

# Addendum

2022-2023

## Asheville Campus



All information in this addendum is specific to the individual campus. The full version of the University 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 *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: 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. 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 at the Asheville Center at this time, you are encouraged asked 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.

### *Delta Mu Delta*

Delta Mu Delta is a national business honor society to promote higher scholarship in training for business and to recognize and reward scholastic attainment in business subjects.

### *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.

### *MBA Association*

The MBA Association is an organization whose primary purpose is to promote professional growth and serve as a communication network between the administration, faculty, alumni, and students. The MBA Association works to enhance the development of its MBA students, cultivate relationships that foster teamwork, and develop a relationship between the Association and the local business community. Membership is open to all students registered in the MBA program at Lenoir-Rhyne, all program faculty members, and select undergraduate students.

## **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 was first 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. With interest, the graduate students on the Asheville campus may establish a GSO in Asheville. For more information, contact the Assistant Provost/Dean of Student Life at 828.328.7247.

### *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.

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## 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.

### Bookstore

There is no bookstore located at the Asheville Center; however, students may shop online at <http://www.bkstr.com/lenoirrhynestore/home>. Students should speak with their program coordinators and/or professors for book lists. For Lenoir-Rhyne apparel and other logo items, students may order them online to be shipped to their homes (includes postage fee), or delivered to the bookstore and sent to the Asheville campus for free. To avoid postage fees, arrange for your items to be sent to the AVL campus by emailing the bookstore directly.

### Campus Security and Safety

Lenoir-Rhyne 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. Individually issued key badges are used for access to the building and educational spaces. All entrances to the building are locked daily at 5pm, so that no one can access the Center without a key badge. In addition, the third floor and learning spaces on the second floor cannot be accessed at any time without a key card. Security cameras are located outside and throughout the inside of the facility. The parking lot is well-lit at night, but it is recommended that students who attend night classes exit from the rear of the building in pairs to access their vehicles. If you have immediate concerns about security, please contact the Dean and Director at 828.407.4269 or [michael.dempsey@lr.edu](mailto:michael.dempsey@lr.edu). The Asheville Police Department can also be reached at 828.252.1110. For more information please see <https://www.lr.edu/student-life/campus-security>.

### Information Technology Help Desk

Students experiencing any IT issues with their email, password reset, Portal or Canvas Access, or network problems may call the 24/7 Help Desk. The number is 828.328.7350.

### Library Services

Students have 24/7 access to the library/computer lab with their key badge. Complete information about library collections, services and hours can be found on the library's website: <http://library.lr.edu>. Please use the link <http://libguides.lr.edu/ashevillelibrary/> for the specific services available for the Asheville campus.

Librarians are eager to assist students with locating and evaluating information resources. Librarians also meet with classes or individuals to provide in-depth instruction tailored to course assignments. When the resources needed are not found at Lenoir-Rhyne, the library can borrow materials from other libraries on your behalf.

You may contact the reference desk, by using the IM feature on our web pages, by emailing [refdesk@lr.edu](mailto:refdesk@lr.edu), or by calling the circulation desk at 828.328.7677.

## Writing Assistance

The Asheville Center library staff is able to assist with questions about graduate level writing, style guides, and research. They are located in the 3<sup>rd</sup> floor computer lab/library.

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## SECTION 4: General Campus Policies

When becoming a member of any community, you are given many rights as well as responsibilities. We all have to 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 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. There are various ways for students to provide payment, and there are individuals at the university who are able to 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
- 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 1<sup>st</sup> 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.

### 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; and several programs require students to provide proof of insurance.

The only health insurance plan that 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 required immunizations per state law.** Additionally, some academic programs have additional immunization requirements. Information regarding immunizations is detailed on the LR Student Medical Record. This is available online on LR's

Student Health Services webpage at <https://www.lr.edu/student-life/cornerstone>. Once on the page, click the *Health Form* button.

Note: COVID 19 vaccinations are required for all students that will be in any face-to-face courses or need campus access for any reason.

### **Motor Vehicle Registration**

All students, faculty, staff of the University who operate a motor vehicle on the campus are required to register the vehicle they use to come to campus. Members of the Asheville Center community receive a parking sticker, along with an entry key card, during orientation or from the Center Affairs Coordinator during regular business hours. Currently, there is no charge for parking.

### **Posting Information/Advertising**

All material posted on campus must be approved by the Center Affairs Coordinator in conjunction with policies set forth by the building owners. If approved, only information that directly pertains to the campus community will be approved. No advertisements or 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 or expired information/ posters/advertisements.

### **Weather**

When weather conditions pose a travel hazard for faculty, staff and students, the University may elect to delay or cancel classes. Facility closings, late starts and **class cancellations will be announced via an email or RAVE Alert sent to faculty, staff and students' campus email accounts. We will also post class cancellations on the Center's Facebook and Twitter sites as well as to WLOS, WCQS, and the Citizen-Times.** Changes in schedules of University non-class events and activities, such as conferences, workshops and speakers, will be announced via email and posted on the Center's [Facebook](#) and [Twitter](#) sites.

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## **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\*](#).)

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## **SECTION 6: RESIDENCE LIFE**

At this time, LRU has no University-owned housing options in the Asheville area. The Chamber of Commerce, located on the first floor of the Asheville Graduate Center, may have information and suggestions for local housing options.

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## **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](#)*.)

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## **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. Each member of the community is responsible for upholding the values central to LRU's mission and 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](#)*.)

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## **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](#)*.)

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## **SECTION 10: CAMPUS INFORMATION**

Within any close knit community, there are particular jargon, words, or phrases that members acknowledge are acceptable for use. Lenoir-Rhyne is no different.

(See the full version of the *[Lenoir-Rhyne University Student Handbook](#)*, for details for the AVL campus.)

**LENOIR-RHYNE  
UNIVERSITY**

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Asheville Center