

STUDENT SERVICES

STUDENT PORTAL - MyCampus

The **MyCampus** student portal is your one-stop-shop for everything that you the student will need access to at Luther Rice.

MyCampus allows you access to the following:

- Register for classes
- Manage your current and pending classes
- View your Status Sheet
- Manage your Student Account
- Order books
- Access Blackboard, library, student email
- Receive announcements and campus news
- And much, much more

Simply login with your Luther Rice student email address and password to access your **MyCampus** student portal today. <https://mycampus.lutherrice.edu>

REGISTRAR SERVICES

Class Registration

Registering for classes is completed in the student portal MyCampus. Simply login, click on *Register*, and select your classes. After selecting your classes, you will need to enter payment information. If problems arise, contact us at 770-484-1204 or 800-442-1577, Monday through Friday between the hours of 8:30 a.m. to 4:00 p.m. EST. Computers are available at Luther Rice for local students who do not have access to one.

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 at our website www.LutherRice.edu. No person 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.

Extended Module (Hybrid) Courses

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

Add/Drop Procedures

Official course drops are done through My Classes, under *Academics*, in the student portal MyCampus.

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 Registrar's Office 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 53-55).

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 Vice President for Academic Affairs 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 Registrar's Office 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 53-55).

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 (including Friday/Saturday courses) 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) or "WF" (Withdrawal Failing), depending on the student's grade at the time the course is dropped.

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) or “WF” (Withdrawal Failing), depending on the student’s grade at the time the course is dropped.

Friday/Saturday courses dropped after the first week but before the second half of the twelfth week will be recorded as “WP” (Withdrawal Passing) or “WF” (Withdrawal Failing), depending on the student’s grade at the time the course is dropped.

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 Vice President for Academic Affairs. 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 his grade at the time he failed to meet the attendance requirements.

For More Information, refer to the following sections of the 2018-2019 Catalog:

Withdrawal from all Courses (See Page 24)

Official Class Attendance (See Pages 52-53)

Refund Policy (See Page 18)

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.

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. Options may be available as to where a particular course could be placed on the Status Sheet. To discuss these options, the student should contact an academic advisor and discuss the options. This will also ensure that the student and the advisor have identical course placements. A copy of the completed paper Status Sheet must accompany an Application for Graduation. The Application for Graduation is considered incomplete without an accompanying completed Academic Status Sheet.

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.

Textbook Services

Luther Rice utilizes a company named Akademos for all textbook services for students. Books are available 30 days prior to the semester start date. You can access Luther Rice's Akademos website at www.LutherRiceBooks.com or via the student portal MyCampus. If you need to contact Akademos regarding your text book purchases you may call 1-800-887-6459 or email to institutions@akademos.com. 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 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 Registrar@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.

The AAO is responsible for monitoring students enrolled in the Academic Success Program (ASP). (See Bachelor's Program on Pg. 10). AAO is also responsible for receiving and forwarding Independent Study requests (see Independent Studies Pg. 50-51).

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.

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.

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.

THE SMITH LIBRARY

Smith Library is named in honor of Miss Bertha Smith (1888-1988), an outstanding Christian missionary to China. The purpose/mission of the 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.

In keeping with the 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 for completing class assignments and other equipment, such as a multifunction copier, are supplied as well. The Library has the IT infrastructure to collect, organize, preserve, and to provide access to print and digital collections.

Smith Library offers a comprehensive collection to support the college's curricular needs. The library collection includes over 60,000 physical books, 400,000 eBooks, access to 100 databases (through GALILEO — Georgia Library Learning Online statewide consortium), covering over 30,000 full-text electronic periodical titles in a variety of disciplines including religion and theology, as well as over 100 print periodical subscriptions, and an audio-visual collection. Licensed research databases include ATLA Religion Index with ATLA Serials, EBSCO's Religion and Philosophy Collection, ProQuest Religion, Theological Journal Library, Academic Search Complete, and ABI Inform Complete. These resources are available to all students and can easily be accessed on or off campus. The Library's web site at <http://library.lutherrice.edu> gives access to resources and services and provides a full listing of Luther Rice's electronic resources.

Library services include circulation of books and multimedia materials, in-person and live online research assistance, reserves services, document scanning, Koha online library catalog, access to electronic resources, interlibrary loans, and other services designed to meet the needs of the 21st-century library user. Qualified staff with education, experience, and training is available to assist library users.

Materials may be checked out by on-campus as well as online students. Online students may receive these materials by simply requesting them by email, fax, telephone, live chat or letter. The Library seeks to send these materials to the student within 24 hours of the request, if received on a normal business day.

Smith Library provides interlibrary loan services through cooperative arrangements and agreements with different library consortia and academic institutions. Through these arrangements and agreements, students have access to literally millions of materials for their research needs.

Online and on-campus students will find no shortage of help when questions arise regarding anything from research to database access. During business hours posted on the library website, personal help is available by phone, email, or live chat. Help is also available through an assortment of manuals, video tutorials, library guides, and search tips available from the library website.

Please consult the library's website or contact library@lutherrice.edu for any additional information.

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.

OTHER STUDENT SERVICES

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 or by calling 770-484-1204 or 800-442-1577, Monday through Friday between the hours of 8:30 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 Center for Research and Writing

In efforts 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 tutorial, 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 or via the student portal MyCampus.

CAREER WEBSITE

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 to take advantage of these services. If you need assistance with the career website, you may contact a Luther Rice representative directly at 678-990-5695 or careers@LutherRice.edu.

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.

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.

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).

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).

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).

Atlanta is the location of several Baptist organizations and institutions and the International Mission Board. Among them are the North American Mission Board, SBC; Georgia Baptist Convention; Atlanta Medical Center; as well as other denominational agencies.

Annual Security Report

Prospective students may access a list of various criminal offenses and the occurrence of incidents that have occurred at the Luther Rice main campus from the previous three academic years by visiting the *Students* tab of our website 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.



"God's providence directed me to Luther Rice while I was still supporting my family through full-time employment. Immediately I was immersed in their flexible online training with professors who would not compromise in education quality or biblical integrity. Luther Rice is an affordable and unmatched educational conduit of God's unchanging Word."

Lyndon Akins, Master of Divinity Graduate