

Student Orientation Quick Start Guide

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LUTHER RICE
COLLEGE & SEMINARY

Dear New Student,

It is my privilege to welcome you to the Luther Rice Orientation. We are honored that God has directed you to be here, and we hope that your experience will be enjoyable and enlightening.



The objective of Luther Rice is to advance the Great Commission Mandate both locally and globally. Our desire is that this student orientation guide place you one step forward as you commence to graduation and service for God's kingdom.

As a faculty, staff, and administration, we recognize that we are the custodians of the faith and vocation of our students – a great responsibility. Therefore, we are praying that you will be used by God to affect spiritual transformation in your local church as well as around the world. We ask that you pray for our institution as we commit ourselves anew each day to the Great Commission work God has set before us.

James L. Flanagan
James L. Flanagan, Ph.D.
President

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Welcome

On behalf of the faculty, staff, administration, and current student body, I welcome you to Luther Rice College & Seminary.

While you are a student here, we want to make sure you are nurtured and encouraged. This orientation guide will provide you with a quick survey of student services your institution offers. This booklet is a reference guide to help you find information easily and efficiently.

Our prayer is that your time here at Luther Rice will be a time of spiritual, intellectual, and social development as God works in and through us all for His glory. If you have questions, comments, or concerns, please let me know.

Evan Posey
Vice President for Academic Affairs
Evan.Posey@LutherRice.edu



Department Contacts

Admissions:

Admissions@LutherRice.edu

Registrar:

Registrar@LutherRice.edu

Financial Aid:

FinancialAid@LutherRice.edu

Student Accounts:

StudentAccounts@LutherRice.edu

Online Bookstore:

BookService@LutherRice.edu

Academic Advising:

AAO@LutherRice.edu

Library:

Library@LutherRice.edu

IT:

Infotech@LutherRice.edu

Student Services:

StudentServices@LutherRice.edu

Information Desk

- Directions
- General Information
- Lost and Found
- Public Phone

Need to locate something on campus or have a question but you're not sure who to ask? Ask our Information Assistant at the Information Desk/Switchboard.

You may find information and directions in the Main Lobby, located on the first floor of Williams Hall, at the Information Desk. The Information Assistant manages the school switchboard as well as helps campus visitors. At the Information Desk you may also submit or claim lost and found items, obtain forms needed for the Registrar's Office, and make an appointment to speak to an Academic Advising Counselor or a Financial Aid Officer.

A telephone students may use for local calls is located in the vestibule just off the main lobby. Dial 8 and the phone number to place a local call.

Students can call 1-800-442-1577 for assistance.

Admissions Office

- Readmission Applications
- Catalogs, Degree Program Guides
- Campus Tours

You are now enrolled at Luther Rice as an active student. You have completed all your requirements for admission and may register for classes. Perhaps you think you are through with the Admissions Office; this is not true.

Now you have a new duty: You are our number one recruiter! So, please inform the Admissions Office of any prospective students you may know who are looking for a college or seminary degree. We will be happy to contact them and send them current information about Luther Rice. Our current students and alumni play a vital part in fulfilling the Luther Rice vision.

If you need to apply for a different or higher degree program, please contact the Admissions Office. In addition, please help us by keeping your personal information up-to-date if you move. This can be done by clicking the *Personal Information* link under Account on MyCampus.

Thank You For Your Help!

(Admissions@LutherRice.edu)

Registrar's Office

- Course Registration
- Graduation Processing
- Status Sheets
- Dropping of Courses
- Official Transcript Requests
- Certification Letters (for insurance)
- Verification Letters (for I-20 students)
- Diplomas
- Course drops with a WP may be done via the website through the eleventh week of a semester.

All course registrations and drops are done online in your student portal MyCampus. Computer access is available at the main campus in the library and the Computer Lab for those that do not have a personal computer. Internet access is also available at all public libraries.

Please allow a minimum of three days to process transcript requests, certification letters, and verification letters. During peak times of the year, the turn-around time for transcripts could be 5-10 days. Contact us for registrar and record assistance.

To access your web based student resources log in to your student portal MyCampus.

(Registrar@LutherRice.edu)

Financial Aid

Many Luther Rice students are eligible for Financial Aid, which can be awarded in the form of grants, work study, loans, scholarships, and/or veterans' benefits.

Federal Grants

- Pell and Federal Supplemental Education Opportunity Grants are for undergraduate students only.

Federal Work-Study

- Undergraduate and graduate students may apply for Federal Work-Study.
- Student may be employed by the school/outside entity in a field relevant to their education.

Federal Loans

- Subsidized loans – Interest on these loans will be paid by the government while the student is in school. Undergraduate students may receive these loans.
- Unsubsidized Loans – Interest on these loans will be paid by the student. Undergraduate and graduate students may qualify for an unsubsidized loan.

Scholarships

- Tuition Assistance Program (TAP) – Institutional scholarship that can award up to a 50% scholarship.

Veterans' Benefits/Military Tuition Assistance

- Eligible students may receive VA benefits and/or military tuition assistance benefits. Students may contact their respective military branch or Luther Rice's VA Certifying official for assistance.

Students should visit Luther Rice's Financial Aid page (www.LutherRice.edu – Tuition and Aid) for application instructions pertaining to each type of aid.

(FinancialAid@LutherRice.edu)

Student Accounts Office

- Tuition and Fee Payments
- Student Accounts
- Refunds

If students have questions about their student account they should direct inquiries to the Student Accounts Office.

Students may view their balance information and pay on their student account in their student portal MyCampus.

The current fee schedule is printed in the Catalog, which is available for review on the Luther Rice website. Student accounts must be paid in full in order to register for courses each semester.

Partial-payment billing is available to students paying by credit/debit card or ACH draft. Tuition payments can be split into 2, 3, or 4 installments.

