

Lebanon Valley College

**Student Handbook**

**2025-2026**

## Table of Contents

Greeting.....	3
Grievance Resolution and SARA.....	4
General College Regulations and Policies.....	4-5
Business Office.....	5-7
Dining Services.....	7
Campus Safety.....	7-8
Lebanon Valley College Emergency Plan.....	8
Counseling Services.....	9
Financial Aid.....	9
Center for Academic Success and Exploration.....	9
Edward and Lynn Breen Center for Career and Professional Development.....	10
Health Services.....	10
Information Technology.....	10-11
Center for Accessibility Resources.....	11
Culture, Community, and Belonging.....	11-12
Reporting Sexual Harassment, Sexual Misconduct, Sexual Assault, & Dating Violence.....	12-14
Academic Procedures.....	14
Student Engagement.....	14-15
Spiritual Life.....	15
Service & Community Engagement.....	15-16
Regulations.....	16
Consumer Information.....	17
Residential Life Policies.....	19-21

## Greetings

### Welcome to the 2025–2026 Academic Year!

We're so glad you're part of the Lebanon Valley College community. As you begin (or continue) your journey with us, we encourage you to take a few moments to review the Student Handbook. It's designed to support your success: offering helpful information about campus resources, opportunities for involvement, and the policies that guide life at LVC.

Being a part of this community means engaging with one another in a spirit of respect, civility, and open dialogue. You'll find countless chances to learn, grow, and challenge yourself, both inside and outside the classroom. While some decisions will be simple and others more complex, we believe in your ability to navigate them with integrity and care. And remember: asking for help when you need it is a strength, not a weakness.

At LVC, we're committed to creating meaningful experiences that prepare you for life beyond college. Our faculty, staff, and administrators are here to support you every step of the way. If you ever have questions or need support, just ask- we're happy to help you make the most of your time here.

Here's to a great year ahead!

Dr. Sarah Shupp, Interim Vice President of Student Affairs

*Every effort has been made to ensure the accuracy of the information presented in this handbook. However, all courses, descriptions, materials, schedules, sequences of courses in programs, instructor designations, curricular degree requirements, methods of instruction, locations of instruction, and fees described herein are subject to change or elimination without notice. This information is provided solely for the convenience of the reader and does not constitute or create a contract between prospective or current students and Lebanon Valley College. Students should consult the appropriate department for current information, as well as for any special or temporary rules or requirements imposed.*

*Lebanon Valley College reserves the right to amend any administrative policy and academic or disciplinary regulations described in the Student Life Handbook, without giving prior notice to persons who might be affected. The provisions of the handbook are not to be regarded as an irrevocable contract between the College and the students or between the College and the parents of the students. During the academic year, the College reserves the right to change the services, policies, and procedures that are set forth in this handbook as they become necessary. At the date of publication, the information provided in the handbook is as complete and accurate as possible.*

## GRIEVANCE RESOLUTION and SARA

If a resolution cannot be reached after the College's [Accessibility Grievance Procedures](#) or [Reporting Issues & Grievances](#) are completed:

Students residing in Pennsylvania: In the unlikely event that an issue cannot be resolved through the institutional complaint process, students who reside in Pennsylvania should contact the Pennsylvania Department of Education and follow its [Pennsylvania SARA Student Complaint Process](#). The process aligns with the [State Authorization Reciprocity Agreement \(SARA\)](#). The Pennsylvania Department of Education is the agency responsible for oversight in resolving complaints.

"Students residing outside Pennsylvania: SARA consumer protection provisions require the institution's home state, through its [SARA State Portal Entry](#), to investigate and resolve allegations of dishonest or fraudulent activity by the state's [SARA-participating institutions](#), including provision of false or misleading information.

"The student should begin the complaint process with the institution and if resolution is not found, the student would contact the institutions' home state SARA Portal Entity [links above]. NC-SARA maintains a directory of [State Portal Entity \(SPE\) Contacts](#) and [SARA Student Complaint Process Information by State](#)." (NC-SARA website)

Unresolved complaints may be filed with the [Middle States Commission on Higher Education](#), the College's regional accrediting agency, once all other avenues provided by the College and the State agency or SARA have been exhausted. The link below provides information on the Commission's complaint policies and procedures.

