian DeJonghe at 423-869-6294.

<b>Academic Organizations</b>	10 based upon major
<b>Greek Organizations</b>	3 Fraternities / 3 Sororities
<b>Academic Honor Societies</b>	6 based upon academics
<b>Special Interest Organizations</b>	20 based upon various interests

## **Around Campus**

Theater

Volunteerism

Community Alliances

Student Government

Activities Calendar

Hiking, Biking & Walking on the Greenway & Trails

LMU Pool

Weight Room – Mary Mars Gym

Intramurals

Periodic Art Exhibits by students, faculty & staff

Sports functions (Go Railsplitters!)

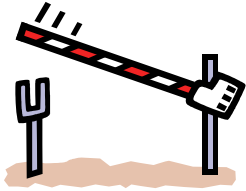
Or... form your own great organizations!



# STUDENT SUCCESS

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- ◆ Early Warning System
- ◆ Tagge Center for Academic Excellence
- ◆ Peer Tutoring
- ◆ Common Mistakes Made By Freshmen
- ◆ Computer Labs on Campus
- ◆ How Your Life Will Change Once You Enter College
- ◆ Tips for Success
- ◆ Glossary of College Terms
- ◆ College Stress
- ◆ How to Handle Stress
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- ◆ How To Play The Academic Game To Win!
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## **Early Warning System**

The Early Warning System is designed to aid in academic success. The Office of Enrollment Management and Student Services works closely with faculty during the first few weeks of each semester. Faculty members are asked to provide names of students who have excessive absenteeism or who are not making adequate academic progress. These students are then advised by a Student Services staff member on ways to improve their academic performance.



## **Tagge Center for Academic Excellence**

The Tagge Center for Academic Excellence (TCAE), located in room 201 of the Student Center, is a service of LMU that provides a variety of free assistance to meet student and faculty needs. These services range from peer tutoring in many selected courses, lecture note-taking assistance, computer and printer availability, to writing assistance, vocabulary development, and training in test preparation and test-taking. To receive desired assistance or to schedule an appointment, the student needs only to call or go directly to the Tagge Center. The Tagge Center is a quiet place for self-study or group study.



## **Peer Tutoring**

Peer tutoring is a free service offered to all students at Lincoln Memorial University. Tutoring is available in over 100 LMU courses by over 20 tutors. Peer tutors work various times of the day in order to meet the needs of the students. Tutoring is located in the Tagge Center for Academic Excellence (Student Center 201) and is open Monday-Thursdays from 8:00 a.m. until 10:00 p.m. and Fridays from 8:00 a.m. until 4:00 p.m. Appointments may be made by calling 869-6310 or by simply walking into the Tagge Center and asking for assistance.

# Common Mistakes Made By Freshmen

- Trying to work too many hours in a job (studies show that students should work no more than 20 hours per week).
- Spending too much time socializing (partying) instead of studying.
- Not taking responsibility for themselves.
- Skipping classes or being tardy for class.
- Procrastinating homework assignments or studying for an exam.
- Not taking the time to get to know their professors and advisor.
- Depending too much on parents.
- Not getting enough sleep.
- Not keeping a planning calendar and managing their time wisely.
- Not establishing guidelines with roommates from the very beginning.
- Getting in over their heads with credit card debt.
- Not eating properly.
- Not establishing regular study times and study locations.
- Not getting involved in campus/community activities.
- Not checking their LMU e-mail and Web Advisor.
- Not seeking assistance (campus resources) when needed.
- Not familiarizing themselves with campus.
- Taking too many hours and too many difficult classes the first semester.
- Spending too much time their first semester pledging a sorority/fraternity.
- Not thinking that they need to study any more than they did in high school.
- Not working their work-study hours and then owing the University money at the end of the semester.



## CAMPUS COMPUTER LABS

There are several places on campus that students may check their e-mail, access Web Advisor or do computer work. Listed below are their locations, the number of computers, and hours of operation.

