

# STUDENT SERVICES

## STUDENT PORTAL

The MyCampus student portal is the student's one-stop-shop access to student resources at Luther Rice.

MyCampus provides access to:

- Register for classes
- Manage current and pending classes
- View personalized Status Sheet
- Manage student account
- Order textbooks
- Access Blackboard, online library, student email
- Receive announcements and campus news
- ...and much more

Simply log in with a Luther Rice student email address and password to access MyCampus at <https://mycampus.lutherrice.edu>.

## ACADEMIC ADVISEMENT SERVICES

All Bachelor and Master students may contact advisors in the Academic Advising Office (AAO) for assistance. Doctoral students are assigned a specific faculty member as an advisor. The mission of the Academic Advising Office is to provide services to assist students in achieving academic goals and personal success. It is the student's responsibility to fulfill the requirements of the degree program.

The AAO can assist students in the area of choosing the appropriate classes to meet their academic goals and counseling students in case of academic challenges. AAO is available by phone at 770-484-1204 or 800-442-1577, Monday through Friday, between the hours of 9:00 a.m. and 4:00 p.m. EST. The student may also email the AAO at [AAO@LutherRice.edu](mailto:AAO@LutherRice.edu) or schedule an advising appointment using Calendly at: [calendly.com/jake-mcmillian](https://calendly.com/jake-mcmillian) or [calendly.com/margie\\_miller](https://calendly.com/margie_miller).

The AAO is responsible for monitoring students enrolled in the Academic Success Program (ASP). (See Undergraduate Programs on Pg. 11). AAO is also responsible for receiving and forwarding Independent Study requests (see Independent Studies Pg. 59).

## REGISTRAR SERVICES

### Class Registration

Class registration for each semester is completed in the MyCampus student portal. Log in to MyCampus, click on Register, and select available classes. Once classes are selected, payment information must be provided. If problems arise, contact the Office of Admissions and Records at 770-484-1204 or 800-442-1577, Monday through Friday between the hours of 9:00 a.m. to 4:00 p.m. EST. Computers are available on the Luther Rice campus for students who do not have access to a computer.

### *On-Campus and Online Courses*

Prior to the beginning of each semester, on-campus students and students taking online courses are required to complete the registration process via the student portal MyCampus. No student is registered until all tuition and appropriate fees are paid.

Specific dates are assigned for registration each semester. Students registering for classes after the deadline may be subject to a Late Registration Fee per course. No student may register for classes after the first week of class without approval.

### *Module Courses*

Students taking module courses are required to register via the student portal on MyCampus. Students should register no later than 30 days prior to the start of each module. No late registration is available for modules.

### **Add/Drop Procedures**

Official course drops are executed by the student in the *My Classes* section of MyCampus under the *Academics* section header.

When a student drops a course, Luther Rice will follow the refund policy stated under *Refund Policy*.

### **Comprehensive Withdrawal Policy:**

#### **Withdrawal from the Institution:**

If a student finds it necessary to withdraw from Luther Rice, the student must notify the Office of Admissions and Records in writing and make satisfactory financial arrangements with the Business Office. No withdrawal becomes official until both of these requirements have been satisfied. Failure to make official withdrawal may disqualify the student from readmission at a later time. In this event, the registrar will post a grade of “W” on the student’s transcript. This grade is not calculated as a part of the student’s GPA (See Pages 62-63).

#### ***Withdrawal Due to Cancellation:***

From time to time it may be necessary to cancel a class because of insufficient enrollment or other extenuating circumstances. The decision for such a cancellation is ultimately that of the Executive Vice President and Provost in consultation with the President. Every effort will be made to provide notice of the cancellation at least two weeks prior to the first scheduled meeting of the class. The Office of Admissions and Records will advise the student of the cancellation and any other options including the possible rescheduling of the class. Luther Rice does not assume responsibility for any delay in the anticipated graduation date of individual students that might result from such class cancellations. All tuition and course-related fees will be refunded. In addition, no late fee will be charged to replace the dropped class with another class. Textbook refunds are the student’s sole responsibility. In this event, the registrar will post a grade of “WC” on the student’s transcript. This grade is not calculated as a part of the student’s GPA (See Pages 62-63).

