

Addendum 2024-2025

Columbia Campus



All information in this addendum is specific to the individual campus. The full version of the student handbook, *The Lenoir-Rhyne University Student Handbook* contains policies that apply to all students enrolled at Lenoir-Rhyne University. Specific programs may have additional policies and procedures to which students in those programs must adhere.

All students at Lenoir-Rhyne University are responsible for the contents of *The Lenoir-Rhyne University Student Handbook*, as well as the addendum for their specific campus.

In addition to the *Lenoir-Rhyne University Student Handbook*, students will be held accountable for all Health and Safety Standards and Policies created by LR's Presidential Task Force on COVID-19. Students should read, be familiar with, and abide by all policies and procedures in the "Protecting our Den" document distributed by the President's Office and found on the LRU website.

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SECTION 1: SECTION 1: THAT TO WHICH WE ASCRIBE

Attending Lenoir-Rhyne University is an opportunity like no other. You are on a journey of a lifetime and LRU's community of learners is ready to support you along the way—to help you grow academically; to expand your leadership skills; to increase your commitment to integrity and hard work. Faculty and staff are here to help guide you to the many opportunities and challenges that await you, but you must also take an active role in your journey. We will provide enriching, fun, thoughtful, and engaging activities—you just have to rise up and get involved. Additionally, this handbook is intended to help you learn and grow as an individual as well as a member of the LRU community. It is our sincere hope that you will read this handbook and use it as a guiding resource during your time at Lenoir-Rhyne.

(See the full version of the [Lenoir-Rhyne University Student Handbook](#).)

SECTION 2: CAMPUS LIFE & SERVICES

Overview of Student Activities and Organizations

While the primary purpose for attending a university is and should remain to gain greater intellectual competency, the idea of education through the attention to liberal learning includes the development of the whole person. Co-curricular activities play an important role in this developmental process. We encourage you to take ownership in your education by becoming a participant and life-long learner across our campus. Join one of our many organizations. Enhance your academic experience through

becoming a leader. GET INVOLVED!

Academic Organizations and Honor Societies

Most academic departments sponsor professional student organizations and honorary societies. These organizations and societies are structured to enhance your academic life through opportunities to network with fellow students within your area of study as well as recognize your academic achievements. While not all the listed organizations may be present on the Columbia campus at this time, you are encouraged to contact the appropriate programmatic faculty members for additional information.

Chi Sigma Iota

The Lambda Rho Chi chapter of Chi Sigma Iota is devoted to promoting scholarship, research, professionalism, and excellence in counseling. This organization recognizes high attainment in the pursuit of academic and clinical excellence in the field of counseling. To be eligible one must maintain an overall GPA of 3.5 or better while enrolled as a graduate counseling student.

Lambda Rho Chi

Lambda Rho Chi is an international counseling honors society. Prospective members must demonstrate the capacity to represent the best about professional counseling including appropriate professional behavior, ethical judgment, emotional maturity, and attitudes conducive to working to advocate for wellness and human dignity for all.

Student Occupational Therapy Association (SOTA)

SOTA strives to generate an interest, increase community awareness, and facilitate a better understanding within the campus environment of the occupational therapist's roles. SOTA also is committed to educating the campus and the student body about individuals with disabilities through demonstrations, open houses, and convocations. The organization offers graduate students the opportunity to attend national conferences as well as the ability to work with agencies both local and abroad to help the communities they serve.

Theta Alpha Kappa

Theta Alpha Kappa is the only national honor society dedicated to recognizing the academic excellence in students and scholars in the fields of Religious Studies and Theology.

Opportunities for Further Involvement on Campus

In addition to the many honorary societies, academic clubs, and faith-based organizations, Lenoir-Rhyne University has many clubs to enhance your social, community, and civic awareness. There is sure to be something for everyone! Here is just a sampling of organizations.

Graduate Student Organization (GSO - Columbia)

GSO was originally created on the Hickory Campus to cultivate a graduate student presence and culture on campus. This includes representing graduate students on relevant and appropriate University advisory boards and panels as well as being a sounding board for the graduate student population's concerns and issues. The GSO for the Columbia campus was established during academic year 2017-2018.

Seminary Student Council

The Student Council of Lutheran Theological Southern Seminary of Lenoir-Rhyne University provides seminary students a voice on campus and to the larger university community through a governing body. Elections for the positions of Student Body President, Student Body Vice President/Senior Class Representative, Middler Class Representative, and Treasurer for the upcoming academic year take place in the spring semester; elections for Junior Class Representative and Secretary take place in the fall.

Student Government Association (SGA)

The SGA is the governing body for all student organizations and the student body. One of its

many tasks is to allocate funds to student organizations to attend conferences, provide campus activities, and to improve the student organizations for the benefit of student life at LRU. SGA also provides students from all three campuses with a representative voice on a variety of University committees as well as the Board of Trustees. SGA also provides students from all three campuses with a representative voice on a variety of University committees as well as the Board of Trustees. The GSO - Columbia may have a representative to serve on the Student Government Association of LRU.

Students of African Descent Association (SADA)

The Students of African Descent Association (SADA) actively engages the community in the work of creating racial equity on our campus and in our community.

Reconciling in Christ Committee

The Reconciling in Christ (RIC) Committee as part of the LTSS Student Council actively engages the community in reconciliation with the LGBTQIA+ community and racial reconciliation. Any member of the community is welcome to participate in the work of Reconciling in Christ.

SECTION 3: UNIVERSITY RESOURCES AND SERVICES

To successfully navigate the new and different rhythm of university life, many students need guidance and support. Lenoir-Rhyne University offers a wide array of resources to assist you in your academic pursuits as well as in managing your daily life. Other University-wide resources and services are listed in the full version of the University Handbook.

Audio-Visual Equipment

Various types of audio-visual equipment are available for class use and on-campus, seminary-sponsored meetings. Audio-visual items may be used only by authorized personnel who are familiar with the use of the equipment. All requests should be submitted by calling 828.328.7350 or emailing oit.helpdesk@lr.edu.

Bookstore

There is no bookstore located on the Columbia Campus. Students should contact their program coordinators and/or professors for book lists. Merchandise branded with Lenoir-Rhyne University is available at <http://www.bkstr.com/lenoirrhynestore/home>. Merchandise branded with the LTSS logo is available at ltssapparelitemorder.com.