Location	Number of Computers	Hours of Operation
Bus./Ed. Building 117	24	Times vary by semester; no weekend hours
Avery 108	19	Varies by semester according to classes
Library (1st floor)	10 in Computer Lab 7 in the Reference Room 35 Laptops	M-TH 8:00 a.m.—11:00 p.m. F 8:00 a.m.—4:30 p.m. Sat. 10:00—5:00 p.m. Sun. 2:00 p.m.—11:00 p.m.
Schenk Center For Health Sciences 105	5	M-F 8:00 a.m.—4:30 p.m.
Farr 208	9	Varies by semester according to classes
Tagge Center (201 Student Center)	16	M-TH 8:00 a.m.—10:00 p.m. F 8:00 a.m.—4:00 p.m.

## **How Your Life Will Change Once You Enter College**



- \*You will have to make yourself go to class.
- \*You may have larger and longer classes than in high school.
- \*You will be required to do a lot of reading.
- \*You will be graded on a point rather than a letter system.
- \*You will have more responsibilities.
- \*You will have less privacy.
- \*You will be making decisions on your own.
- \*You will have extra time on your hands—manage your time wisely.
- \*You will have to budget your money.
- \*You will have to make new friends.
- \*You will meet people of different races, cultures, and religions.
- \*You will have to monitor your diet—watch out for the “Freshman 15”.

## **Tips For Success**

- \*Go To Class
- \*Ask Questions
- \*Take Notes and Review
- \*Keep Up With Assignments
- \*Communicate With Your Professors
- \*Visit Your Academic Advisor
- \*See Your Career Counselor Regularly
- \*Learn About Your College Library
- \*Use Your College Resources
- \*Learn Proper Research Paper Skills
- \*Visit The Computer Resource Center
- \*Manage Your Time Wisely
- \*Get An Adequate Amount of Sleep
- \*Get Involved
- \*Stay Focused
- \*Stay Organized

*-Off To College, 2004*

# GLOSSARY OF COLLEGE TERMS

**Academic Advisor:** Your academic advisor may be a faculty member in the academic field you have chosen or a full-time administrative employee who works in a counseling office of the school. You'll be assigned an advisor once you begin college, and this person will serve as your resource to all academic and nonacademic services.

**Accreditation:** Colleges and universities are judged or accredited by an organization of colleges and universities or by professional organizations. LMU is accredited by the Southern Association of Colleges and Schools.

**Admissions:** The first contact you may have made with a college or university may be with its admissions office. The people who work there are trying to "sell" the school and its programs to you. They will send you many forms.

**Alumnus:** A graduate of a college or university.

**Associate Degree:** A two year degree in arts or sciences (A.A. or A.S.).

**Bachelor's Degree:** The formal name for a four-year college degree. Two major types are the Bachelor of Arts (B.A.) and Bachelor of Science (B.S.).

**Class Standing:** Most colleges link your standing to the number of hours you have earned, not the number of years you have attended college.

**CLEP:** Stands for College Level Examination Program, a series of tests you may take to demonstrate proficiency in various college subjects. If you pass the tests, you will earn credit for certain college courses.

**Coeducational:** A school that admits men and women.

**Comprehensive Exams:** Final exams which are given during the last days of the term, covering all material given during the term.

**General Education:** Colleges require that all students complete specific groups of courses. These courses usually occur at the freshman and sophomore levels and include English, math, science, and history requirements.

**Course Number:** Most undergraduates take courses at the 100 level through at least the 400 level, but this will vary on different campuses.

**Curriculum:** All courses required for your degree.

**Dean:** Administrative positions over academics, student development, admissions, and special programs.

**Dean's List:** If you maintain at least a 3.5 G.P.A. over each semester, you will make the dean's list.

**Drop:** Students are allowed to drop courses during a specific period of time without penalty. Forms must be completed and signatures obtained for proper procedures. There is a \$5.00 per credit hour charge for dropping a class.

**Electives:** Courses that you select from an academic area of interest to you. A specific number is required for graduation.