Students who have an existing credit balance may request a refund at MyCampus under Account and MyAccount.

(StudentAccounts@LutherRice.edu)

BankMobile

Luther Rice uses BankMobile to provide students with the quickest refunds. Students can elect to receive a refund via ACH, BankMobile Vibe Account Debit Card, or a paper check.

Steps for selecting your method of disbursement:

Step 1: Look for your green envelope from BankMobile. The green envelope will be mailed to you shortly after your classes are approved at Luther Rice.

Step 2: Visit. RefundSelection.com

Step 3: Set up. Enter your pin number to get started.

Step 4: Choose. Select the refund option that best fits you.

- ACH/Direct Deposit to your existing bank account (2-3 business days)
- BankMobile Vibe Account (1 business day after processing)
- Paper Check (5-7 business days)

Remember, withdraw cash surcharge-free at 55,000 ATMs nationwide via the Allpoint Network.

For more information on BankMobile visit <http://bankmobiledisbursements.com/>

Please email any questions to StudentAccounts@LutherRice.edu or call 770-484-1204 ext. 5752

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. If you need to contact Akademos regarding your text book purchases you may call 1-800-887-6459 or send an email to institutions@akademos.com. Books may also be ordered by phone at the number above.

Luther Rice Book Trading Tool

The book posting tool available under the Student Services tab on our website allows students to post books and contact other students about possible books for sale. This tool is a free service provided by Luther Rice, where students can post books for sale and/or purchase. Materials sold on the Book Trading site are to be textbooks from Luther Rice classes only.

Academic Advising

Your academic advising is handled through the Academic Advising Office (except D.Min. students). The advisors are available to help you choose an appropriate and efficient strategy for completing your degree program. If you have questions about your degree program or Status Sheet, call or make an appointment with one of the advisors. Your Status Sheet is your guide for knowing which classes to take.

An advisor is available from 9:00 am to 4:00 pm Monday-Friday (except during chapel). Please call before you travel to the school. When you meet with an advisor, please have your Status Sheet with you.

Status Sheets can be viewed on MyCampus under the Academics menu.

Advisors are available by phone or email. D.Min. students are assigned a specific faculty advisor.

Don't take a course you do not need. Get Academic Advising!

**(AAO@LutherRice.edu)
770-484-1204 ext. 5754**

Online Education

Online learning has rapidly become the preferred method of study for many students. Luther Rice has a long history of being on the cutting edge of creative delivery modes for learning, and our Online Education department works hard to ensure that we keep our reputation for being at the forefront of educational technology.

Online courses are equivalent to the courses you would take in a more traditional classroom environment, yet they offer you much more flexibility with scheduling your time.

Online courses are provided through Blackboard.com. You may access your online courses through Blackboard at bb.LutherRice.edu (No www in front) or through MyCampus. Your Blackboard user name and password were assigned and sent to you when you were accepted in your degree program.

On the second Wednesday of every month, from 5 am- 12 pm, Blackboard is down for maintenance. If after 12 pm, Blackboard is still showing to be offline, then press the F5 key on your keyboard to refresh your browser.

Sherri.Humphrey@LutherRice.edu
(bb.LutherRice.edu) - Blackboard Access

The Smith Library *@ Luther Rice*

Borrow Library Materials • Print & Photocopy • Study and Research • Utilize Computers • Get your Library Card/Student ID

Student IDs: To obtain a free photo-ID, please stop by the library desk and fill out the application form. The photo-ID card is your form of identification as a Luther Rice student and gives borrowing and usage privileges at the library. Online students may contact the library by phone or email to request a card.

Internet access: Wireless access to the internet is available in the library for patrons with laptops and mobile devices. Desktop computers are also available for student use in the library.

Website: The Library's website (<https://Library.LutherRice.edu>) provides information on resources and services such as research assistance, Turabian citation guides and templates, new acquisitions, and interlibrary loans. Online databases can be accessed through the Smith Library website where you will find thousands of scholarly journals and over a half-million eBooks instantly available to you.

Searching for Library Resources: It is recommended that students use the One SEARCH box on the library homepage (<https://Library.LutherRice.edu>) to begin searching for resources, including print and electronic books, peer-reviewed journal articles, newspapers, and more. There are options to limit by format, date, and other aspects on the left side of the search results screen. Students must log in to the library with their student login information for access. To limit a search to only items housed within the physical library (print books, videos, and Doctor of Ministry Projects), students may search the Koha library catalog (<https://koha.LutherRice.edu>).

Library Hours

Monday-Friday: 8:30 AM to 5 PM (closed 4:30 PM on Wednesdays)

Saturday-Sunday: CLOSED

Note: Smith Library follows Luther Rice's calendar for holidays and other closings.

Please check the library homepage for current listing of library hours.

(Library.LutherRice.edu)

Note: Smith Library follows Luther Rice's calendar for holidays and other closings.

CONTACT INFORMATION

Library website: <https://Library.LutherRice.edu>

Video Tutorials: [youtube.com/user/berthasmithlibrary](https://www.youtube.com/user/berthasmithlibrary)

Library Email: Library@lutherrice.edu

Local Phone: 770-484-1204 (ext.5756)

Toll-free Phone: 1-800-442-1577 (ext. 5756)

Fax: 770-484-1155

**Chat service is available during business
hours from the library homepage**

Luther Rice Library Resources

Smith Library offers more than 60,000 print books covering areas from math and science to theology and Bible studies to counseling and practical ministry. These resources are available to on-campus and online students.

The Library provides access to over 500,000 electronic books, theses, and dissertations. These are accessible through the library website.

The Library is also proud to offer students access to over 100 databases through GALILEO covering a variety of disciplines. Through these databases, students have access to tens of thousands of full-text journal articles.