Campus Jobs

Various jobs are available on campus for which the student may apply. Certain jobs require specific experience or expertise. Positions are often available in the Library, Information Technology, Maintenance, Advancement, Enrollment Management, Office of the Rector and Dean, the Business Office, and Lifelong Learning, and LTSS Teaching Assistant positions are often available.

In an effort to spread the benefits of campus jobs to as many students as possible, a student who is employed on campus in one capacity should not expect a second job from the seminary or faculty unless there are no other suitable applicants for the position.

Campus Pastor

This role is currently vacant. All persons are encouraged to identify a pastor locally for support and care, until the position is filled. (2023 08)

Campus Safety and Security

Lenoir-Rhyme University takes the safety and security of its community very seriously and takes steps to ensure each campus has the climate necessary for learning to take place. Student ID cards issued through the Security Office are used for access to the building and educational spaces. All who live and/or work on campus are expected to cooperate with staff and officers as they perform their duties. For more information please see <https://www.lr.edu/student-life/campus-security>.

The Security Office for the Columbia Campus is located in the Yost Building.

In case of an emergency (life threatening or property threatening situation) call 911 and then inform the Public Safety Officer by calling 828.303.6640.

All crimes and suspicious persons should be reported immediately to an on-duty security officer using the following contact information:

Emergencies: 911

Security Office: 828.303.6640

In addition to contacting Campus Security, victims of crimes are strongly encouraged to file a report with the Columbia Police Department, and a security officer will assist victims in doing so, upon request.

Computer Lab

Computers for library research and writing papers are located in the Commons area on the library's main floor. Wireless access is available throughout the library building, and network ports are located in the 24/7 Study Room and along the study counters on the main floor and upper floor.

Student Union

The Campus Union is available to students at all hours with the exception of the kitchen. In reference to pool table, ping pong table, etc., persons under 15 years of age must be accompanied by an adult who is a member of the campus community. Equipment is to be returned to the storage area and the table covered when play is completed. Please keep children off the tables.

Copy Machine

There is a copy machine in the Library Commons area for student use. There may be a charge for copies to help offset the lease on the machine, as well as the cost of paper. The copy machine also will scan materials to a USB flash drive, at no cost.

Fitness Center

The exercise room on the ground floor of the Student Union is available to students, faculty, administration, staff and their dependents. Due to the nature of this equipment, persons under the age of 15 will not be allowed to use it or be permitted in the room. A code is needed for entry to the exercise room.

Weight lifters are reminded to use a spotter; do not lift alone. If equipment breaks, please notify the Business Office.

Information Technology (IT) Help Desk

Students experiencing any IT issues with their email, Portal or Canvas Access, or network problems may call the 24/7 Help Desk. The number is 828.328.7350 and the email is OIT.helpdesk@lr.edu.

The IT Office for the Columbia Campus is located in the Yost Building opposite the

Security Office.

Lineberger Memorial Library

Opened in 1975, the Lineberger Memorial Library (LML) contains more than 100,000 print volumes, a number of print journal subscriptions, a reference collection, a children's book collection, a Christian education collection, a music collection containing hymnals and CDs, a literature collection, and a DVD collection. As one of the three libraries of Lenoir-Rhyne University, LML provides access to more than 100 databases which contain journal articles, trade publications, newspapers, and streaming media through the LML website (libguides.lr.edu/Lineberger) and the Rudisill Library's website (libguides.lr.edu/rudisilllibrary). The online catalog of the Rudisill Library (of LRU's Hickory campus) includes eBooks related to theology and religion that are available to students of all three campuses of LRU.

As a member of the Eastern Cluster of Lutheran Seminaries, LML shares an online catalog with United Lutheran Seminary's two libraries, the Krauth Library of the Philadelphia campus and the Wentz Library of the Gettysburg campus. LTSS students may request materials from any library in the Eastern Cluster and vice versa. LML also offers Interlibrary Loan (ILL) service, allowing students to borrow books and obtain journal articles from other libraries all over the world.

The LML team is available to help students with research needs in any field of study. Students can request assistance from any librarian by visiting the library's Service Desk, by emailing lineberger.library@lr.edu, or by calling the Service Desk at (803) 461-3269 to schedule an appointment. The liaison librarians for Occupational Therapy and Counseling are located at LRU's Rudisill Library in Hickory, but the LML team can connect students with them. Contact information for the OT and Counseling liaison librarians as well as information about electronic resources related to OT and Counseling are available at libguides.lr.edu/OT and libguides.lr.edu/counseling.

LML offers a large study space, known colloquially as the "24-hour room," which is open to students 24 hours a day, seven days a week, 365 days a year. It contains a printer/scanner/copier, four desktop computers, a coffee/tea bar, and seating for around 20 people. Printing and copying is free for students. Two of the desktop computers in the 24-hour room have access to Accordance Bible Software. Students can access the space with their LRU/LTSS ID card.

Complete information about LML, including hours, services, and borrowing policies, is available on the website (libguides.lr.edu/lineberger). The library does not charge fines for overdue materials, but asks that students be cognizant that other library patrons (faculty, staff, or other students) may need access. Fees will be assessed for lost or damaged library materials. If you have any questions, please stop by the Service Desk or email lineberger.library@lr.edu.

Hammock Hangout

Any member of the Columbia campus community is welcome to check out a hammock from Lineberger Library to use for relaxation in the Hammock Hangout located behind Lineberger Library.

Personal Counseling

- LR Counseling and Wellness services on the Hickory campus is led by Director the Rev. Todd Cutter. If you wish to schedule time to meet with Pastor Cutter or to receive a referral to a professional counselor in the Columbia area, please reach out to Pastor Cutter at todd.cutter@lr.edu.
- The Counseling Group, located in Hickory, has several staff members who are licensed in both North and South Carolina. All students enrolled at LR, regardless of the campus on which they study, can receive 10 free counseling sessions per year. Please call 828-322-8736, identify yourself as an LR student, and you will be connected with a counselor.
- [TimelyCare](#) offers a talk now option (usually 15-20 minutes of processing time, unlimited use) and mental health counseling.

To learn more about LR health and wellness services, visit the website at <https://www.lr.edu/student-life/health-and-wellness>.

Maintenance Information

The Budd Group is the company which provides the Columbia campus with maintenance, custodial,

and grounds services. The Budd Group is a maintenance management organization with components on campuses around the country. For any "routine" maintenance needs, email Help@Buddgroup.com.