**Financial Aid:** The Financial Aid Office is available to all students requiring information.

- |                 |  |
|-----------------|--|
| 1. FAFSA        | Free Application for Federal Student Aid form to be completed for financial aid  |
| 2. CWS          | College Work Study   |
| 3. EFC          | Expected Family Contribution   |
| 4. Stafford     | Loan (federally backed) to be paid back at a rate of not more than 8.25%         |
| 5. Unsubsidized | Student loan for independent students or students who do not have financial need |
| 6. Perkins      | Loan to be paid back at a rate of 5% interest                                    |
| 7. PLUS         | Parent loan for the student; the loan is in the parent's name                    |
| 8. SAR          | Student Acknowledgement Report – results of FAFSA processing                     |
| 9. SEOG         | Supplemental Educational Opportunity Grant                                       |
| 10. TSAA        | Tennessee Student Assistance Award   |

**Grade Point Average:** (GPA) sometimes called cumulative average. Based on a four point scale with points assigned to each grade (A=4, B=3, C=2, D=1, F=0).

**Greeks:** Used to describe students who join fraternities or sororities.

**Independent Study:** An independent study course is one in which you complete requirements in a course not listed in the catalog on your own time, under the direction of a professor, and outside a classroom setting.

**Matriculate:** An uncommon term, used by the admissions office. Matriculate means you have applied for a degree program, have been accepted in the program, and have enrolled in classes. At that point, you are considered matriculated.

**Pass/Fail:** Certain courses are offered on this system. By passing, you will earn credits toward graduation, but the grade will not count in your GPA.

**Preregistration:** Signing up for classes before actual registration.

**Prerequisite.** A course or courses completed as a condition for taking another course.

**Probation:** A warning that you are not making satisfactory academic progress toward your degree.

**Professor:** College teachers are ranked as teaching assistant, instructor, lecturer, or professor. Professor is the highest rank and includes three levels: assistant professor, associate professor, and (full) professor.

**Registrar:** The college administrator who maintains your transcript, directs the registration process, and performs other academic duties as assigned by the Vice President and Dean of the Faculty.

**Registration:** The act of scheduling your classes for each term.

**Syllabus:** One or more pages of class requirements a professor will give you on the first day. The syllabus tells you the class requirements, course goals, text to be covered, test dates, etc.

**Transcript:** The official record of your college work, which is maintained and updated each term by the registrar.

**Transfer Credit:** If you should transfer from one college to another, the number of courses the new college accepts and counts toward your degree are your transfer credits.

**Withdraw:** Although you may withdraw from one course, this term usually denotes the dropping of all courses for one term and leaving school for whatever reasons you may have.

# COLLEGE STRESS

## Stress:

A collection of mounting pressures and creeping anxieties, all-night panics and heart-pounding emotions. It's the agony of making big decisions, or coping with a maze of small problems. Each of us perceives stress and copes with it in a different way. A situation that is comfortable-even energizing-for one person may drive another up the wall. So each of us has a "stress threshold" and when that personal limit is crossed, we can experience some very negative effects, emotionally and physically.

## The Big Five

Five types of pressures seem to cause students the most trouble during college:

- **Separation from family:** For many, college is the first extended time away from home. No supportive family is around to share your triumphs and miseries, and mom and dad aren't there to remind you what to do and when to do it. You have to get a new set of bearings and establish a new support system to replace those left behind. And that doesn't happen overnight.
- **Freedom:** At most schools, there are few dorm rules, no dress codes, and sometimes not even mandatory class attendance. While that freedom can be exciting and fun, it also can be stressful because now you have to make a lot of decisions on your own and re-examine your values and morals. There are bound to be mistakes, but that's part of the process.
- **Competition:** There is ever-increasing competition for grades, graduate school slots, and jobs. That pressure can affect your personal life as well as your academic life. How much study time is enough and how much is too much and will lead to burn-out? How much stress is it worth to reach your goal? Competition probably adds to the loneliness that most students experience because so much time can be spent alone working in isolation.
- **Peer pressure:** Especially in a new environment, most people eagerly seek acceptance. That may mean conforming, whether it's to friends' attitudes toward alcohol, drugs, partying, or studying. It can also mean a pressure to be sexually active, which adds the concern about AIDS and other sexually transmitted diseases.
- **Choosing a career:** What to major in; what to do with my major; will I really like it; what are the chances of actually getting a job with the major I choose? The increasing expense of a college education can pressure students to choose a major that will pay off later. On top of all this is an uncertain job market. Because of these pressures, some people feel forced to make quick and premature decisions that lock them out of a lot of choices. It can be very helpful to meet with a professional at University Counseling Services to help weed through all the elements of a career choice so that you can feel more comfortable in making a decision.