## ***Withdrawal from Courses:***

### *Student Initiated Withdrawals-*

A student may withdraw or be withdrawn from a course at any point during a given semester. If a student drops a full term course during the first week, the course will be recorded as a “WD” on the student’s unofficial transcript, but will not be recorded on the student’s outgoing transcript. If a student drops a mini-term course during the first half of the first week, the course will be recorded as a “WD” on the student’s unofficial transcript, but will not be recorded on the student’s outgoing transcript.

**Full term** courses dropped after the first week but before the eleventh week will be recorded as “WP” (Withdrawal Passing). Courses dropped after the eleventh week will be recorded as “WF” (Withdrawal Failing).

**Mini-term** courses dropped after the first half of the first week but before the second half of the fifth week will be recorded as “WP” (Withdrawal Passing). Courses dropped after the first half of the fifth week will be recorded as “WF” (Withdrawal Failing).

**All courses** dropped after two-thirds of the courses will be recorded as a “WF” except in extreme circumstances subject to the approval of the professor and the Executive Vice President and Provost. Students are required to officially drop a course to be withdrawn. Notifying the professor of the intended drop DOES NOT withdraw one from the course officially.

### *Administrative Withdrawals-*

If a student attending on-campus and/or online classes does not meet the attendance requirements for each course in which he is enrolled, the student may be administratively withdrawn. If a student is administratively withdrawn, he will receive a “W,” “WP,” or “WF,” depending on when the withdrawal occurs.

**For More Information, refer to the following sections of the 2022-2023 Catalog:**

***Withdrawal from all Courses (See Page 28)***

***Official Class Attendance (See Pages 60-61)***

***Refund Policy (See Page 23)***

## **Course Cancellations**

For on-campus and online courses, Luther Rice will notify students within one week after classes begin if the course is to be cancelled. All tuition and course-related fees will be refunded. In addition, no late fee will be charged to replace the dropped class with another class. Textbook refunds are the student’s sole responsibility.

## **English as a Second Language**

A student who practices English as a second language is required to pass the Test of English as a Foreign Language (TOEFL) as a part of his or her entrance requirements.

## **Online Orientation**

Upon acceptance, all new students will be given access to an Online Orientation that serves as a guide to being successful at Luther Rice. The orientation is accessible via a link provided in the acceptance email. Students may also access the orientation on the Luther Rice website and via the student portal MyCampus.

## **Registration Clearance**

First time (having no previous college experience) and transfer students with a cumulative GPA of 2.3 or below must contact the AAO for registration approval prior to actual course registration. The AAO will guide the student to define and develop realistic course schedules. In an effort to ensure student success, first-time undergraduate students may not register for more than 9 semester hours. The AAO will monitor the students during the first year for satisfactory academic progress.

## **Repeating a Course**

Luther Rice follows a non-punitive course of remediation in which a student may repeat a course that was taken at Luther Rice and received a grade of “D” or “F” and have only the second grade calculated in the cumulative grade point average. The course repeated will have the original grade replaced with an “R” and a new course entry will be placed on the transcript showing the second grade.

Students within a Master of Arts degree program must earn a letter grade of “C” or higher. A student who receives a “D” or “F” must repeat the course. Students within doctoral programs must earn a letter grade of “B” or higher. A student who receives a “C,” “D,” or “F” must repeat the course.

## **Status Sheets**

The individual degree program *Status Sheet* is an important tool. A Status Sheet specifically expresses the requirements for graduation for each degree program. Understanding its usefulness is basic in planning and fulfilling an ordered process of studies.

After acceptance, the student receives the appropriate Status Sheet. It reflects the total hours required for the degree as well as the credits needed in each appropriate subject area, including the required courses.

If transfer credits have been accepted, they are recorded in given subject areas with the number of hours for each course. Some adjustments, such as quarter hours being assigned their equivalent in semester hours, may be made.