The maintenance department also handles the set-up and some clean-up for campus events. Request the use of meeting and event spaces through the Administrative Associate for Academics at least 10 days prior to your event.

Motor Vehicle Registration

All students, faculty, staff of the University who operate a motor vehicle on the campus are required to register the vehicle and obtain a parking permit from the Security Office in the Yost Building. Parking passes are issued in the Security office.

Parking

Parking for all students is in the lot behind the Student Union (lower lot located next to Smith Family Village), the lot located in front of the Price House, or at the student's residence. The lot in front of the Yost Administration Building (next to Voigt Building) is reserved for faculty, staff, and visitors only.

Religious Life

Lenoir-Rhyne is affiliated with the Evangelical Lutheran Church in America and is committed to a particular expression of the Christian faith. The University also provides opportunities for individuals from various Christian traditions to extend their involvement in and to deepen their commitment to their faith. Many Christian denominations (and other religious traditions) are represented within the student body. Both denominational and interdenominational religious groups offer students opportunities for fellowship and spiritual growth.

Worship services are a vital part of the devotional life of students, faculty, and staff. Attendance reflects a desire for an even deeper relationship with God in companionship with partners in the seminary community. We worship in Christ Chapel regularly throughout the fall and spring semesters. Special services and spiritual formation opportunities are scheduled throughout the year.

Storage

Storage on campus is limited and not guaranteed. See **Section 6: Residence Life** for details.

24/7 Study Room

The library's 24/7 Study Room is available for study at all times. Student, faculty, and staff ID cards provide access when the library's inner doors are locked. This is a secure area which is kept locked and accessible only to ID card holders when the library is closed.

Use of Campus Facilities for Meetings/Events

The use of campus facilities for meetings/events for on-campus users must be scheduled through the Administrative Associate for Academics and for off-campus users, the Administrative Associate to the Rector and Dean. Meetings and events must be placed on the official LTSS master calendar before facilities are considered "booked." Once booked, a facilities use form will be completed and approved, ideally at least two weeks in advance of the event. (Fees may be charged and contracts required for space rentals for personal events and for meetings/events of outside users, according to the policies of the seminary.)

Persons authorized to use rooms or facilities are responsible for leaving these areas in the order that they found them. Chairs and tables should be returned to original locations, lights turned off, and doors locked.

Use of the Organ in Christ Chapel

LTSS is grateful to the Fisher family for its generous gift and asks that those who practice and play the instrument be mindful of the purpose to which the organ is dedicated.

PRACTICE time is available to all members of the LTSS community and to visiting organists, provided each person has spoken with the chapel musician, has received permission, and continues to follow the guidelines established. The organ key is signed out through the Security Office. Keys are not loaned for extended periods of time.

Practice may be restricted or canceled if the LTSS community has need of the chapel or if special activities disrupt the normal schedule.

Writing Assistance

The LRU Writing Center is a free resource available to all graduate students. The center puts you in touch with tutors for developing your writing skills or reviewing a work in progress. To schedule a virtual tutoring session, contact Dr. Kathy Ivey (kathy.ivey@lr.edu) for an appointment.

Vending Machines

Vending machines with snacks and drinks are located in the Health Sciences Building and the Student Union; a drink vending machine is located in the 24-hour room of Lineberger Library.

SECTION 4: GENERAL CAMPUS POLICIES

When becoming a member of any community, you are given many rights as well as responsibilities. Lenoir-Rhyne University's community of learners is no different. We all must work together to maintain a campus culture that is inviting and engaging. As such, the University has developed a set of general campus policies to ensure that all students, faculty, and staff members are respected and valued, yet safe. Other University-wide policies are listed in the full version of the University Handbook.

Charges and Fees

Lenoir-Rhyne University requires all students (undergraduate, graduate, full-time, part-time, and visiting students) to pay all charges associated with the University prior to the start of class at the beginning of each semester. (Note: The only exception is the billing process for LTSS students.) There are various ways for students to provide payment, and there are individuals at the university who assist students with this process. Students, however, who choose not to provide payment by the deadline will not be able to attend class until arrangements for payment can be secured.

Payment Options: Students have various options for payment:

- Pay in full via check, money order or credit card
- Establish a payment plan (Payment plan options are available to students via the student portal)

Students who wish to utilize financial aid to assist with their charges must complete the FAFSA and all other necessary documentation prior to August 1. All required documentation related to financial aid processing must be submitted to ensure that student eligibility is finalized before the start of the semester. Students who are selected for FAFSA verification after August 1st will have 2 weeks from the notification date to submit the required documentation, in this circumstance the student will remain eligible to attend classes. Estimated charges that will not be covered from the pending financial aid package must be paid prior to the start of the semester.

Child Abuse Reporting

When faculty or staff suspect a resident's child is being abused, staff are required to make a report to the Department of Social Services. Child abuse may be indicated by physical marks on the child, a report from the child, or leaving a child unattended. These are only some examples of child abuse and are not exhaustive.

Electronic Devices in Class

It is common courtesy to put cell phones away during lectures, presentations, discussions, and worship services as alerts and notifications from devices can distract you and others. Each instructor reserves the right to restrict use of cell phones in class and to determine the consequences of not following this policy.

Unless otherwise prohibited by the professor, students may use laptop computers and other electronic devices in class for the purpose of taking notes and for such other purposes related to the course as are

consistent with the educational function of the classroom. A professor may disallow any use of computers in class that the professor deems to be inappropriate.

When computers or other electronic devices are used in the classroom, all sound should be turned off unless specifically permitted by the professor.

Students using computers or other electronic devices in the classroom during class may not play games, read or transmit to others' e-mail, instant messages or the equivalent, or work on matters unrelated to the class. It is expected that students will not use the Internet during class except as permitted by the professor in a manner consistent with the purposes of the class.

Dress

The dress of LR students should be appropriate for the occasion and should reflect good taste. Health, safety and cleaning requirements necessitate the wearing of shirts and shoes in the areas where food services are provided as well as classrooms and administrative buildings. Academic programs may have additional requirements for professional dress outlined in the programmatic handbooks or syllabi.

Fire Drills

State law requires we have a fire drill quarterly. You will be notified and receive detailed instructions regarding proper building evacuation and use of fire equipment.

Guest Housing

There is limited guest housing for a nightly fee. Please contact the Administrative Assistant – Columbia Campus.