## GENERAL COLLEGE POLICIES & REGULATIONS

At Lebanon Valley College, we expect students to be respectful, responsible, and thoughtful members of our community. Being part of college life means taking ownership of your actions and treating others with care and integrity. One of the most important parts of your college journey is learning how to make good decisions and take responsibility for them.

This handbook is here to help you succeed—as an individual and as part of student organizations. The handbook contains important information about how to make the most of your time at LVC and how to meet your responsibilities as a community member.

The policies in this handbook were shaped by students, faculty, and staff working together. At the heart of these policies is the belief that everyone is responsible for their actions—and that we all share the responsibility to look out for one another and contribute to a safe, supportive environment.

We encourage you to read through the handbook and understand the expectations and spirit behind them.

## **Student Conduct**

If a student's actions go against LVC's policies or community standards, a conduct process may be started through the Division of Student Affairs. This also applies if you are working on campus—student employees are expected to follow the same ethical and behavioral standards in their roles.

Violations could lead to a range of outcomes, including job loss or involvement in the student conduct process.

### **Our Approach to Student Conduct**

At LVC, we see student conduct as part of your learning experience—not just a set of rules to follow. When concerns arise, we focus on helping students reflect, take responsibility, learn from their choices, and repair any harm that they may have caused. The goal is to support your growth as a person and to help you become a positive force in your community—now and in the future.

We believe the conduct process should help individuals grow, while also protecting the integrity of our campus and upholding our shared values.

### **A Quick Note About This Handbook**

We've done our best to make sure all the information in this handbook is up to date. That said, things like course offerings, instructors, degree requirements, and fees can change. This handbook is meant to be helpful, but it isn't a contract between students and the College.

Please reach out to your respective academic department for the most current and accurate information.

LVC reserves the right to make changes to policies, procedures, and rules when needed.

### **Facility and Room Reservations**

Any student or group who wants to reserve a campus space must submit the request through Conference Services at 717-867-6320 or [events@lvc.edu](mailto:events@lvc.edu). All student-sponsored, campus-wide events should also be scheduled through the Center for Student Engagement.

**Posting Materials on Campus—**[Visit here for rules, regulations, and guidelines.](#)

## **BUSINESS OFFICE**

Walk-ins and appointments are welcome. [All Business Office forms and account worksheets can be found here.](#) Please submit completed Business Office Forms to the appropriate email address below, or put them in an envelope with your name/department and ID/account number and leave

them in our Business Office drop box to the left of the Student Accounts Office in Humanities 110. Call 717-867-6300 or ext. 6300 or email [cashier@lvc.edu](mailto:cashier@lvc.edu) for assistance or to schedule an appointment.

If you have specific questions or wish to submit a form electronically, please email [accountspayable@lvc.edu](mailto:accountspayable@lvc.edu) for Accounts Payable, [cashier@lvc.edu](mailto:cashier@lvc.edu) for Student Accounts/Student Clubs, [struzins@lvc.edu](mailto:struzins@lvc.edu) for Payroll, or [urban@lvc.edu](mailto:urban@lvc.edu) for Mailroom/Student Packages.

The Business Office is open Monday through Friday, 8 a.m. to 4:30 p.m., during the academic year. It is open Monday through Thursday from 8 a.m. to 4 p.m. and Friday from 8 a.m. to 12 p.m. during the summer. Student Accounts is in Humanities 108 (Human Resources), Accounts Payable is in Humanities 004, and Payroll is in Humanities 002.

Payment must be made before the start of the semester to attend classes. Charges for other items, such as College Store purchases, are added monthly. Statements are sent mid-month and are due 14 days after billing.

Student accounts must be paid in full to register for the next semester and sign up for student housing. Student accounts must also be paid in full to obtain official academic transcripts and participate in Commencement exercises.

Students withdrawing or taking a leave of absence from the College may be eligible to receive [refunds](#) as determined by the Business Office in accordance with federal regulations.

### **Payment and Billing Information (Business Office)**

**The Business Office will notify students by email approximately July 2 when the fall semester bill is available and around Thanksgiving for the spring bill. Payment is due in early August for the fall semester and in early January for the spring semester.** Students are emailed monthly for incidental charges, too. Please share this information with your parent/guardian if they are assisting in paying the bill. It is very important that everyone is informed of due dates and account information.