Additional Library Resources:

In addition to the materials owned by the library, several other major resource outlets are provided to assist you with your research:

1. Reciprocal Borrowing Agreements

Smith Library currently has reciprocal borrowing agreements with members of the Georgia Private Academic Libraries consortium (<https://gpals.piedmont.edu/>).

Borrowing directly requires a GPALS Borrower Card and a valid photo identification. If you are interested in borrowing library materials from one of these institutions, please contact the library to request a GPALS Borrower Card.

Smith Library also participates in the Association of Christian Librarians Reciprocal Borrowing Program and the American Theological Library Association's Reciprocal Borrowing Program. See the Borrow from Other Libraries LibGuide (https://libguides.lutherrice.edu/Cooperative_Agreements) for more information on specific libraries and terms of the agreements.

2. WorldCat:

WorldCat is an online library catalog that allows you to quickly locate books, journals and other resources from libraries near you. If you cannot find the book you need in our catalog, search WorldCat at <https://worldcat.org/> and contact any local libraries owning the book. If there are no local copies, contact your public library to inquire about their interlibrary loan services, which will likely allow you to borrow the resource from another library for a small fee.

Luther Rice Online Databases and Journals

Luther Rice students have web-based access to the full-text of thousands of journals and over a half-million eBooks through the library's subscriptions to more than 100 databases. These databases contain eBooks and articles— including peer reviewed scholarly journals. Some of these databases include:

- ATLA Religion Database with ATLA Serials
- Axis 360 eBook Collection
- EBSCO eBook Collections
- EBSCO Religion and Philosophy Collection
- ProQuest Research Library
- Theological Journal Library
- TREN Theses and Dissertations
- JSTOR Journals

Virtually all databases utilize intuitive, user-friendly search interfaces that work like any basic catalog system. However, for assistance with searching you may use the **Help** menu on the library website to find the Library Orientation “Getting Started” video, view a tutorial on a specific database on the YouTube channel, or visit the Library Guides (**LibGuides**) page for guides on Database Searching, Bible Commentaries, eBooks at Smith Library, and more. You may also contact library staff during regular business hours for assistance.

Accessing Databases

To access a particular database, click on any database link from the library's website. You will be directed to the EZproxy login screen first. Click the "All Students Click Here" button and you will be automatically logged in, if you are logged in to My Campus or to Blackboard. Otherwise, you will be presented with the student login screen. Login with your student email and password. You may then begin your search using a few good keywords, rather than long search phrases or sentences. You can see all databases and access them directly from the "Databases A to Z" page, under the "Find" menu of the library website.

Library Services

Books By Mail

With our Books by Mail service, the library is as close as the mailbox. Smith Library's books can be sent directly to the online student's address. This service is available to current online students of Luther Rice living within the US including Alaska, Hawaii, and Puerto Rico.

Simply request materials you need using the cart feature in the Koha online catalog or through telephone, or email. To verify that the items requested are owned by the library, please consult the online catalog. You may access it directly (koha.lutherrice.edu) or through the library website, under the Find/Catalog Search menu. A tutorial for how to use carts is available on the library YouTube channel.

The materials requested are sent to students by mail at no charge. Students are responsible for returning the library materials to:

Smith Library
Luther Rice College & Seminary
3038 Evans Mill Road
Lithonia, GA 30038.

Interlibrary Loan

When the materials you need are not available in Smith Library, you can request these materials through our Interlibrary Loan Service (ILL). Library staff searches for these materials and borrows them for you from other libraries. Please search the library databases before requesting articles on interlibrary loan. Interlibrary loan books cannot be mailed, but must be picked up in the library.

Other Library Services

The library offers other services to help you with your research. Information regarding all services offered can be found on the library's website.

Spiritual Life

Chapel

Services are held during the Spring and Fall semesters from 10:00 am - 11:00 am on selected Tuesdays and Thursdays. All students are urged to attend, but chapel is not mandatory unless you are in an on-campus class at that time.

Student Support Services

Information Technology

Luther Rice provides students with cutting-edge technology and support such as the computer lab, electronic library manuals and tutorials, wireless Internet access campus wide, and orientation materials. For technical support, click on "*Technology Support*" page under Student Services on your student portal MyCampus. Questions on Blackboard, student login, and student webmail are answered here. Students may also email technology questions to [*infotech@LutherRice.edu*](mailto:infotech@LutherRice.edu).

All students are assigned a student email account. All official correspondence will be sent to this email account. It is the student's responsibility to check his/her Luther Rice student email account on a regular basis.

Student Support Services

College Central (formerly Career Network),

Register today and get a jump start on your future—on your career. Visit www.collegecentral.com/lutherrice/ for easy access to job boards, résumés services, and job placement opportunities.

Learning Support

The institution offers tutoring for students who feel the need to augment their learning experience. Tutoring is provided via a partnership with Tutor.com. In addition, you may ask your professor to recommend a tutor. If you are uncomfortable asking your professor, contact another faculty member, an Academic Advisor, or the Student Services Office and ask them to handle your request anonymously. The Academic Advisors are more than willing to help seek ways to support your learning.