Health Insurance

LRU does not offer a basic health insurance plan for purchase to domestic undergraduate or graduate students. LRU highly encourages all students to have personal health insurance; several programs require students to provide proof of insurance.

The only health insurance plan LR offers is for international students. International students are required to take the international student insurance provided by Lenoir-Rhyne. The costs for fall and spring semesters will be updated each year and posted on the LR website. This coverage may be waived only by providing timely proof, in English, of coverage equal to or better than the coverage provided by Lenoir-Rhyne. **Important:** This is not a major medical health plan. The benefits are very limited.

Immunizations

All students taking 4 or more credit hours per semester must submit University/state law required immunizations. Additionally, some academic programs have additional immunization requirements. Information regarding immunizations is detailed on the LR Student Health Record form. This is available online on LR's Student Health Services webpage at <https://www.lr.edu/student-life/cornerstone>. Click the *Health Form* button. The University strongly recommends that all students be vaccinated for COVID 19.

Payment of Bills

Tuition and room fees (for students living in the residence halls) are due and payable at the beginning of each semester. Students who receive guaranteed student loans are required to make full payment of all fees assessed on their student account at the time the loan is received. An installment payment plan is available for students not receiving guaranteed student loans when payment is difficult. Arrangements may be made with the Lenoir Rhyne Business Office and on myLR. A contractual agreement (lease) between the University and the student must be signed before the student is permitted to move into campus housing (residence hall, apartments, or houses). Please see the housing policy section below for more details on housing policy.

Grades are not issued nor is enrollment for the following term permitted until all amounts owed the university have been paid, or satisfactory arrangements for such payment have been made with the Business Office. In no case will a student be graduated while he or she still has an unpaid bill with the university.

Posting Information/Advertising

All material posted on campus must be approved by the Business Office. If approved, only information that directly pertains to the campus community will be approved. No advertisements of solicitation will be posted except with approval. All information/ advertisements must be posted on bulletin boards or other designated areas. Posting information on painted surfaces, glass, or outside wall areas is not permitted. Students posting information must supply tape, staples, etc. and remove announcements following the event. A university official may remove unapproved information/ posters/advertisements.

Punctuality

Students are expected to be punctual in handing in assignments. Papers and reports are to be handed in on the date assigned by the instructor. Students who are late with their assignments may receive a reduced grade unless prior approval is secured from the instructor.

Weather

When weather conditions pose a travel hazard for faculty, staff and students, the University may elect to delay or cancel classes. Pay attention to your email and other devices that receive RAVE Alert messages for information about delays and closings — and the resuming of normal operating schedule once conditions allow. Also, check the LR Columbia campus website, social media pages, and local television stations.

SECTION 5: SPECIAL CAMPUS POLICIES

There are certain policies and guidelines that must be adhered to by **all** students so that everyone may live comfortably and safely in the university community. Please remember that all students are obliged to obey federal, state, and local laws. This section includes, but is not limited to, policies on grade appeals, Title IX, and Sexual Misconduct.

(See the full version of the [Lenoir-Rhyne University Student Handbook](#) .)

SECTION 6: RESIDENCE LIFE

The Residence Life Office and its student and professional staff strive to enhance the total development of students as individuals and as members of a community, recognizing on-campus living as an integral part of the total educational process. The residence hall environment allows and encourages you as students to create a community that permits you to explore your own perspectives and your relationships with others through living and learning opportunities. Columbia campus housing is coordinated by the Director of Residence Life, Kellie Medley (kellie.medley@lr.edu).

Housing Requirements

Residency Requirement

There is no residency requirement to live on campus. All graduate students are eligible to live on campus in Columbia as space allows.

If space permits, other non-students may have the option of on-campus housing. Students enrolled part-time are allowed to live on campus as space is available; however, preference will be given to full -time students. If a student's enrolled credit hours for a particular semester drop below full -time status, the student may be asked to move out of the residential spaces. On-campus housing requirements may be changed or adjusted with appropriate notice of such changes/adjustment given to the students.

Deposit

A refundable deposit is required to reserve campus housing. Please view the tiered system below to determine your deposit amount.

Single Occupancy (2BR, 3BR, or 4BR) - **\$500 refundable deposit required**

Double Occupancy (2BR, 3BR, 4BR) - **\$250 per student refundable deposit required**

Triple Occupancy (2BR, 3BR, 4BR) - \$167 per student refundable deposit required

Prior to move-in new residents will be asked to walk the premises of the housing unit and note on the 'Move In/Move Out' Form any defects in the condition of the unit. Defective items should be noted and could include, but are not limited to: walls, flooring, lighting, appliances, cabinets, etc. This 'Move In/Move Out' Form will be kept on file for the duration of time the student occupies that unit. Upon move-out, student must schedule a time to walk the unit with the maintenance staff to determine condition of unit. Defective or non-working items from 'Move In/Move Out' Form will be taken into consideration when determining amount of deposit to refund. **In order to get full deposit refund, upon move out, the unit must be cleaned including the following:**

- a) All personal belongings removed
- b) Kitchens and bathrooms cleaned and sanitized
- c) Appliances cleaned including refrigerator, microwave and stove
- d) Carpets vacuumed and thoroughly cleaned
- e) Dusting of walls and baseboards

Once the unit has been thoroughly cleaned as outlined and checked with the maintenance team using the original 'Move In/Move Out' Form, the amount of deposit to be refunded will be determined by the housing coordinator. The remaining deposit refund check will be sent to the resident at the forwarding address given upon move-out.

Moving-in and Moving-out

The move-in and move-out process is handled by the housing coordinator. Contact Kellie.Medley@lr.edu for information.

Payment

When enrolled in classes, housing fees for the term will be billed to your student account. Payment to your student account will apply to all charges on your account, including campus housing. For summer months or other times when a student is NOT enrolled in classes but is still living on campus, payments should be made directly to the Business Office.

Term Housing

Beam Hall dormitory housing units are designated as term/semester housing, and residents are required to vacate residence hall rooms at the end of the spring semester or upon leaving the University. This includes removal of all personal belongings and finding alternative housing until classes resume in the fall. All other student housing is school-year designated housing. The earliest move-in date will be established by the housing coordinator based on the official commencement of the fall semester and outstanding maintenance requirements. The prescribed move-out date is immediately following commencement.