**An electronic student account worksheet will be attached to your bill.** This is a tool that you should use (along with the aid offer letter) to calculate your out-of-pocket payment due to the College.

If you need to borrow additional loans, you should consider the [Federal Direct Parent PLUS Loan](#) or a [private student loan](#).

The [Financial Aid](#) and Business offices will now begin to email your LVC account instead of your personal email. Please check it regularly.

## **Full-Time Student Refunds**

### **Refund Policy**

Some or all instruction for all or part of an Academic Year may be delivered remotely or in a hybrid format. Tuition and the [comprehensive fee](#) have been set regardless of the method of instruction and will not be refunded in the event instruction occurs remotely or in a hybrid format for any part of an Academic Year.

Temporary or permanent changes to the method of delivery of instruction, regardless of when they are implemented, are not grounds for refunds under this policy.

### **Treatment of Institutional Charges When a Student Withdraws**

### **Treatment of Non-Title IV Aid When a Student Withdraws**

### **Treatment of Title IV (Federal) Aid When a Student Withdraws**

NOTE: The federal government requires that all full-time students make satisfactory progress toward a degree or certificate. Please review the [Academic Progress Policy](#) and requirements.

### **Part-Time & Graduate Student Refund Policies**

#### **Non-Standard Term Part-Time Students—Refunds**

#### **Standard Term Part-Time Students—Refunds**

### **Online Bookstore and LVC Gear Shop**

### **DINING SERVICES (Metz)**

### **Mail and Package Pickup**

## **CAMPUS SAFETY**

An officer is available 24 hours per day, seven days a week. Visit the Campus Safety Office at 148 N. College Ave., call 717-867-6111 or ext. 6111, or email [public-safety@lvc.edu](mailto:public-safety@lvc.edu) for assistance. Call 911 in an emergency.

The College complies with all federal, state, and township laws regulating the possession, use, and sale of alcoholic beverages, controlled substances, and weapons. Also prohibited are the

possession, distribution, sale, or use of narcotics, hallucinogens, and dangerous drugs, and the possession of paraphernalia related to the use of alcohol or illegal drugs.

College policy prohibits any campus community members, including Campus Safety personnel, from using or carrying firearms, explosives (including firecrackers), or other dangerous articles or substances on campus property.

The campus community is encouraged to report any crime or safety and security concerns to the Office of Campus Safety, 148 N. College Ave., 717-867-6111, or ext. 6111.

### **[Emergency and Weather Alerts](#) (LVC Omnilert App)**

LVC offers the Omnilert App for students and employees to receive push notifications about emergencies and inclement weather procedures. [Visit here to download and activate](#) the LVC Omnilert App.

### **[LEBANON VALLEY COLLEGE EMERGENCY PLAN](#)**

The Critical Incident and Emergency Management Plan (CIEMP) is designed to a) inform the campus community about what to do in the event of a critical incident or emergency; b) assist the College in responding to critical incidents and emergent situations that may occur; and c) inform you about what to expect from campus and other officials responding to such an incident. [The CIEMP can be found here](#).

### **On Campus Emergency**

The campus siren will sound in case of any emergency. Emergency notifications will follow via the Omnilert notification system. Emails and text messages will direct campus community members on the steps to ensure personal safety.

### **Safety and Security Reporting**

Dial 6111 from any campus extension or 717-867-6111 from an outside phone to reach Campus Safety. When calling, always be as specific as possible, providing your name and location. Call 911 in an emergency.

### **[Parking Regulations and Fees](#) (including Parking Passes)**

### **[Student Identification Cards](#) (DUTCHMAN ONECARD)**



## **Student Support Services**

### **COUNSELING SERVICES**

During the regular school years, students can seek short-term counseling in person and virtually for various reasons, some of which might include: anxiety, depression, adjustment to college, sexual assault, alcohol/drug concerns, crisis intervention, identity, difficulty concentrating or lack of motivation, eating disorders, family problems, group counseling, lack of assertiveness, relationship problems, and stress. We are welcoming of the LGBTQ+ community and are [Brave Zone](#) trained.

### **Appointments and Fees**

Counseling Services is housed in **209 East Main Street** (please use the rear entrance).