## HOW TO HANDLE STRESS

- ⇒ Find a physical activity that you enjoy and make time for it. (i.e. racquetball, jogging, walking, bicycling, swimming, etc.)
- ⇒ Prioritize your time on paper and set reasonable goals that can be accomplished. Don't expect too much from yourself.
- ⇒ Don't make unnecessary appointments or unachievable deadlines. Learn to say "No".
- ⇒ Create opportunities when you can relax your entire mind and body.
- ⇒ Tense then relax the major muscle groups in the body (calves, etc.) until the entire body feels relaxed.
- ⇒ Avoid a stress prone diet: eat breakfast, space meals evenly throughout the day, avoid excess caffeine and sugar (sugar depletes the body's store of vitamin B complex), take vitamin C and B complex supplements.
- ⇒ Use family or friends as a support group.
- ⇒ Recognize your own body's physical and mental signs of stress and develop your positive strategies of coping.

**Learn to develop a sense of humor about yourself and your problems.**



## **TWENTY-ONE WAYS TO SUCCEED AT LINCOLN MEMORIAL UNIVERSITY**

1. Find and get to know one individual on the LMU campus who knows you are there and who cares about your survival. One person, that's all it takes. It could be a professor, a staff member, an academic advisor, or a student leader.
2. Learn the helping resources at LMU and where they are located. The Tagge Center for Academic Excellence (TCAE) and Student Support Services are both located on the second floor of the Student Center. These can help you with learning strategies, tutor mentors, and academic advisement.
3. Understand why you are at LMU. Your college experience will be much more productive if you can identify specific goals you wish to accomplish.
4. Set up a daily schedule and stick to it. Know that no one is around to tell you when to study or when to sleep, you need to do this for yourself. If you can't do it alone, find someone on campus who can help—a tutor mentor or counselor in the Tagge Center for Academic Excellence (TCAE) is a good choice.
5. If you are attending classes full-time (12-17 hours per semester), don't work more than 20 hours a week. Most people begin a downhill slide in the quality of learning beyond 20 hours. Don't be one of them. If you need money, borrow it from a reliable source or talk to a financial aid representative in the financial aid office (3rd floor of Student Center). Try to work on campus. Students who work on campus tend to do better in classes and are more likely to stay enrolled at LMU than those students working off campus.
6. Assess and improve your study habits. The UACT 100 classes will assist you in college by allowing you to assess your learning style and by giving you learning strategies to achieve independent learning status.
7. Choose professors who involve you in the learning process. Attend classes in which you can actively participate. You'll probably learn more easily and it will be more enjoyable.
8. Know how to use the library. The library isn't as formidable as it might seem, and it offers a wealth of information and resources.
9. Improve your writing. Your writing skills will serve you well throughout life if you take some pains to improve and secure them. Write something every day—the more you write, the better you write. Remember writing is for life, not just for freshman English. The TCAE provides both tutor mentors and English instructors to assist each student with writing problems. Don't wait until the paper is written to receive assistance, visit the TCAE before you write that paper.
10. Develop critical thinking skills. Challenge. Ask why. Look for unusual solutions to ordinary problems and ordinary solutions to unusual problems. There are few absolutely right and wrong answers in life, but some answers come closer to being "truthful" than others.