Termination of the Contract

If, for any reason, enrollment at the University is terminated during the course of an academic term or year, the resident must vacate the assigned room and residential area within 24 hours. Similarly, if the University decides to terminate the Housing Contract for disciplinary reasons, the resident must move out of the assigned room and residence hall within 24 hours; however, all charges will still apply. Violations of residential or University policies are considered sufficient grounds for immediate termination of the Housing Contract and removal from the residential facilities.

Living Opportunities

Lenoir-Rhyne University offers a few living options, from a traditional residence hall to apartment living.

Beam Hall: Beam Hall is traditional residence hall housing units are designated as term/semester housing, and residents are required to vacate rooms during scheduled breaks. The earliest move-in date will be established by the Columbia Business Office staff based on the official commencement of the fall semester and outstanding maintenance requirements. The prescribed move-out date is immediately following commencement.

Hillcrest Apartments: Hillcrest Apartments are 2- and 3-bedroom apartments. These apartments

are all one level but have upstairs and downstairs units. All units come with a washer, dryer, refrigerator, microwave, and stove, and the apartment complex has a playground, fire pit, and grills. Hillcrest is designated as school-year housing, unlike Beam Hall.

Smith Family Village: Smith Family Village includes 2- and 4-bedroom townhomes. All townhomes come with a washer, dryer, refrigerator, microwave, and stove, and this apartment complex features a playground, fire pit, and grills. Smith Family Village is designated as school-year housing, unlike Beam Hall.

From time to time, LRU utilizes other residential options for graduate students based on capacity and current campus needs.

Room/Apartment Assignments

Student housing will be assigned upon completion of a housing application and confirmation of acceptance from an Enrollment Representative. Student Housing is assigned by the Director of Residential Life. Student housing is provided, depending on availability, on a first come – first served basis. Priority is given in the following order: 1) full-time students, 2) part-time students, and 3) others as deemed appropriate to the context of the campus community. Housing assignments and prioritization may vary according to need and availability recognizing that some LR students attend with families and have a need for larger apartments than single students. Assignments to Junior LR seminarians are made for a two-year period due to the fact that internship would prompt a move-out in year three. If they choose on-campus housing when they return in year four, a new housing assignment will be made at that time. Housing units consist of single residence hall rooms, 2- and 3-bedroom apartments, and 2- and 4-bedroom townhouse apartments.

Roommates

Lenoir-Rhyne Columbia Center for Graduate Studies is not responsible for the assigning of roommates in Hillcrest Apartments and Smith Family Village. Upon request and permission, LR will share the contact information of those requesting a roommate. Only the Tenant, Tenant's immediate family - spouse and children – or roommate are to occupy the apartment unless arrangement for other roommate has been approved by the Director of Residence Life. Unauthorized persons living in campus housing will result in disciplinary action and possible eviction thereby nullifying this agreement. Beam Hall – Based on demand and availability, roommates will be assigned for most summer housing.

In cases when a non-student applies as a student's roommate, a background check and credit score must be obtained as well as two written professional references. There must not be any outstanding background issues within the last seven years. Certain criminal violations will prohibit move in regardless of age of crime. Persons with felony or violent offenses will not be permitted to rent on-campus housing. Credit scores must be at least **690** based on the following FICO guidelines:

- In general, FICO scores fall along the following lines:
- 300-629: Bad credit
- 630-689: Fair credit
- 690-719: Good credit
- 720 and up: Excellent credit

Housing for both students and non-students is assigned by the Director of Residence Life.

Persons with felony or violent offenses will not be permitted to rent on campus housing.

Room and Apartment Changes

Students should contact the Director of Residence Life for questions about changes regarding room and/or apartment changes.

Rights and Responsibilities for Community Living

Residence halls promote a cooperative community living environment and teach students to respect the rights of others. Residence halls also recognize the academic atmosphere and protect the health, safety and security of all residents.

Please keep in mind that any individual's rights end when exercising those rights infringes on others around you. Residential facilities at Lenoir-Rhyne are a place for fun but also a place for study. In keeping with the mission of Lenoir-Rhyne, the residence halls and apartments must have an atmosphere conducive to academic development. Students whose behavior violates the rights of other members of the community may be subject to disciplinary action and/or removal from University housing.

As a residential student at Lenoir-Rhyne, you have:

- The right to study, read, relax, and sleep without unreasonable interference, noise or distractions, and the responsibility to help others have this right;
- The right to feel safe in the residence halls as well as have free access to your room and other facilities in the building, and the responsibility to help ensure the safety of others in the building;
- The right to have respect shown for your privacy, and the responsibility to respect the privacy of others;
- The right to have respect shown for your personal property, and the responsibility to respect others' personal property as well as community property;
- The right to have visitors within the hall, and the responsibility for the behavior of those guests;
- The right to live in an area that is free of intimidation, physical or emotional harm, and the responsibility to ensure this right for others;
- The right to a clean living environment and the responsibility to help keep it clean;
- The right to maintain your personal beliefs and values, and the responsibility to respect others beliefs and values.

Summer Options for Housing

All campus residents who plan to continue classes in the fall are asked in the middle of the spring semester to specify their plans for summer housing. If a student chooses NOT to live on campus during the summer but wishes to keep their same housing unit for fall occupancy, they can apply for the summer storage option. Based on demand and availability, the Director of Residence Life may grant a summer storage plan, and the student will be assessed a summer storage fee. If a student plans to live on campus during the summer months (June, July, and August) housing charges will be assessed on the student account.

Residence Hall Services

Campus Network

All residence halls have data jacks to connect student-owned computers to the campus network. This connection will provide access to the Internet, intranet, CANVAS and e-mail. Students are responsible for their own network card, software configuration, and a CAT-5 cable (not a telephone cable) to connect their computer to the network. Questions regarding the campus network should be directed to the IT Help Desk at 828.328.7350.

Housekeeping and Trash Disposal

Housekeeping is responsible only for the upkeep of the common areas of the Beam Residence Hall such as lounges, hallways, community bathrooms, and/or laundry rooms. Residents have a responsibility as a member of the community to assist in keeping the common areas of residence halls clean. Residents are responsible for cleaning their rooms and/or apartments and for their own trash disposal. Dumpsters are located at the corner of Smith Family Village and at Hillcrest Village on Arlington behind the maintenance area. Recycling receptacles can be found in the fenced area behind maintenance. Furniture may not be disposed of on campus.