Appointments can be made during the regular academic year by completing the [Request for Appointment form](#) or calling 717-867-6692 or ext. 6692. We strongly suggest taking advantage of our drop-in times available every weekday from 11 a.m. to noon at the Counseling Services building. This brief chat with a Licensed Counselor is helpful in getting you connected with the right resources. You are not alone, and we are here to help as best as we can! No appointment is needed; just walk into the Counseling Services house during the Open Hour window at your convenience.

There is no charge for full-time students to use Counseling Services. Appointment times will be tailored to meet the needs of the student.

### **After Hours Contact**

For students experiencing emergencies after hours, call your local 911 with any life-threatening event. If you are on campus, you can contact Campus Safety at 717-867-6111 or ext. 6111 or your RA, who can help get further assistance. Despite Counseling Services being closed in the evenings and on weekends, we do provide 24/7 crisis contact. In the event of a mental health emergency, call LVC's Campus Safety, and the officer will contact the counselor on call for direction.

If it is not an emergency, you can email [counselingservices@lvc.edu](mailto:counselingservices@lvc.edu) or call 717-867-6692 or ext. 6692 and leave a detailed phone message. Our staff will return your call or email the next business day.

For parents, faculty, and staff concerned about a student after hours, call Campus Safety at 717-867-6111 and report your concern.

## **FINANCIAL AID**

### **CENTER FOR ACADEMIC SUCCESS AND EXPLORATION**

LVC's Center for Academic Success and Exploration provides comprehensive, student-centered academic support to all LVC students. The Center's primary services include one-on-one academic coaching, peer subject tutoring, peer writing conferencing, and advising for Exploratory (undeclared) majors. Our professional team works to empower students in their journey to becoming independent, lifelong learners prepared to meet academic challenges and successfully complete courses and programs.

Please contact us by calling 717-867-6078 or ext. 6078, emailing [findyoursuccess@lvc.edu](mailto:findyoursuccess@lvc.edu), or completing our [contact information form](#). Students can also submit a [Tutor Request form](#).

### **EDWARD AND LYNN BREEN CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT**

The Breen Center for Career and Professional Development is one of LVC's most powerful career readiness tools for students, wherever you are in your college journey. You will find a dedicated team of experts in the Breen Center who coach, counsel, and guide you to success in your chosen career.

[Visit here](#) or email [BreenCenter@lvc.edu](mailto:BreenCenter@lvc.edu) to make an appointment.

## **HEALTH SERVICES**

Health Services are in the Shroyer Health Center on Sheridan Ave. The staff is available to meet the ordinary medical needs of all full-time students and to provide emergency medical care for the College community. Appointments are available with Registered Nurses and advanced providers as needed.

Students should call 717-867-6232 or ext. 6232, or [complete this form](#). Appointments are scheduled Monday to Friday, 8 a.m. to 4 p.m., for evaluation and triage. Contact your Resident Assistant (RA), Area Coordinator (AC), or Campus Safety (ext. 6111) after hours. Call 911 for medical emergencies.

Reminder: All full-time students are also required to have health insurance. Please update your health records by contacting Shroyer Health Center with any new medical issues or insurance changes.

[Please visit here](#) for rules, regulations, and guidelines for Medical Records, Immunizations, Medications, and more.

## **INFORMATION TECHNOLOGY**

The Office of Information Technology is responsible for the management, operation, and support of the College's computer and communications systems. This includes the campus network and Internet connection, servers, desktops, and laptop computers, as well as the College's VOIP telephone system, wireless phones, and educational technology.

Students can receive help at the IT Solutions Center Monday-Friday from 8 a.m. to 4:30 p.m. during the regular academic year. Summer hours are also available.

The Office of Information Technology is in Clyde A. Lynch '18 Memorial Hall, Suites 004 and 005. Please call 717-867-6072 or ext. 6072, email [solutions@lvc.edu](mailto:solutions@lvc.edu), or text 717-685-5820 for assistance or to schedule an appointment.

## **CENTER FOR ACCESSIBILITY RESOURCES**

The LVC Center for Accessibility Resources provides equal educational access to qualified students with disabilities, affirms the right of persons with disabilities to obtain access in a manner promoting dignity and independence, and provides reasonable and appropriate accommodations.