Campus Safety

Fire Safety

1. In the event of a fire:
 - a. Activate the nearest fire alarm.
 - b. Call 911 and provide emergency response personnel with the appropriate information regarding the address and specific location of the fire.
 - c. Fight the fire with a fire extinguisher **ONLY** if:
 1. The fire department has been notified of the fire, and
 2. The fire is small and confined to its area of origin, and
 3. You have a way out and can fight the fire with your back to the exit, and
 4. You have the proper extinguisher, in good working order, and
 5. You know how to use it.
2. If you encounter smoke or flames:
 - a. Crawl low under the smoke to get to clean air.
 - b. Test doors before you open them by kneeling or crouching at the door.
 - c. Reach up as high as you can and touch the door and knob with the back of your hand.
 1. If door is hot, use another escape route.
 2. If door is cool, open it cautiously and continue along your escape route.
 - d. Isolate **FIRE** by closing off doors if possible.
 - e. Evacuate using stairwells, not elevators.
 - f. Follow the directions from those in authority.
 - g. Proceed to the closest assembly area.
 - h. Report to the instructor so he/she can determine that all individuals have evacuated their area.
 - i. Remain outside until competent authority states that it is safe to reenter.

Medical Emergencies and Injuries

1. Injuries which are not life threatening, but which have occurred on the institution's property, should be handled in the following manner:
 - First aid should be provided within the scope of knowledge and skill by anyone who is readily accessible and willing to manage the situation. Appropriate equipment and/or supplies can be obtained from the first aid kits located in the following areas:
 - Staff Break Area of Williams Hall
 - Student Break Area in Woodlawn Hall
 - Library Circulation Area
2. Limit the activity in the vicinity of the affected individual.
3. Keep a record of procedures administered, times, and actions for the emergency personnel or physician.
4. If necessary, contact emergency personnel by calling 911.

Tornado/Severe Winds

When a tornado warning is issued by the National Weather Service, students should seek shelter in the appropriate areas of the building. All occupants should move to the lowest floor available, away from windows and doors as much as possible and under protective items such as tables. Hallways and stairwells away from glass are acceptable shelters and cover areas. Individuals should not use elevators to relocate to a secure location. Once individuals have reached a secure location, they should assume a seated position on the floor with their heads down and their hands over their head, or place themselves under a desk or other large object. Individuals should remain in the secure location until the weather system has moved out of the area and the warning issued has expired.

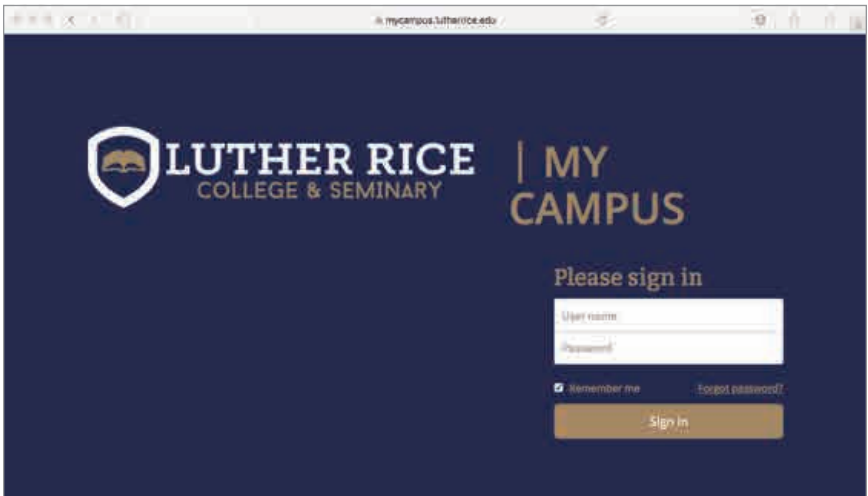
School Closure Notification

Listen to WSB Radio 750AM after 6:00 am to learn of school closings due to inclement weather. You may also watch WSB Channel 2 TV for school closure information.

Student Quick Start Guide

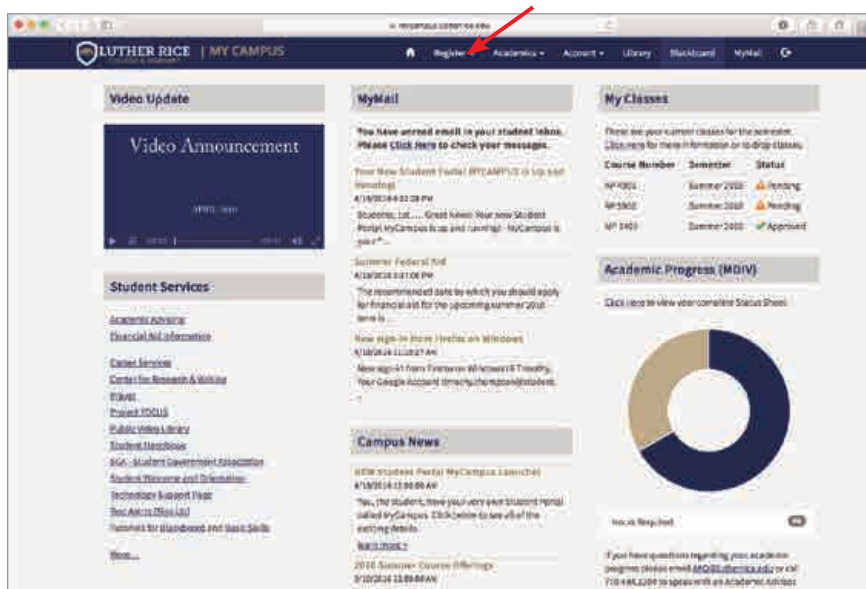
To Register for a Course

- 1) Go to mycampus.lutherrice.edu in your web browser (also accessible through the website).
- 2) Enter your student email address as the username (located on the Log-in Credentials Sheet, included in your acceptance package)
- 3) Enter Password (located on the Log-in Credentials Sheet)
- 4) Click Sign in



This screen will now appear.