Maintenance and Repairs

Maintenance of student housing is the responsibility of the Budd Group . **Residents are expected to report and submit all non-emergency maintenance requests via the on-line maintenance work order system** (instructions for use to be given at orientation). All emergency maintenance issues must be reported to the Business Office as soon as they become apparent so that repairs can be made and maintenance performed as expeditiously as possible.

Maintenance personnel will make every effort to quickly and completely make repairs and perform maintenance to minimize disruption for residents. Maintenance personnel will attempt to make maintenance calls by appointment, but reserve the right to enter occupied units without advance notice, if necessary.

Television

At least one television cable outlet is provided in each apartment or residence hall room; however, the University does not provide cable service. All costs associated with TV service are at the expense of the resident(s).

Laundry Machines

The laundry in the Student Union is located on the ground floor and may be entered by way of Wildwood Avenue. The facilities are for the use of the University community only and are free to use. Any maintenance issues related to these machines (vandalism to machines or inoperable machines) should be reported to the Business Office.

Residence Hall Policies

To maintain order, security, and safety within each residential area and room, the Office of Residence Life has developed a set of policies and guidelines for behavior and to enumerate the opportunities to enhance your living space.

Appliances/Cooking in Beam Hall Rooms

Cooking in Beam Hall must be done only in hall kitchenettes or provided kitchens – NO COOKING IN ROOMS. Refrigerators are to be kept clean. Please wash dishes as they are used and return the clean utensils to proper storage cabinets.

Any electrical appliance that operates on other than 110 volts A/C, or uses more than 1600 watts, is not allowed. Students residing in residence halls with or without air conditioning may bring fans but not window unit air conditioners. Due to health and safety concerns (potential fire hazards, possible damage to property, insects, rodents, etc.) student may not have open coil or open flame ranges in their rooms. Specifically, appliances such as hot plates, deep fryers, woks, rice steamers, electric skillets, toaster ovens, sun lamps, oil-based popcorn poppers, electric heaters, halogen lamps, answering machines or ceiling fans are not permitted. Appliances should be plugged directly into a wall outlet or into a UL approved power strip/surge protector. The power strip must be plugged directly into the wall outlet. Power strips cannot be plugged into extension cords or into other power strips. Multi -plug outlets are not permitted in the residence halls.

Bicycle Policy

Vehicles with gasoline engines (including motorized bicycles) may not be kept inside any residence halls or near any campus building per fire code. Bicycles may be stored inside residence hall rooms, or locked up outside on appropriate rack. Bicycles are not to be placed in hallways, stairwells, entranceways or blocking exits of residence halls.

Breaks in the Academic Calendar

Lenoir-Rhyne recognizes the following breaks and holidays affecting dorm residents: Christmas and Spring Break. Residents of Beam Hall who need to remain on campus during a break because of University-related activity or extenuating circumstances must complete a "Permission to Remain on Campus" form *and* obtain approval from the Columbia Business Office. These forms are available in the Portal.

The campus will close for Christmas break and all non-graduating dormitory residents must vacate their rooms within 24 hours of their last exam. All graduating students must vacate their rooms by 12:00 pm (noon) the day after the graduation ceremony. **Students living in Beam Hall should make travel arrangements well in advance so that students may leave the halls by the required time.**

Before leaving, students must turn off the heat and air conditioning; unplug all appliances; close and lock windows; close curtains/shades/blinds; empty trash from room; take all valuables with them; turn off

all lights; lock room door. Fish tanks must be removed during Christmas and Spring Break. Staff conducts room checks following all residence hall closures.

Candles & Incense

Decorations with open flames such as candles, wick lamps, incense, etc. are prohibited in residential areas.

Conduct of Guests

All student guests are expected to comply with University regulations set forth in the Student Code of Conduct, as well as local, state, and federal laws. Students will be held accountable for their guests' behavior. Guests may also be banned for campus property if their behavior violates University policy.

Damages to Student Rooms and Common Areas

The Resident is responsible for all damages taking place in the room or apartment during the time of assigned occupancy. Any damage that occurs as a result of negligence, vandalism, or horseplay will be charged to the resident(s) of the room. This will be the case even if another party allegedly causes the damage. Residents of Beam Hall may be required to share the expense of repair or replacement of any property in areas commonly used by all the residents and their guests, if the individual(s) responsible for the damage cannot be determined. The common areas include all public areas, such as hallways, stairways, laundry rooms, restrooms, and lounges. Because each residential hall, apartment, or area is a community, residents are responsible for damages to common areas even if they are not present at the time of the damage. The university retains the right to determine whether repair or replacement of damaged articles is necessary, the amount of the damage charge, and the amount of the disciplinary fine, if any.

Decorating, Hall and Room

Students are allowed to decorate their room in any way that does not permanently alter the room (i.e. using posters, rugs, plants, etc.) Waterbeds are not permitted in University housing. Large cloth objects (fishnet, parachutes, flags, etc.) and posters are not permitted to be hung from or across the ceiling for fire safety reasons.

Students are not permitted to dismantle any University furniture, attach anything permanently to the walls, ceiling, or doors (including lofts, bunk beds, bookcases, wallpaper, and glued corkboards), paint walls or baseboards, trim furnishings, doors or anything metal. Double-sided foam mounting tape is prohibited due to ensuing damage to walls and doors. Students are not permitted to modify their room in any way that includes installing wallpaper, wallpaper borders or contact paper on walls or fixtures within the room. Students cannot hang anything from ceiling pipes or electrical conduits.

A fine may be assessed if a room contains an extreme number of nail holes, tape scars, cracked plaster, etc. from mounting posters, plaques, pictures, etc. on the wall. Wood paneling, bookshelves, etc. may not be attached to room walls. The following rules must also be observed:

- Nail holes in walls are not permitted.
- Small string white lights that are non-heat producing may be used in a room or around an individual doorway. Do not string lights up and down the entire hall. Larger string lights that produce heat are not allowed.
- Room doors may be decorated but room numbers must remain visible.
- Exit lights and fire extinguishers must always remain visible.
- Fire doors must remain free of paper and any obstruction at all times.
- Nothing may be hung from or in the way of fire alarm equipment.
- Nothing may be hung outside of the window in a resident's room.
- No live or previously live greenery (Christmas trees, garland, etc.) except regular house plants are allowed. Decorations in common areas as well as in residents' rooms must not interfere with emergency exiting at any time.