### **Appointments**

Please email Erin Hannaford at [hannafor@lvc.edu](mailto:hannafor@lvc.edu) or Kristen Shutter at [shutter@lvc.edu](mailto:shutter@lvc.edu) for assistance or to schedule an appointment. Students can also call 717-867-6028 or ext. 6028.

### **Register for Accommodations**

Students who wish to register for academic accommodations based on their diagnosed disability can do so using the [online registration form](#).

## **Testing Center**

For students with testing accommodations, the Testing Center is open for registered students by appointment only. You must register to take your exam in the Testing Center three days before the exam date by [completing this form](#).

### **Note-Taking Services**

Students registered for note-taking services—[you must register](#) for the courses you wish to receive note-taking for.

## **CULTURE, COMMUNITY, AND BELONGING**

The Office of Culture, Community, and Belonging (CCB) fosters institutional support for underrepresented populations by facilitating campus-wide programming and training for students, faculty, staff, and administrators in alignment with LVC's mission and values.

### **Brave Zone**

The Brave Zone Network trains LVC students, faculty, and staff with the goal of creating an on-campus network of allies and members of the LGBT+ community. The program educates members regarding how to address issues involving the community and how to advocate for peers, family members, and other acquaintances.

### **Mosaic Mentor Program**

The Mosaic Mentor Program provides direct and dedicated peer support (Mosaic Mentors) to incoming and transfer students focused on culture, community, and belonging. The mentor program assists students with their academic, social, and personal transition during their first year at LVC.

## **Reporting Sexual Harassment, Sexual Misconduct, Sexual Assault, & Dating Violence**

Persons who believe they have experienced any form of sex discrimination, including sexual harassment or sexual misconduct, are encouraged to report the incident immediately. Supports are available, even if a person decides not to pursue a formal grievance process under any College policy. There are resources on campus and in the Lebanon County community. Confidential support is also available. A copy of LVC's Sexual Misconduct Guide is available in the Office of Campus Safety.

Anyone wishing to report a potential violation of the Title IX Policy or any other College policy addressing sex discrimination may make a report to the Title IX Coordinator, a Deputy Title IX Coordinator, the Interim Vice President of Student Affairs, Dean of Student Affairs, Residential Life Staff, or the Office of Campus Safety. The College will respond to such reports pursuant to applicable policy.

Reports of sex discrimination in any form may be submitted anonymously. The College will respond to anonymous reports, but its ability to respond may be limited, based upon the information provided.

### **Reporting A Complaint Anonymously (RealResponse)**

#### **Easy, Safe, Anonymous Reporting**

Text: 717-867-6222

Email: [report@lvc.realresponse.com](mailto:report@lvc.realresponse.com)

Introducing RealResponse, a new way to report misconduct or policy violations at LVC.

Use RealResponse to report issues or concerns including harassment, sexual misconduct, safety concerns, bullying, discrimination, bias or any other type of misconduct or policy violation you experience in the LVC community.

- Identify yourself at any time, if you wish.
- Easily keep communicating with administrators.
- Request and receive follow-ups via text or email.

For emergencies, call 911.

Note: RealResponse replaces the Campus Conduct Hotline (Syntrio). Maxient forms and grievance procedures, listed below, are still available if you prefer to use those. You may also still make reports directly to Campus Safety, HR, or Student Affairs staff.

### **Hospitals with Dedicated Sexual Assault Nurse Examiner (SANE) Programs (Pennsylvania)**

While all hospitals in Pennsylvania are required to perform sexual assault exams when patients present in the emergency department, some hospitals have elected to establish dedicated sexual assault nurse examiner (SANE) programs. SANEs are registered or advanced practice nurses who receive specialized training in forensic collection of evidence related to sexual assault, as well as trauma-informed care. In accordance with Act 59 of 2023, following is a [list of hospitals that have elected to provide SANE services to patients as of February 2025](#).