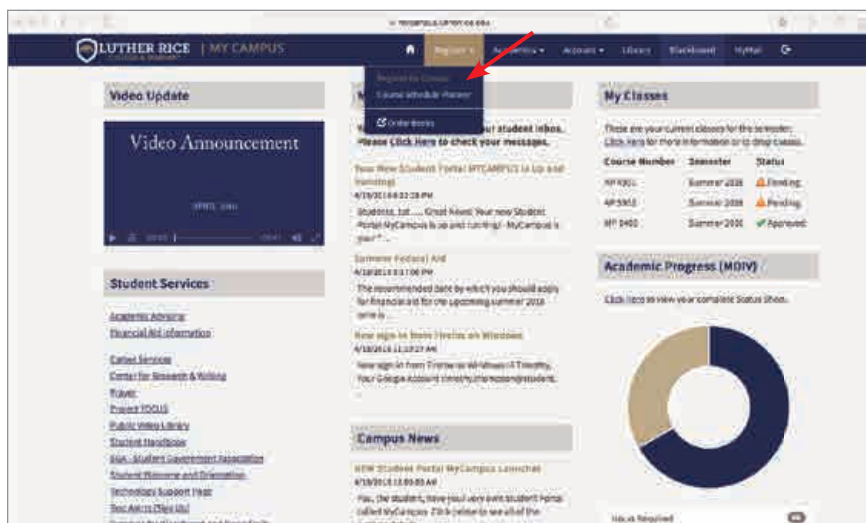
5) Select Register tab



The screenshot shows the MyCampus website interface. The navigation bar at the top includes 'Register', 'Academics', 'Account', 'Library', 'Blackboard', and 'MyMail'. A red arrow points to the 'Register' tab, which is highlighted. The main content area is divided into several sections: 'Video Update' with a 'Video Announcement' player; 'MyMail' with a message about email notifications; 'My Classes' with a table of current classes; 'Academic Progress (MDEV)' with a donut chart; 'Student Services' with a list of links; and 'Campus News' with a recent news item.

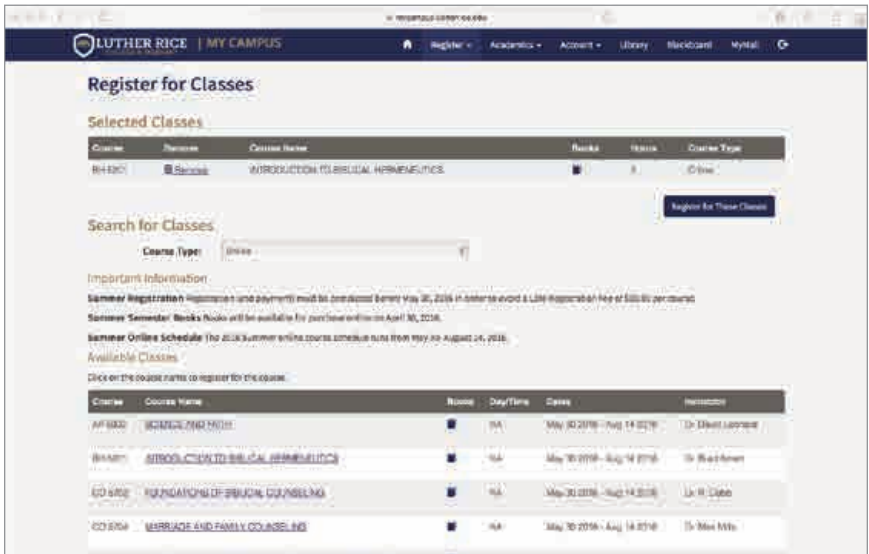
Course Number	Semester	Status
MP 4902	Summer 2024	Pending
MP 5302	Summer 2024	Pending
MP 2401	Summer 2024	Approved

6) Select Register for Classes option



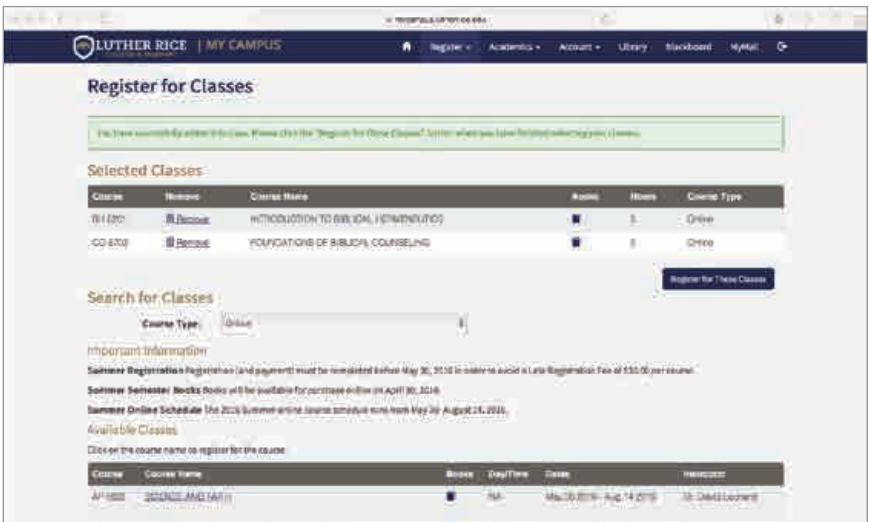
The screenshot shows the MyCampus website interface with the 'Register' dropdown menu open. A red arrow points to the 'Register for Classes' option. The rest of the page content is identical to the previous screenshot.

- 7) Select Course Type and click on the name of the desired course from the list



- 8) If additional courses are desired, continue to select the type and names of the desired courses

- 9) Click on the Register for These Classes button



10) Confirm personal information

The screenshot shows the 'Personal Information Verification' page. At the top, there is a navigation bar with the Luther Rice logo and 'MY CAMPUS' text, along with links for Register, Academics, Account, Library, Blackboard, and MyMail. Below the navigation bar, the page title is 'Personal Information Verification'. A message states: 'In order to continue with your registration you must verify that your personal information is correct. If you find any items that are incorrect you can simply change them below and then advance to the registration choices. We will save your updated profile below leading to the next page.'