11. Find a great academic advisor and fight to keep him/her. The right advisor can be an invaluable source of support, guidance, and insight throughout your college life at LMU.
12. Visit the Office of Career Planning on the third floor of the Student Center.. Even if you think you have chosen your academic major, this office offers valuable information about careers and about yourself.
13. Make one or two close friends among your peers. College represents a chance to form new and lasting ties. It also offers a great diversity in terms of the people that you know at LMU. Choose your friends for their own self-worth, not for what they can do for you. Remember that in college, as in life, you become like those with whom you associate.
14. If you're not assertive enough, you can receive some assertiveness training in the UACT 100, Strategies for College Success. It's never too late to learn how to stand up for your rights in a way that respects the rights of others.
15. Get involved in campus activities. Work for the campus radio or television stations, join a club or Greek organization.
16. Take your health seriously. How much sleep you get, what you eat, whether you exercise, and the kinds of healthy decisions you make about drugs, alcohol, and sex contribute to how healthy or unhealthy you are. Get in the habit of being good to yourself and you will be a happier person and a more successful student.
17. If you can't avoid stress, learn how to live with it. While stress is an inevitable part of modern life, there are ways of dealing with it. UACT 100 will introduce you to techniques that will help you worry less and study more.
18. Show up at class. Professors tend to test on what they discuss in class, as well as grade in part on the basis of class attendance (class participation). Don't abuse your new freedom. Being there is your responsibility. Simply being in class every day (unless you are sick) will go a long way toward helping you to graduate.
19. Remember that you are not alone. There will be 800 first-year students facing the same uncertainties that you now face at LMU. During orientation you will have the opportunity to meet with and share your common uncertainties. There is strength in numbers.
20. Learn to appreciate yourself more. Hey you got accepted!
21. Try to have realistic expectations. At first you may not make the grades you made in high school. With increased awareness of learning strategies, each semester you should see an increased GPA.

Gardner, John and Jerome Jewler. Your College Experience. Wadsworth Publishing Company: Belmont, CA 1992.

## HOW TO PLAY THE ACADEMIC GAME TO WIN!

### Be sure to:

1. Come to class on time.
2. Contact your instructor about absences before they occur (if absence is expected) or immediately (within hours/next day) after absence.
3. Avoid missing class if at all possible. (Do not expect to be “allowed” a certain number of misses!).
4. Follow all directions carefully and consistently. You may need to listen and/or read them carefully. Potential problem areas: pencil or pen? incorrect format, late work, typed or handwritten? inappropriate bibliographical citations, etc.
5. Read and follow the course syllabus, guidelines and schedule carefully and completely.
6. Follow class policies carefully and consistently without asking for or expecting special exemptions. For example: Is it okay if I don't type this? Is it all right if I hand this in late? Is it okay if I didn't finish this assignment?
7. Participate in all class activities and discussions.
8. Use an appropriate tone of voice and speak loudly enough. Be cautious when complaining or “whining” about something.
10. Make yourself known to the instructor in positive ways, such as expressing an interest in the material read, sharing in class discussions, seeking additional information, asking clarifying questions and remembering that the instructor is a human being.
11. Come to class prepared (having read and/or completed the assignment) with a pen, pencil, and paper for note taking and completing in-class work.
12. Take your textbook to class as necessary.
13. Respect your instructor's opinions and those of other students. You don't have to agree with them, but you can always show respect.
14. Pay attention to the instructor and others who are presenting material in class rather than showing disrespect and unconcern by talking with others, working on other assignments/course work during class, walking about during class, creating class disruptions, asking out-of-place questions, sleeping or snoring in class, eating in class (without permission), etc.
15. Ask about extra credit (if available, nature, etc.) at the beginning of the course rather than later when you are not doing the required work or not doing well.
16. Submit all work/assignments on time.



**Be certain to AVOID:**

1. Submitting unstapled or un-paper-clipped papers or papers with torn or ragged edges.
2. Leaving class early, especially without notifying the instructor ahead of time (before class begins!).
3. Asking the instructor for notes from a class that you missed. But, be sure to request missed handouts, recognizing that you should volunteer to come to the instructors office at a different time to obtain them.
4. Asking obvious questions about information which has just been presented and discussed clearly and at length.
5. Asking: "What do you want on this test/paper?" What are we supposed to get out of this/learn from this for the test?" "Is this important?"
6. Asking: "How many excused absences do you allow?"
7. Asking after an absence: "Did I miss anything important?" "Did we do anything in class?" "Do I have to make it up?" (after missing a test or quiz).
8. Asking: "Is it all right if I leave class or miss class?" (Simply inform the instructor why you must leave early or miss class. Also sit near the door to minimize disruption when you leave early.)
9. Saying: "I've never been given such a low grade before!" OR "I've always made \_\_\_\_\_grades in my \_\_\_\_\_classes before. This is the first\_\_\_\_\_I've ever received!"
10. Suggesting, acting, hinting, indicating, etc, that the instructor is stupid, always wrong, etc.
11. Sitting where you can/will be distracted easily.