It is the student's responsibility to fulfill the requirements of the Status Sheet; the advisor only provides guidance. The course work selected (other than the required courses) must fulfill the academic requirements and should be in accordance with the student's own needs.

The student's status sheet is available online via the student portal MyCampus, under *Academics*.

Students are unable to change any information listed on their online status sheet. If students have any questions or concerns email [studentservices@LutherRice.edu](mailto:studentservices@LutherRice.edu).

### **Textbook Services**

Luther Rice utilizes a company named Akademos for all textbook services for students. Books are available 40 days prior to the semester start date. You can access Luther Rice's Akademos website at [www.LutherRiceBooks.com](http://www.LutherRiceBooks.com) or via the student portal MyCampus. If you need to contact Akademos regarding your text book purchases you may call 1-855-740-0866. Books may also be ordered by phone at the number above.

### **Transcripts**

1. The student's unofficial transcript is available online via the student portal MyCampus and clicking on *Academics*. The student may order transcripts by using the *Transcript Request* online form located at [www.LutherRice.edu](http://www.LutherRice.edu) under the *Students* tab.
2. Students may request two types of transcripts, official and unofficial. Transcripts will be provided for a fee of \$5 for each address to which a transcript is sent. There is no fee for active students who print unofficial transcripts by logging into their web-based student resources.
3. Transcripts are released only to the student or to another institution at the student's written request. Transcripts released to any other entity require the written permission of the student. Official transcripts must remain sealed in the envelope to be considered official and can typically only be sent to other institutions.
4. There is a 3-5 day turn-around time after transcripts are requested. During peak times of the year, the turn-around time could be 5-10 days. For an expedited transcript, the fee is \$25.00 and will be processed within one hour of request.
5. Transcripts will not be released until all balances are paid in full.

For any further questions regarding transcripts, email [Admissions.Records@LutherRice.edu](mailto:Admissions.Records@LutherRice.edu).

## **THE SMITH LIBRARY**

### **Mission**

The mission of Smith Library is to provide adequate and accessible educational resources and services in support of the curricular and developmental needs of members of the Luther Rice community involved in the various academic programs to facilitate biblical education. This is accomplished by providing effective access to high-quality library services and resources in a variety of formats to our on-campus as well as online students.

## **Facilities**

In keeping with this mission, the Library provides reliable virtual and physical environments needed for study and research. The physical library is housed in an adequate, well-lighted, and easy-to-access facility on campus. Study spaces and wireless internet connection are provided for students. Computers and other equipment, such as a multifunction copier, are supplied as well. The Library has the IT infrastructure to collect, organize, preserve, and provide access to print and digital collections.

## **Resources**

Smith Library offers a comprehensive collection of resources to support the institution's curricular needs. The library's physical collection includes over 60,000 physical books, print periodicals, as well as an audio-visual collection. The electronic access collection consists of over 500,000 eBooks and access to over 100 databases through GALILEO (Georgia Library Learning Online) statewide consortium, covering over 40,000 full-text electronic periodical titles in a variety of disciplines. Licensed research databases include ATLA Religion Database with ATLA Serials, EBSCO's Religion and Philosophy Collection, ProQuest Religion, Theological Journal Library, Academic Search Complete, and ABI Inform Complete, among others. These resources are available to all students and can easily be accessed on or off campus. The Library's website at <https://library.lutherrice.edu> provides access to resources and services and a full listing of electronic resources.

## **Services**

Library services include circulation of books and multimedia materials, in-person and online research assistance, course reserves, document delivery service, Koha online library catalog, access to electronic resources, interlibrary loans, and other services designed to meet the needs of the 21st-century student. Our Books by Mail service allows distance students to request print books through the mail. Smith Library provides interlibrary loan services through cooperative agreements with library consortia and academic institutions to provide students access to millions of additional resources. Visit [https://libguides.lutherrice.edu/Cooperative\\_Agreements](https://libguides.lutherrice.edu/Cooperative_Agreements) for more information on Borrowing from Other Libraries.