The form contains the following fields:

- Student Number: [text input]
- Name: [text input]
- Luther Rice Email Address: [text input]
- Personal Email Address: [text input]
- Address 1: [text input]
- Address 2: [text input]
- City/Township: [text input]
- State: [text input]
- Zip/Postal Code: [text input]
- Country: [text input]
- Home Phone: [text input]
- Work Phone: [text input]
- Cell Phone: [text input]

At the bottom of the form is a 'Update Information' button.

11) Select payment method

The screenshot shows the 'Registration Checkout' page. At the top, there is a navigation bar with the Luther Rice logo and 'MY CAMPUS' text, along with links for Register, Academics, Account, Library, Blackboard, and MyMail. Below the navigation bar, the page title is 'Registration Checkout'.

The page contains the following sections:

- Selected Classes**: A list of classes with columns for Course, Course Name, Hours, and Course Type. The table shows two classes: 'INTRODUCTION TO BIBLICAL HERMENEUTICS' (3 hours, Online) and 'FOUNDATIONS OF BIBLICAL DOCTRINE III' (3 hours, Online).
- Please select your payment method**: A section with a message: 'Please select a payment option from the list below. If you select a payment type for which you are not eligible your account will be put on hold.' Below this is a 'Payment Type' dropdown menu set to 'Credit' and an 'Amount Due' of '\$1,883.20'.
- Terms and Conditions**: A section with a 'Default' link and a paragraph: 'I understand that I will be in default on tuition and fees if I do not make full payment of the amount owed on or before the date specified in the Schedule of Payments. Once I am in default Luther Rice College & Seminary reserves the right to take all necessary means to collect the amount owed.' Below this is another paragraph: 'I understand and agree that if I default on tuition and fees Luther Rice College & Seminary may disclose the fact that I have defaulted and other relevant information to credit bureaus and agencies.'

12) Acknowledge that you have read the terms and conditions and click on the Complete Registration button

Registration Checkout

Selected Classes

This is a list of the classes you have expressed interest in registering for. Please take a moment to review this list for accuracy. If it is incomplete or incorrect please navigate back to the Registration Search and make corrections.

Course	Course Name	Hours	Course Type
SP-4021	INTRODUCTION TO CRIMINAL PERFORMANCE	3	Online
COL-201	REFLECTIONS OF BIBLICAL COURSE (W)	3	Online

Please select your payment method

Please select a payment method from the list below. If you select a payment type for which you are not eligible your account will be put on hold.

Payment Type:

Amount Due: \$1,882.00

Your payment will be adjusted for any balance due or credit on your student account.

NOTE: If you register and elect to pay by credit card do not receive a payment on the "My Account" link at this time.

If you have courses that are pending approval, this mode select "Method of Payment" selected will be used for all of your current course payments. Please call the Student Accounts Office if you would like to use multiple payment methods.

Registration is not complete until your payment is received. If payment is received after the start of class registration you will incur a \$30.00 Late Registration fee per course.

Terms and Conditions

Default

I understand that I will be in default on tuition and fees if I do not make full payment of the amount owed on or before the date specified in the Schedule of Payments. Once I am in default, Luther Rice College & Seminary reserves the right to take all necessary means to collect the amount owed.

I understand and agree that if I default on tuition and fees, Luther Rice College & Seminary may disclose the fact that I have defaulted and other relevant information to credit bureaus and organizations.

Liability for and Promise to Pay Collection Expenses

I agree that if Luther Rice College & Seminary deems it necessary to refer all or part of the amount principal or interest outstanding by this note to any attorney or collection agency for collection, the borrower(s) will be liable for and shall pay Luther Rice College & Seminary attorney's fees and/or collection agency fees resulting from the referral. The borrower(s) agrees to pay all charges and other costs, including attorney fees, that are allowed by federal and state law and regulations and that are necessary for the collection of these amounts.

I have read and agree with the above statements.

13) Read Registration Update page options

Registration Update

Your registration status will show as **PENDING** and you will not be enrolled in classes until your payment is in final. You can always check your status through My Classes page in the Student portal.

- Financial Aid** Please ensure you have completed all Financial Aid requirements (FAFSA). Contact your Financial Aid Office with any questions. [Email: FinancialAid@luther.edu](mailto:FinancialAid@luther.edu)
- Military Aid Student** Please ensure you have completed all military aid requirements. Contact your Counseling Office at guidance@luther.edu.
- Check Payment** Please mail your check to the attention of the Student Accounts Office (Include Student ID in the envelope of the check). The mailing address is: Luther Rice College & Seminary 2018 Evans Road, Lithonia, GA 30038-2434.
- Scholarship Student** Please contact your Student Accounts office. If your account is not PENDING after 5 business days from your pending deadline date.
- Luther Rice Approved Sponsor** If you have not already, please submit a completed Sponsorship Authorization Form to the Student Accounts Office. [Email: StudentAccounts@luther.edu](mailto:StudentAccounts@luther.edu).

For Credit Card and Luther Rice Approved Sponsor items, please allow 5 business days for your payment to be processed and your PENDING status to be removed. You will receive a **Pre-Registration Confirmation Letter** via the email we have on file for you. This will serve as your invoice.