Electrical Outlets

Approved appliances should be plugged directly into an outlet or into a UL approved power strip with a built-in surge protector. Posters or wall hangings must not cover outlets. Each residence hall room has a 1600 watts maximum usage current. If more than 1600 watts are being used at one time, the breaker

may “trip”, power will be lost, and the room is a fire hazard. Since there is the potential for a fire when all or many appliances are being used at the same time in any residence hall room, do not turn on all appliances in a room at the same time. This includes, but is not limited to: TV's, DVD players, computers, stereos, hair dryers, curling irons, and clocks.

Entrance Door Locks

Any student found gaining or allowing unauthorized access to a campus building may face Disciplinary Suspension. For the safety and security of everyone in the building, **DOORS MUST NOT BE PROPPED OPEN.**

Entry into Student Rooms

A resident's room or apartment may be searched under normal circumstances, with reasonable cause, by a University official who has received authorization from the occupying student or Associate Dean. The search may include, but is not limited to, opening drawers and refrigerators, examining furnishings and personal effects, and searching an adjoining bath/suite. In a crisis/emergency situation, other University officials may enter student rooms with no search warrant or notice given for emergencies such as:

- Incident to and following a lawful arrest;
- For and in the pursuit of a fleeing dangerous criminal suspect;
- Under urgent necessity (i.e. persistent loud screaming);
- Necessary to prevent loss of or destruction of an item to be seized;

In any room inspection/search, illegal drugs, or other items which violate University policy or civil law may be confiscated by those conducting the search and will result in disciplinary action.

Explosives and Weapons

The possession or use of fireworks, explosives, and weapons of any kind is prohibited. Weapons include, but are not limited to, darts/archery equipment, hunting equipment, b-b guns, chemical explosive devices, etc. See “General Campus Policies” for more information.

Fire Safety

Charcoal and gas grills are prohibited both inside University housing units, on wooden decks, or porches attached to housing units. Picnic areas have been established adjacent to both housing villages for the use of grills. Fire pits, chimneys, and similar vessels containing open flames that are not primarily designed for cooking are not authorized for use on LR's Columbia campus property due to fire safety concerns. An outdoor gas grill containing propane tank(s) must be stored at least 10 feet away from any housing unit.

Fire evacuation routes are posted on each building. Periodic fire drills will occur and participation is mandatory. Failure to exit the residence hall during a drill is a disciplinary violation. Creating a false fire alarm or tampering with fire safety equipment is a serious offense and may result in suspension from the University.

Furnishings—Student Rooms and Common Areas

Furniture placed in lobbies, activity rooms, and study rooms is provided for the use of all residents and may not be moved into a resident's room, apartment, or to other locations. Any resident providing their own room furnishings must remember that the furnishing must be free standing and must not be attached or secured in any manner to the ceiling, floor, or walls of the room. No water furniture is allowed. Weight lifting equipment is prohibited. No University room furnishings may be removed from the room by the student. All student room furniture must remain in the student room no matter the occupancy of the room.

Gambling

In accord with South Carolina law, gambling is not permitted in the residential facilities.

Health and Safety Inspections

The Residence Life Office will designate a period each semester to conduct residence hall room health and safety inspections. The purpose of this inspection is to promote a safe and healthy living

environment.

Heat Producing Lights

Halogen lights, high intensity lights or any lights which produce heat or have a heating element are not allowed on campus.

Keys

Physical key control is the responsibility of the Security Office. Keys will be given upon lease signing and payment of the housing deposit. Residents are responsible for their keys. Students should never lend keys to anyone. If a key is lost, the resident should report the lost key to the Security Office immediately.

Failure to return a key, or a lost key, will result in a \$200.00 charge.

Lock-Outs

Residents are responsible for carrying their room keys at all times. If residents are locked out of their rooms, the residents should contact the business office during the hours of 8:30 to 4:30 p.m. If locked out before or after these hours, residents must contact campus security and show their student ID in order to be identified. **There will be no fee for the first lock-out, but a \$10 lock out fee will be assessed per each additional incident.**

Musical Instruments

The use of musical instruments, except acoustic guitars, is not encouraged in the residence halls due to possible noise concerns.

Parking

Parking passes are issued in the Security Office. One free parking sticker will be given to each new student at orientation. Family members or non-student residents may obtain a parking sticker and park on campus for an annual \$40 fee. Please park in designated parking spaces only. Cars are only allowed to drive into Smith Family Village (beyond the gates) for unloading of vehicles. Please display your parking tag at all times. Repeated parking violations will result in fines.

Pets

Pets are not allowed in Beam dormitory rooms. **A maximum of two pets are** allowed in apartments, townhouses, and detached houses, except those that are designated as pet-free units. An annual **nonrefundable pet fee of \$250 per pet will be charged to the student account.** Dogs and cats are the only type of pet allowed in campus housing. Exotic pets, e.g., birds, snakes, rodents, etc., are not allowed in housing. All pet waste in common grassy areas must be picked up immediately and disposed of by the pet owner. Please see the City of Columbia animal ordinance for specific laws regarding pets:

<http://columbiasc.net/animal-services/animal-ordinance>

Some of the City animal ordinances include, but are not limited to, the following:

- ALL pets must be licensed through the City of Columbia and a copy of license should be given to housing coordinator upon move in.
- All dogs must be on a leash. Failure to do so may result in \$200 fines assessed by the City.

In accordance with the City of Columbia ordinance, all dogs MUST be kept on leash while on every part of campus property. This includes Hillcrest, Smith Family Village, and the grassy area adjacent to North Main Street. If you become aware of a dog off-leash, please notify campus security immediately. If a pet becomes a threat or a recurring nuisance to other neighboring residents, or should a pet cause unresolved health, sanitation, or damage to LR's Columbia campus, the Student Life Coordinator or his/her designee may require removal of the aforementioned pet from University property.

Please note that a pet owner's failure to follow guidelines and local ordinances may result in LR asking for the pet to be removed from campus housing.

Note: LRU distinguishes between **Registered Service Animals** and an **Emotional Support Animal/Comfort Animals.**

Under the Americans with Disabilities Act, a **Registered Service Animal** is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability.