### **LVC Title IX Staff**

**Title IX Coordinator: Ann C. Hayes**, Associate Vice President of Human Resources, Humanities 108  
717-867-6416 or [hayes@lvc.edu](mailto:hayes@lvc.edu)

### **Deputy Title IX Coordinators**

**Dr. Laura Eldred**, Associate Provost of Arts & Sciences, Humanities 104  
717-867-6242 or [eldred@lvc.edu](mailto:eldred@lvc.edu)

**Stacey Hollinger**, Associate Athletic Director and Senior Women's Administrator, Arnold Sports Center  
717-867-6891 or [sholling@lvc.edu](mailto:sholling@lvc.edu)

**Jeremy Munson**, Dean of Students, Mund College Center  
717-867-6165 or [munson@lvc.edu](mailto:munson@lvc.edu)

**Dr. Katie Oriel**, Associate Provost of Health Sciences, Humanities 105  
717-867-6852 or [oriel@lvc.edu](mailto:oriel@lvc.edu)

**Dr. Sarah Shupp**, Interim Vice President of Student Affairs, Mund College Center  
717-867-6238 or [shupp@lvc.edu](mailto:shupp@lvc.edu)

**OR**

**Assistant Secretary for Civil Rights**, U.S. Department of Education, Office of Civil Rights  
1-800-421-3481 or [ocr@ed.gov](mailto:ocr@ed.gov)

### **Confidential LVC Resources**

Counseling Services: 717-867-6692  
Health Center: 717-867-6232  
Student Services (Chaplain): 717-867-6136

### **Other Local Resources**

Western Lebanon County Regional Police Department: 717-838-8189 or 717-838-8188

[Domestic Violence Hotline](#): 717-273-7190 (local), 1-866-686-0451 (local), or 1-800-799-7233 (national)

[Sexual Assault Resource Counseling Center](#) (SARCC): 717-270-6972 (Lebanon) or [admin@sarcclebanon.org](mailto:admin@sarcclebanon.org)

[Milton S. Hershey Medical Center](#): 717-531-8333

[WellSpan Good Samaritan Hospital](#) (Lebanon): 717-270-7500

### **ACADEMIC PROCEDURES**

### **STUDENT ENGAGEMENT**

We encourage you to become highly involved both in the classroom and out-of-classroom learning experiences. We believe your involvement will truly enhance your ability to learn and your satisfaction with your total college experience. As you explore the College's offerings, you will find answers to many of your questions. However, if you encounter problems you cannot resolve, please don't hesitate to ask us for assistance. Your success is our primary concern.

We believe that an LVC education is the result of distinctively curricular and co-curricular experiences in class, on campus, and in the residences. As such, all first-year students, sophomores, juniors, and

seniors are required to live on campus, unless they are enrolled as a commuting student. See more details about residency and commuter policies in our [Residential Life FAQ](#).

### **Orientation Leaders**

For incoming students, one of your first student contacts during Orientation will be with your Orientation Leader. Orientation Leaders are undergraduates who know their way around LVC and will help you navigate your early days at LVC. Your Orientation Leader will connect you with your peers, support systems, and the greater LVC community.

### **Resident Assistants**

Resident Assistants (RAs) live on each floor of a residence hall. They are ready to answer your questions about campus, activities, offices, and events. RAs are trained to facilitate good roommate and social relationships.

### **Student Government**

One of Student Government's primary responsibilities is to foster understanding, communication, and cooperation among students, faculty, and administrators. It serves as a channel for student recommendations for establishing or changing policy and communicates these recommendations to the appropriate administrative offices or faculty committees.

### **Valley Ambassadors**

Valley Ambassadors serve as tour guides for prospective students and their families. They take visitors around campus and show them all that LVC has to offer.

### **Valley Blue Coats**

The Valley Blue Coats are dedicated philanthropy ambassadors, emphasizing stewardship and nurturing a culture of giving at The Valley. They actively connect with alumni, campus partners, and community members at numerous events annually, while organizing and overseeing several educationally engaging events for their peers.

### **SPIRITUAL LIFE**

The staff in the Office of Spiritual Life encourages the LVC community to share and explore identities, perspectives, convictions, and practices. They welcome ALL people—religious, non-religious, spiritual, non-theistic, or whatever identity works for you.

Please contact Melissa Madara, Chaplain and Coordinator of Spiritual Life, at 717-867-6136, ext. 6136, or [madara@lvc.edu](mailto:madara@lvc.edu) to learn more or share an interest in joining an affiliated student group or organization.

## [SERVICE & COMMUNITY ENGAGEMENT](#)

The LVC community highly values service and global citizenship. Through diverse experiential education programs where students actively engage in addressing community needs, our goal is for them to gain social responsibility through: Civic and community engagement, Social Justice advocacy, ethical reasoning, global perspective, and community self-empowerment.