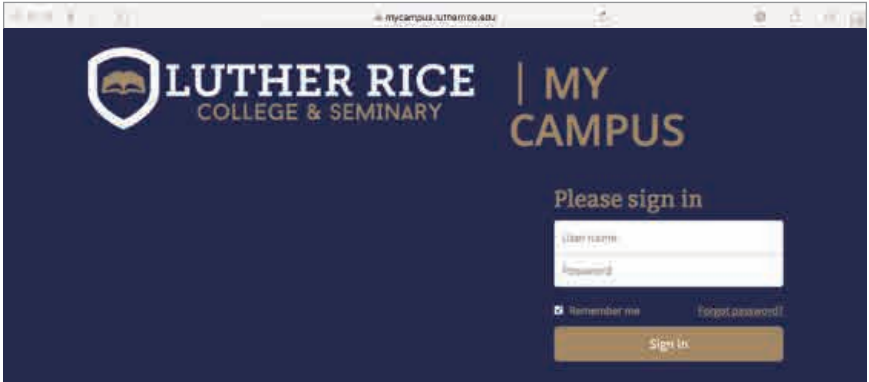
Click here to view refund policies.

Click here to Order Your Required Text Books. Luther Rice has teamed up with Amazon to give you even better online access to your books and course materials.

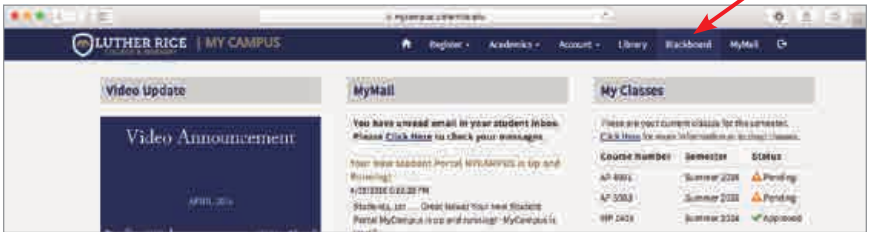
Online courses are on the simplest schedule and begin the first day of the semester. We assure that required coursework may be done the first week of class. Please contact us if you do not receive your assignments and password for Blackboard.

Blackboard For Online Courses

- 1) Go to mycampus.lutherrice.edu in your web browser
- 2) Enter your student email address as the username (located on the Log-in Credentials Sheet)
- 3) Enter Password (located on the Log-in Credentials Sheet)
- 4) Click Sign in



- 5) Select the Blackboard tab

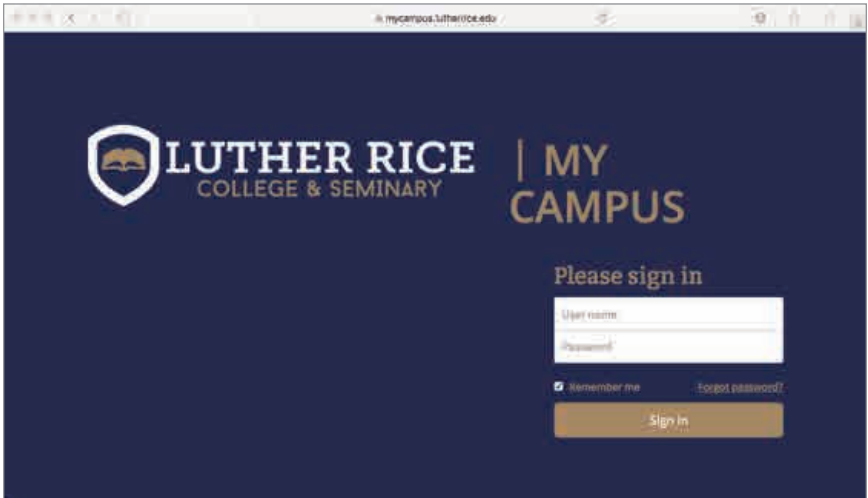


- 6) Use your student email address for the log in and the same password as MyCampus

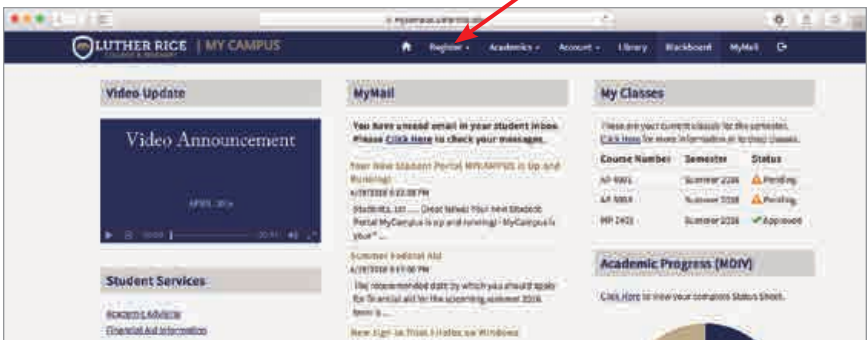


Order Books

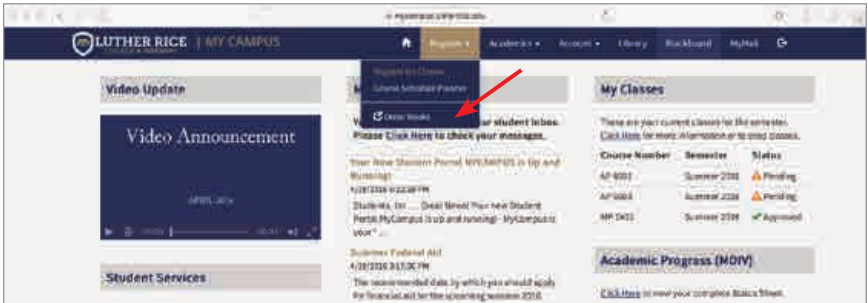
- 1) Go to mycampus.lutherrice.edu in your web browser
- 2) Enter your student email address as the username (located on the Log-in Credentials Sheet)
- 3) Enter Password (located on the Log-in Credentials Sheet)
- 4) Click Sign in