## **SURVIVAL SKILLS FOR THE LEARNING DISABLED STUDENT**

The learning disabled student must also take charge of the situation as well as ask for help.

Listed below are tips for success to be used by students with learning disabilities.

1. Your commitment to college must be deep and genuine. It must be a high priority in your life.
2. Start early to seek career counseling so your choice will be compatible with your strengths and you can plan how to reach long range goals.
3. Use your family as a support system. Some family members are readers, typists, or sounding boards.
4. Approach professors before classes to ask about what kinds of tests are given, how many papers are required, the grading criteria, class size, number and size of texts, and extra help from teaching assistants.
5. Take fewer classes each quarter (6-9 cr. hrs.) and balance easy classes with more difficult ones. Plan on the possibility of more years to finish.
6. Use compensatory techniques such as tape recorders, auditing classes before registration, taking a library tour, consolidating class locations, and purchasing texts in advance.
7. Deal with writing problems early as writing demands are heavy. Learn word processing on the computer.
8. Have a written summary of your diagnostic history. It is helpful for those with knowledge of learning disabilities when advising you.
9. Organize your time. Study skills classes teach this skill. Allow lots of extra study time.
10. Meet with your instructors and counselors on a weekly basis even if it is just to say hello.
11. Document your actions if there are problems with classes, instructors, etc.
12. Be prepared for disbelief and lack of awareness by professors and fellow students.

## ***ADVICE FOR FRESHMEN***

*The information below comes from former students – a direct student-to student plan of attack for handling the demands of university life. The advice is valid regardless of the perceived level of difficulty of the institution or the size of the college. Good sense is good sense.*

- Know how to do laundry.
- Be able to balance a checkbook.
- There are many places you can get a job and make money.
- Classes will sometimes have older students in them and they always do their homework, which blows the curve.
- It isn't a rumor – some teachers don't speak English very well. If you don't understand the lesson, schedule a meeting with your professor.
- Find out where you work best – library, dorm, student center, etc. – and always have something with you to work on – a lab, a paper, reading assignments, etc.
- Everybody will not believe in the same things you do.
- Bring lots of white socks – they match everything.
- You went away to school – don't go home every chance you get.
- Know how to find everything in a college library if you can't – ASK!
- Live on campus – at least your freshman year.
- ORGANIZATION is very important.
- If you want to have good grades and a life, you have to work.
- Get enough sleep – it will catch up with you if you don't.
- ALWAYS GO TO CLASS – otherwise you fail – NO JOKE.
- Tape each syllabus to your closet door.
- Many professors don't give assignments in class – they expect you to follow the syllabus.
- Become familiar with a word processing program – E-mail is a must!
- Meet people in college then your options and opportunities will be broadened.
- Don't room with your best friend – no matter who your roommate is, there will be some differences
- Talk with professors, advisors, and other students about classes that you are interested in – classes are easier to get into than out of.
- Take comfortable shoes.
- Balance your diet – you can't order out all of the time. It's expensive – ever hear of the "Freshman 15"?
- Your sleeping patterns will change – sometime you stay up late to get things done.
- You are in class fewer hours but work more out of class.
- Alcohol is available. It is expensive. It is illegal. You don't need it. It is high calories and it makes you fat.
- Be yourself.

## LMU STUDENT SUPPORT SERVICES FACT SHEET

### *What is Student Support Services?*

Student Support Services is a federally funded program which provides the following services for qualifying students: Advising, Tutoring, Career Planning, Cultural Activities, and Freshmen Mentoring.