Community service and service-learning incorporated into individual class curriculums form the basis for lifelong dedication and commitment for contributions to community engagement. We offer opportunities for students to explore their role in creating community change through: On- and off-campus community service opportunities, [recognition of service through award certificates](#), [alternative break service trips](#), experiential learning like [Study Abroad](#) and [Internships](#), [immersive experiences](#), and service-learning through coursework.

Please contact Dr. Brandy Leininger at [bleining@lvc.edu](mailto:bleining@lvc.edu) or visit her office off the Engle Family Lobby in Miller Chapel if you have questions or need assistance regarding community service or service trips.

## [REGULATIONS](#)

### [Acceptable Use Policy for College Computing and Communications](#)

#### [Address](#)

All students must report accurate College, home, or local addresses to the Registrar's Office at the beginning of each academic year or when changes occur.

#### [Alcohol Policy](#)

#### [Anti-Hazing Policy](#)

#### [Report A Hazing Incident](#)

#### [View LVC's Five-Year Hazing Report](#)

### [Cell Numbers/Omnilert Emergency and Weather Alerts](#)

Students who provide their cell phone number to the College will be enrolled in [Omnilert](#), LVC's Emergency Notification System (see below for details). Once entered, the account remains active until graduation or separation from the College. You can change your cell number or add an email address in [MyLVC](#) through your "My Info" link. You can request two additional cell phone numbers or email addresses for your account. Please send requests to add additional contacts to the emergency system to [solutions@lvc.edu](mailto:solutions@lvc.edu).



Employees must self-register on the [Omnilert website](#) to receive emergency and weather-related alerts (delays, etc.). After registering, you can add two cell phone numbers and two email addresses to receive alerts. Contact [solutions@lvc.edu](mailto:solutions@lvc.edu) if you have questions.

**Families:** If you want to receive the College's emergency and weather alerts, ask your student to add your cell phone number or email address to their profile.

### [College Email](#)

### [Commuter Status/Residency](#)

### [CONSUMER INFORMATION](#)

LVC makes available information to current and prospective students and their families in accordance with the 2008 Higher Education Opportunity Act (HEOA) and the Student Right-to-Know Act. Visit our [consumer information website](#) for a list of the materials available, including graduation rates and outcomes, financial and loan information, health and safety information, and more.

**Detailed information on student retention and graduation rates is available in the [Registrar's Office](#).**

### [Criminal Investigations of College Policy Violations](#)

Lebanon Valley College is part of a larger community—and that means we follow the law just like everyone else. If there is a report of criminal activity, especially something serious like a violent crime, the College will fully support any law enforcement investigations.

To keep our campus safe, the College may also take steps, separate from any legal action. This could include an investigation through the student conduct process.

The Vice President of Student Affairs (or someone they designate) works closely with local police and other agencies to make sure communication stays open and our campus remains a safe place to live and learn.

### [Drugs and Narcotics](#)

To learn more, please see the [College Policies on Drugs and Alcohol](#).

### [Early Arrival](#)

### [Family Educational Rights and Privacy Act of 1974](#)

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, is a Federal law which states (a) that a written institutional policy must be established and (b) that a

statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records. More information about the Family Educational Rights and Privacy Act (FERPA) [is available in our Registrar's Office](#).

### [Firearms, Ammunition, Fireworks, and Chemicals](#)

### [Meal Plan Policy and Dining Options](#)

- [New Student Meal Plans](#)
- [Returning Student Meal Plans](#)
- [Commuter Meal Plans](#)

### [Mental Health Intervention Policy](#)

### [Personal Record \(Office of Student Affairs\)](#)

### [Posting Policy](#)

### [Reporting Issues & Grievances](#)

Lebanon Valley College strives to be an environment that respects, affirms, and defends the dignity of each member of our community. If you have experienced or witnessed an issue that you believe to be in violation of [Lebanon Valley College policies](#) or the [Student Code of Conduct](#), please [report the matter to the College per the guidelines here](#).