## **Assistance**

Qualified staff members are available to assist students when questions arise regarding anything from academic research to database access. During business hours, staff may be contacted by phone, email, or live chat. Assistance is also available on the library website under the Help menu through an online manual, video tutorials, and guides. Please consult the library's website or contact [Library@LutherRice.edu](mailto:Library@LutherRice.edu) for additional information.

## STUDENT GOVERNMENT ASSOCIATION

The Luther Rice Student Government Association (SGA) is comprised of online and on-campus students who serve as study body representatives to the faculty and administration. All students have the opportunity to participate in student government. For a more comprehensive review of the Student Government Association, refer to the Luther Rice Student Handbook.

## OTHER STUDENT SERVICES

### Campus Safety

Luther Rice provides a safe and secure working and learning environment for all students and employees. Campus security personnel are former Georgia State Patrol Officers and communicate with local and state police when needed. Prospective students may access a list of criminal offenses and the occurrence of incidents that have occurred at the campus from the previous three academic years by visiting the Students tab of our website [www.LutherRice.edu](http://www.LutherRice.edu) and clicking on the Campus Safety link. The Luther Rice main campus security report is available in hard copy format upon electronic request to [StudentServices@LutherRice.edu](mailto:StudentServices@LutherRice.edu).

### Career Services

Luther Rice offers career services to assist students in selecting, preparing for, and engaging in a vocation related to their degree program. Career services are offered to the student body through several offices. A student who desires career counseling should contact the Director of Student Affairs who will arrange for appropriate guidance. For example, a student in Biblical Counseling may be referred to the head of that program who maintains relationships with professionals and organizations within that discipline. In the case of ministry, Luther Rice administration, faculty, and staff are experienced and actively engaged in a variety of ministry venues and are willing to assist students in facilitating contacts with active and respected practitioners. Career counseling is available via a partnership with the Georgia Baptist Convention (GBC).

In addition, Luther Rice has partnered with College Central Network Services to offer our students and alumni a variety of tools and resources to assist them in the job search process.

The Luther Rice career website offers such features as:

- Access to employment opportunities available only to Luther Rice students and alumni
- Resume Builder
- Resume posting
- Portfolio Builder
- Career Video Trainings and Advice Resource Library
- Easy access to national job boards and internship boards and much more.

Register today at [www.collegecentral.com/lutherrice/Student.cfm](http://www.collegecentral.com/lutherrice/Student.cfm) to take advantage of these services. If you need assistance with the career website, you may contact a Luther Rice representative directly at 678-990-5281 or [Careers@LutherRice.edu](mailto:Careers@LutherRice.edu).

## Center for Research and Writing

In an effort to provide guidance to the student body in the area of research and writing, each student has access to the Center for Research and Writing from acceptance to graduation. The Center for Research and Writing provides tutorials, guides, examples, and templates that guide the student in academic research, composition, formatting, grammar, style, and syntax. The Center for Research and Writing can be accessed at the following URL: [crw.LutherRice.edu](http://crw.LutherRice.edu) or via the student portal MyCampus.

## Health Insurance

Students who are enrolled in at least 9 hours per semester are eligible to participate in a *Personal Security Program* offered by the GuideStone Financial Services of the Southern Baptist Convention.

To qualify for open enrollment in this health insurance plan, the following criteria must be met:

1. You must apply within 30 days of enrollment (this is considered open enrollment). If a student applies after this time period they are subject to insurance underwriting, which would include a physical exam, blood test, and extensive medical information.
2. You must not have previously applied for participation in the *Personal Security Program* and been rejected for yourself or a family member.
3. You must not have previously enrolled in *Personal Security Program* plans. Those students who fulfill criteria 2 and 3 above, but are no longer eligible for open enrollment must provide evidence of good health on student and all family members requesting coverage.

The cost of coverage in the *Personal Security Program* is determined by the student's geographical area of residence and age. Applications may be obtained from Luther Rice by emailing [studentservices@LutherRice.edu](mailto:studentservices@LutherRice.edu) or by calling 770-484-1204 or 800-442-1577, Monday through Friday between the hours of 9:00 a.m. to 4:00 p.m. EST. For questions regarding this program, students should call the GuideStone Financial Services at 1-800-262-0511.