### *How do I qualify for the program?*

A student is eligible for the program if they are:

- ◆ A first generation student (neither parent graduated from a 4-year institution) and/or
  - ◆ Financially eligible (must meet the federal guidelines)
  - ◆ Disabled (physical or learning)
- (2/3rds of our participants must be both first generation and low income and 1/3rds of the disabled must also be low income)

### *What services will I receive?*

#### Advising:

- ⇒ Course selection
- ⇒ Course scheduling
- ⇒ Maintaining a good g.p.a.
- ⇒ Academic Probation Advising
- ⇒ Academic Monitoring
- ⇒ Referrals

#### Cultural Activities:

Participants are invited to attend free cultural trips. Trips in the past have been:

- ⇒ Abraham Lincoln's birthplace in Hodgenville, KY
- ⇒ Kentucky Dinner Train in Bardstown, KY
- ⇒ Cumberland Co. Playhouse in Crossville, TN
- ⇒ Dollywood, Dixie Stampede, and Black Bear Jamboree in Pigeon Forge, TN

### What will I study in this class and will I get credit?

This class is a 2-hour college credit letter grade class. Topics include:

- ⇒ Self-esteem
- ⇒ Test taking
- ⇒ Textbook Reading
- ⇒ Note taking
- ⇒ Learning Styles

#### Tutorial:

- ⇒ Individual and group tutoring
- ⇒ Times arranged according to need
- ⇒ Free tutors
- ⇒ Learning lab
- ⇒ Computers for student use

- ⇒ Star of Knoxville Riverboat, Knoxville, TN
- ⇒ Tennessee Aquarium, Ruby Falls, Incline Railway, and Vaudeville Café Dinner Theater in Chattanooga, TN
- ⇒ Weekend trip to Nashville, TN, Atlanta, GA, and Chattanooga, TN
- ⇒ Biltmore Estate in Asheville, NC
- ⇒ Ripley's Aquarium in Gatlinburg, TN

- ⇒ Memory Strategies
- ⇒ Time Management
- ⇒ Stress Management
- ⇒ Goal Setting
- ⇒ Test Anxiety
- ⇒ Critical Thinking
- ⇒ Careers and Majors
- ⇒ Alcohol Awareness

#### Career Planning and Personal Development Counseling

- ⇒ Learn valuable test taking skills
- ⇒ Explore values, interests, talents, and skills
- ⇒ Examine career interests
- ⇒ Set strategies for career planning
- ⇒ Learn about LMU

#### Freshmen Mentoring:

All new participants will be assigned to a peer mentor for their first year at LMU. The Peer Mentor will assist students in acclimating themselves to a college environment. They will also assist them with tutoring if needed.

#### How do I become a participant?

- ⇒ Complete an SSS application
- ⇒ Be qualified

Enroll in UACT 100S course "Strategies for College Success"

### Who do I see to become involved:

- ◆ Lila Combs, Director  
(423) 869-6213
- ◆ Becky Akers, Tutorial Coordinator  
(423) 869-7105
- ◆ Greg Lasley, Advisor  
(423) 869-6209
- ◆ Lisa Martin, Administrative Ass't  
(423) 869-6373

# CREDIT FOR LIFE

## **Advantages for Credit Cards:**

- ◆ Convenience
- ◆ Universal Acceptance
- ◆ Bookkeeping made easy
- ◆ Security
- ◆ Emergency Buying Power
- ◆ Credit Building
- ◆ Consumer Protection
- ◆ Benefits such as frequent flier miles, extended warranties, etc.
- ◆ Free Loan

## **Disadvantages for Credit Cards:**

- ◆ Impulsive Buying
- ◆ High Interest Rates
- ◆ Debt Trap
- ◆ Health Problems
- ◆ Heart Attacks
- ◆ Insomnia
- ◆ Explosive emotions
- ◆ Difficulty doing such simple tasks as climbing stairs and carrying groceries.

## **Factors Considered for Credit Card Research:**

- ◆ Total amount of card debt and available credit
- ◆ Number of cards used
- ◆ Whether participants carried a balance
- ◆ Vital physical statistics
- ◆ Disabilities
- ◆ Smoking and drinking habits
- ◆ Job status
- ◆ Race
- ◆ Education
- ◆ Age

## **Debt Usually Stems from a Crisis:**

Steve Rhode, Founder of Myvest.org, formerly Debt Counselors of America, says the #1 reason people get into trouble with credit cards is a crisis, such as death, divorce or a job loss. Rhode, whose agency helps about 200,000 people a month via the Internet, phone, and a radio call in show, says “It’s usually something unforeseen.”