### [Residency Policy](#)

### [Room Deposit Policy](#)

### [Special Housing Accommodations and Housing Exemption Policy](#)

### [Safety and Security](#)

For Security Assistance, dial ext. 6111 from any campus extension or 717-867-6111 from any outside phone to reach a Campus Safety officer. When calling the Campus Safety staff, always be as specific as possible and identify yourself by name and location.

Members of the campus safety staff are certified in CPR and use of an automated external defibrillator (AED). AED units are conveniently located in many College facilities.

### [Smoking Policy](#)

### [Solicitation/Fundraising](#)

## [Student Social Media Policy](#)

## [Policies and Procedures for Discrimination, Harassment, and Sexual Misconduct Complaints](#)

### [Sex Discrimination and Title IX Policy](#)

Sex discrimination is contrary to the values of Lebanon Valley College and may constitute a violation of the College's Title IX Policy, Student Conduct Code, and/or policies applicable to faculty and staff.

[Learn more about sex discrimination policies and reporting.](#)

### [Policy and Guidelines on Public Expression Activities](#)

#### [Policy Regarding Public Expression Activities](#)

#### [Guidelines for Free Public Expression Activity on Campus](#)

#### [Violation of Policy and Guidelines](#)

## [RESIDENTIAL LIFE POLICIES](#)

### [Alcohol](#)

For regulations regarding the possession and use of alcohol in residential facilities, please refer to the [College's Alcohol Policy](#). **Students are responsible for knowing the College's Alcohol Policy.**

### [Appliances](#)

### [Bunk Beds](#)

### [Campus and Residence Hall Security](#)

**For safety purposes, Campus Safety personnel regularly patrol campus grounds and periodically walk through residential facilities.** Exterior telephones are placed at specific locations on the exterior of traditional residence halls, and the patrolling Campus Safety officer may be summoned by using these phones or by calling 867-6111. College officials may authorize campus safety personnel to make regular visits to residence halls where chronic behavioral problems occur.

**Proper security within the residence halls is the responsibility of each resident.** All residents are encouraged to lock their doors when not in their rooms and at night. All residence hall exterior doors are to be locked at all times, and all students are asked to assist with making sure these doors remain locked. All residence hall keys or access cards open specified doors of the students' residence hall.

**Exterior doors to residence halls should never be propped open** because this creates a serious risk to the health and safety of all residents of the building. Any time of the day, a non-resident of a

residence hall must be escorted by a resident of that hall from the entrance door to a room or lounge and from that area to the exit door. The presence of any suspicious individual must be reported to the residential life staff and the Office of Campus Safety. Losses or thefts should be reported immediately to campus safety and residential life staff.

#### [Candles and Incense](#)

#### [Change to Housing Accommodations](#)

Housing Accommodations can be requested using the [Housing Accommodation Request Form](#).

#### [Check-In/Damage/Room Condition Report](#)

#### [Check-Out/Damage/Room Condition Report](#)

#### [Clean Air Residence Halls](#)

#### [Drones Policy \(unmanned aircraft systems\)](#)

#### [Early Arrival Requests and Housing During Holidays/Semester Breaks](#)

#### [Early Student Arrivals](#)

#### [Fire Alarms, Drills, and Equipment](#)

#### [Furnishings](#)

#### [Grills](#)

#### [Housekeeping Services](#)

#### [Housing Agreement](#)

#### [Key/Access Cards](#)

#### [Laundry](#)

#### [Lockout Procedures](#)

#### [Main Lounges](#)

#### [Noxious Odors](#)

#### [Official Closing of Residence Halls](#)

#### [Part-Time Students](#)

## [Pets](#)

Requests for approval of emotional support and service animals may be submitted via our [Housing Accommodation Request Form](#).

## [Policy for Use of Telecommunications](#)

## [Public Areas/Damage](#)

## [Residence Hall Network and Cable TV Services](#)

## [Residence Hall Windows](#)

## [Room Change](#)

## [Room Consolidation](#)

## [Room Entry](#)

## [Room Health and Safety Inspections](#)

## [Room Occupancy](#)

## [Room Repairs](#)

## [Room Responsibilities](#)

## [Room Selection](#)

## [Smoking Policy](#)

## [Sports](#)

## [Stereos, Radios, Televisions](#)

## [Storage](#)

## [Student Rights](#)

## [Study and Quiet Hours](#)

## [Trash/Recycling](#)

## [Valuables/Personal Property](#)