## The Pioneer

*The Pioneer* is Luther Rice's publication. It is distributed to students, graduates, and friends of the institution. It includes needs of the Institution, information about students and alumni, and plans for the future.

## FACILITIES

The Luther Rice campus is located at 3038 Evans Mill Road, Lithonia, GA, 30038.

1. *Library*: Luther Rice's Smith Library, named in honor of an outstanding missionary, is housed in a facility that provides a well-lighted, quiet, comfortable area for research and study. Woodlawn Hall, which houses the library on the first floor and classrooms on the second floor, is adjacent to other buildings.
2. *Parking*: Luther Rice provides ample student parking.



3. *Student Housing:* Luther Rice does not own or provide dormitories or other living quarters for students and their families. Students are responsible for securing their own living quarters. Assistance is available to new students, however, through the Office of Student Affairs via email at [studentservices@LutherRice.edu](mailto:studentservices@LutherRice.edu).

4. *Food Services:* Numerous eating establishments are near the campus. Vending machines with drinks and snacks are available in the student activity area.

## **Facilities for the Disabled**

Luther Rice supports the tenets and spirit of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Accommodations include special parking facilities, ramped entrances, elevator services, and accessible water fountains and restroom facilities. It is the responsibility of the student to inform the institution of any disabilities, physical and/or mental, which might in any way affect the student's academic progress. Luther Rice will make reasonable accommodation to meet the needs of any student with a disability. Please contact the Director of Student Affairs for a Disability Accommodation Form at [studentservices@LutherRice.edu](mailto:studentservices@LutherRice.edu).

## **LOCATION** (See map in back of catalog)

The Luther Rice campus has a strategic location on the east side of Metro Atlanta, providing numerous advantages.

*Accessibility:* The Hartsfield-Jackson International Airport provides air service to all major cities in the United States. Interstate Highways 20, 75, and 85 feed traffic into the area ([www.atlanta-airport.com](http://www.atlanta-airport.com)).

*Public Transportation:* The Metro Atlanta Rapid Transit Authority (MARTA) provides excellent bus service nearby to the institution from virtually every area of Metro Atlanta ([www.itsmarta.com](http://www.itsmarta.com)).

*Housing:* Houses and apartments in all price ranges are readily available. For short-term lodging, several quality hotels are conveniently located nearby. Since Luther Rice is a commuter campus there is no resident housing on campus.

*Recreation:* Atlanta is well known for its recreational opportunities. Many sporting events are held in the city. A number of cultural attractions are also available.

*Employment:* The city of Atlanta is a major center for education, banking, insurance, medicine, wholesaling, tourism, and transportation. Atlanta has the capacity to absorb many students into the work force.

*Educational Resources:* Atlanta has several outstanding institutions of higher education which provide ample opportunities for students of Luther Rice to take courses and earn degrees in fields other than religion and ministry.

*Church Stronghold:* Atlanta is a leading evangelical center. It is served by many strong churches which provide numerous opportunities for Christian service. There are also many Christian parachurch organizations in Atlanta.

*Other Amenities:* The Mall at Stonecrest includes numerous eating establishments, cinemas, and shopping opportunities ([www.mallatstonecrest.com](http://www.mallatstonecrest.com)).

Atlanta is the location of several Baptist organizations and institutions. Among them are the North American Mission Board, SBC; Georgia Baptist Mission Board; Georgia Baptist Healthcare Ministries Foundation; as well as other denominational agencies.



*"Luther Rice has been such a blessing in my life and ministry. Luther Rice gave me an opportunity to go to seminary without uprooting my family or putting full-time ministry on hold. I found Luther Rice to be a Christ-centered, Bible-believing, and historically Baptist school where every professor cared for me and my family, as well as the local church.*

*I would highly recommend Luther Rice to anyone looking for a school where you will be challenged to grow in both your personal faith and your skill for ministry."*

***Bradley T. Hall, Master of Arts in Biblical Counseling and  
Master of Divinity Graduate***