An **Emotional Support Animal/Comfort Animal** is defined as an animal that is selected or prescribed to an individual with a disability by a healthcare or mental health professional to play a significant part in a person's treatment process in alleviating the symptoms of that individual's disability. An emotional support animal does not assist a person with a disability with activities of daily living, and does not accompany a person with a disability at all times. An emotional support animal is not a "Service Animal" as defined by the ADA. An Emotional Support Animal (ESA)/Comfort Animal is permitted in University housing facilities, under the Fair Housing Act, only when approved as a reasonable accommodation by the Disability Services Office for residents with diagnosed disabilities and approved by residence life. Requests for an ESA must be made at least 30 days prior to the first day of a given semester to be considered for approval. Contact Sherry Proctor, director of disability services, at proctors@lr.edu.

Registered Service Animals are allowed inside all campus facilities; however, **Registered Therapy Animals/Emotional Support Animals** are only allowed in the student's on-campus residence. If the proper paperwork is approved with the Office of Disability Services and the Assistant Dean of Students/Director of Residence Life, a student may be allowed to have a service/support animal reside in their on-campus room.

Property Liability

The University does not assume any legal obligation or responsibility for injury to individuals, or loss or damage to personal property. Students are strongly encouraged to carry appropriate insurance to cover any loss of, or damage to, personal property occurring in its buildings or on its grounds.

Quiet Hours and Disorderly Conduct

Residents are responsible for contacting their neighbors whose behavior interferes with the resident's rights and develop a compromise. If residents cannot reach an agreeable solution, they should contact the Business Office.

Room Windows/Screens

Residents may not remove the screens from their room windows or other residence hall windows at any time, nor take any action that may tend to damage the window or screen. In order to protect individuals who may be walking outside the residence halls, no objects of any type may be thrown, dropped, pushed out of, placed outside of, or hung from any residence hall window.

Roughhousing/Fighting

Athletic activities including, but not limited to, roughhousing, running, and/ or throwing, bouncing, hitting, or kicking of objects is prohibited inside apartments and residence halls. Paint guns, water guns, water balloons, and water fights are prohibited in the residence halls.

Sanitation, Trash Removal, and Recycling

Students must maintain their rooms/apartments in a sanitary, orderly and safe condition. Residents are responsible for placing room trash in the dumpster located outside of each residence hall or apartment.

Security, Room and Building

All residents must take an active role in the security of their residence hall. Residents must follow guidelines regarding hall and room security:

- Do not lend keys and ID cards to anyone
- Report lost keys and ID cards to the Security Office
- Always lock room door
- Make sure entrance doors to the residence hall lock as one enters and exits the building
- Do not use emergency exits unless it is an emergency
- Do not prop open exit doors
- Report incidents of vandalism, damage, or theft to the Security Office.

Tampering with residence hall locks (entrance and room doors) is prohibited. The definition of tampering

includes but is not limited to penny locking, taping, gluing, intentionally damaging, and picking. Such actions are subject to judicial action. Residential staff will not allow anyone into a room other than the occupant(s) of that room.

Smoking/Tobacco Use

Lenoir-Rhyne University became a smoke-free/tobacco-free campus in the spring of 2019. Smoking, vaping, and all tobacco and nicotine delivery products are not permitted in any residence hall, apartment, or academic building.

Solicitation

Solicitation of any kind is prohibited in the residential areas without express permission and approval of the Business Office. Residents should report immediately to the Business Office or Security Office anyone who may be in the residence hall selling goods or services.

Visitation

It is a fair expectation that every student may have opportunity for privacy in their room. Residential students may, therefore, have adult guests of the same or opposite gender visit in their residential rooms or apartments.

Visitors

Visitors are defined as any student or non-student of the same or a different gender to any residential spaces in which they do not live. Visitors must be escorted at all times by a resident of that hall or apartment. Residents are responsible for the conduct of their guests at all times. The visitation policy applies to individual rooms and all public areas such as hallways and stairwells.

Cohabitation

Cohabitation is defined as a *visitor* staying longer than three consecutive nights and/or staying for three or fewer consecutive nights on two or more occasions during the same week. Cohabitation by visitors of either the same or opposite sex is not permitted in any of the residential spaces. Failure to comply with this policy may result in sanctions and may jeopardize access to campus housing.

Minors Visiting Residence Halls

Minors who are family members visiting the University as guests must be accompanied at all times.

SECTION 7: STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) works for, with, and on behalf of the student body of Lenoir-Rhyne. Through elected or appointed students it is involved in virtually every aspect of the campus from governance to activities. Any person enrolled as a student is a member of the Association and, thereby, has a right to take part in the programs and activities of the Association both as leader and participant.

(See the full version of the [Lenoir-Rhyne University Student Handbook](#).)

SECTION 8: STUDENT CONDUCT AND GRIEVANCE PROCEDURES

It is commonly recognized that members of any community are granted particular rights and; as rights are granted to a community, responsibility is required of the individual members. Lenoir-Rhyne University is no different. Each member of the community is responsible for upholding the values central to LRU's mission, the values of excellence, integrity, care, and curiosity. The valued principle of integrity, however, requires community members to take personal responsibility for their words and actions. LR's University Judicial System is designed to support this principle through consistent procedures and appropriate sanctions when necessary.

(See the full version of the [Lenoir-Rhyne University Student Handbook](#).)

SECTION 9: THE ACADEMIC INTEGRITY SYSTEM

All contributors to Lenoir-Rhyne University—students, faculty, staff, and administrators—are charged to support and to cultivate the principles established in our Honor Commitment and Statement of Academic Integrity. The Academic Integrity System promotes an educational community based on honesty, personal and social responsibility, and honor. Each participant in this community must understand that it is her/his responsibility, individually and collectively, to uphold the values of academic integrity at Lenoir-Rhyne University and that all forms of dishonesty profoundly violate these values.

Lenoir-Rhyne University seeks to cultivate continually a learning community in which integrity may flourish. To these ends, the University seeks to define academic dishonesty, to establish standards and expectations of action, and to develop and utilize consistent and reasonable processes for adjudication of any violations of these values.

(See the full version of the [Lenoir-Rhyne University Student Handbook](#) .)

SECTION 10: CAMPUS INFORMATION

Within any close knit community, there are particular words or phrases members come to acknowledge as a part of the campus culture. Lenoir-Rhyne, LTSS, and the Columbia Campus are no different.

(See the full version of the [Lenoir-Rhyne University Student Handbook](#) .)

**LENOIR-RHYNE
UNIVERSITY**

Columbia Center