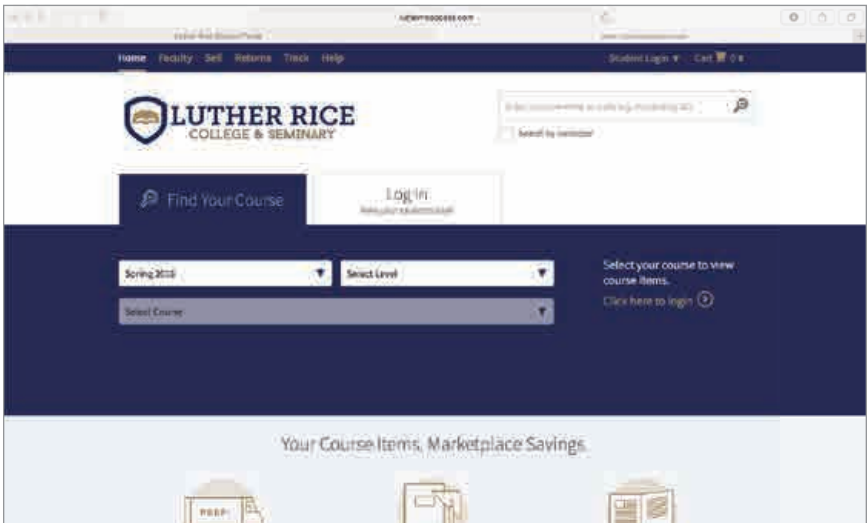
- 5) Select the Register tab



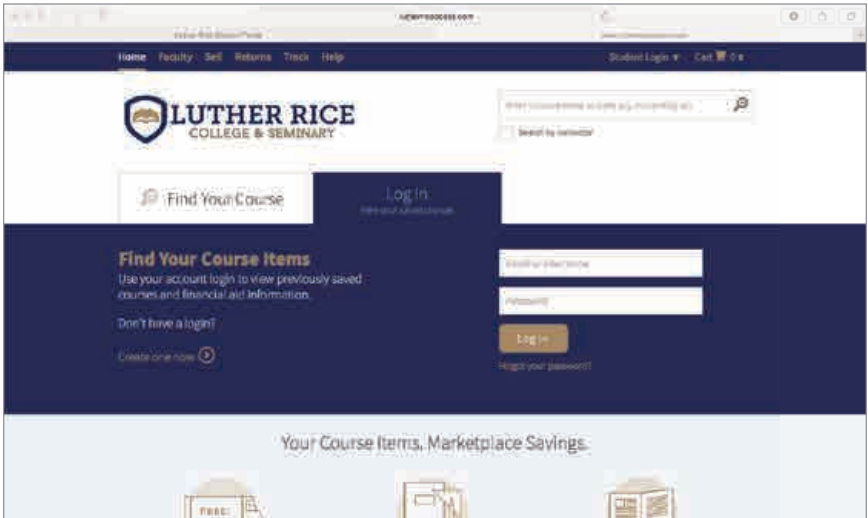
6) Click on the Order Books option



7) Select Login tab



-
- 8) Enter student webmail as username and student password (items provided upon acceptance on the Log-in Credentials Sheet)



- 9) Select appropriate semester, degree level, and course using the scroll bars and click on desired books.



- 10) Go to Cart and follow the on-screen prompts

Tuition Payment Plans

In an effort to help meet the needs of our students, Luther Rice College & Seminary has implemented an easier way to pay for education. The institution has partnered with NelNet Business Solutions to offer a convenient, secure, multi-option tuition payment plan. This automatic payment plan will offer the student more financial advantages by splitting tuition payments into two, three, or four monthly payments.

Advantages

- Easy, secure online enrollment
- Monthly payment plans up to 4 months (Dependent on date you register for your courses)
- Flexible payment options
- No Interest charges

Payment Methods

- Automatic bank payment (ACH)
- Credit/Debit Card

Payments are processed on the 5th day of each month and will continue until the balance is paid in full.

Cost to Participate

- \$25 per semester nonrefundable enrollment fee (Only one fee per semester, NOT per course, via ACH or Credit/Debit card)
- \$25 fee if a payment is returned or declined

How to Utilize Plan

Step 1: Register for Courses in MyCampus and Select “NelNet Payment Plan” as your Method of Payment

Step 2: Click on the “e-cashier” link on the “Pre-Registration Successful” screen

Step 3: Finish Registration with NelNet

We are confident that you will find this option more affordable and convenient.

If you have any questions or need help with the process, please contact the business office at 770.484.1204 ext 5752 or via email at StudentAccounts@LutherRice.edu

Accreditation

Luther Rice is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551, Telephone: 434-525-9539, email: info@tracs.org (www.tracs.org)], having been awarded Reaffirmed status as a Category IV institution by the TRACS Accreditation Commission on April 21, 2015; this status is effective for a period of ten years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Luther Rice is accredited by the Commission on Accreditation of the Association for Biblical Higher Education (ABHE), to grant certificates and degrees at the Associate, Baccalaureate, Master's, and Doctoral levels. Initial accreditation was granted on February 19, 2014, in light of the commission's judgment that the institution complies with ABHE's Standards, including documentation of the appropriateness, rigor, and achievement of its stated student learning outcomes and all other Title IV eligibility requirements. ABHE may be contacted at 5850 T.G. Lee Blvd, Suite #130, Orlando, FL, 32822, or by phone at 407-207-0808. ABHE is recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA).

Luther Rice College and Seminary is an Equal Opportunity higher education institution open to any qualified individual without regard to race, religion, sex, age, color, national or ethnic origin, or disability. This non-discriminatory policy includes admission policies, scholarship and loan programs, and other institution administered programs, except where required by specific religious tenets held by the institution.



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