



REGENT UNIVERSITY

STUDENT HANDBOOK

A Guide To Policies and Procedures

Revised August 2005

REGENT UNIVERSITY OFFICE OF STUDENT SERVICES

This handbook is provided to students and applicants for their general guidance only. It does not constitute a contract; either express or implied, and is subject to change at the university's discretion.

Regent University admits students without discrimination as to disability, veteran status, age, gender, race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the university. We do not discriminate on the basis of disability, veteran status, age, gender race, color, national or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other university administered programs.

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Dear Student,

It is my sincere pleasure to welcome you to Regent University. Whether you are beginning your undergraduate program, starting your initial graduate studies at Regent or continuing your academic work, you will find that your education at Regent goes far beyond the classroom and other strictly educational pursuits.

While you will receive excellent instruction in your specific discipline, personal growth encompasses more than formal scholarly learning. Your studies will undoubtedly include scholarly matters and also provide a chance to use many of the very practical skills that will assist you to succeed and, indeed, excel professionally. Studying at Regent also provides an opportunity to experience Christian community with other students, faculty, and staff. Above all, while at Regent I encourage you to open yourself in order to gain spiritual insight through Biblical principles and direction from our Lord.

One of the greatest challenges in your pursuit of a bachelor's, master's, or doctoral degree, may be in balancing all aspects of your life: spiritual, academic, family, social, and finances.

Let me exhort you with the scripture that is one of the foundations of Regent University,

**"And these things which you have heard
from Me in the presence of many witnesses,
these entrust to faithful men, who will
be able to teach others also."
II Timothy 2:2**

As you grow in knowledge and, hopefully, wisdom in your Regent studies, please remember to serve others above yourself. By doing this you will bless our Lord and all those with whom you come into contact. You are also likely to find yourself blessed by the Lord in return for your servant leadership attitude.

Sincerely,

A handwritten signature in cursive script that reads "Jeffrey Pittman".

Jeffrey Pittman
Vice President for Student Services

THE PEOPLE

The University Administration:

Dr. Pat Robertson	President
Mr. Lou Isakoff	VP and General Counsel
Dr. Timothy Jenney	VP for Corporate and Government Relations
Ms. Maureen McDonnell	VP for Development
Dr. Jeffrey Pittman	VP for Student Services
Dr. Barry Ryan	VP for Academic Affairs
Ms. Martha Smith	VP for Human Resources
Ms. Tracy Stewart	VP for Information Technology

University Deans:

Dr. Alan Arroyo	Dean, School of Education
Ms. Sara Baron	Dean of University Libraries
Mr. Jeffrey Brauch	Dean, School of Law
Dr. Charles Dunn	Dean, Robertson School of Government
Dr. Rosemarie Hughes	Dean, School of Psychology & Counseling
Mr. Michael Patrick	Dean, School of Communication and the Arts
Dr. Barry Ryan	Dean, School of Undergraduate Studies
Dr. Vinson Synan	Dean, School of Divinity
Dr. Bruce Winston	Dean, School of Leadership Studies
Dr. Michael Ziggarelli	Dean, School of Business

For a complete listing of Regent University faculty and staff, please refer to the Regent University Catalog.

PURPOSE OF STUDENT HANDBOOK

This handbook is provided as a service to the Regent University student body and contains information regarding student life and services at the university. Issues and concerns regarding student life are addressed in the Student Handbook. For information concerning academic policies and procedures, please refer to the University Catalog. This handbook is a guideline only and not a contract. Specific policies and procedures may be changed at any time without prior notice.

REGENT UNIVERSITY MISSION STATEMENT

PREAMBLE

Regent University is an institution of higher learning that exists to bring glory to God the Father and His Son Jesus Christ through the work of the Holy Spirit.

MISSION

Our mission is to provide an exemplary education from biblical perspectives leading to bachelors, masters, and doctoral degrees to aspiring servant leaders in pivotal professions and to be a leading center of Christian thought and action.

VISION

Our vision, through our graduates and other scholarly activities, is to provide Christian leadership in transforming society by affirming and teaching principles of truth, justice and love as described in the Holy Scriptures, embodied in the person of Jesus Christ, and enabled through the power of the Holy Spirit.

SOLI DEO GLORIA

**QUESTIONS?
WHO TO CONTACT**

Regent University Phone Number:
(757) 226-4000

Student Services:
(757) 226-4103

Business Hours: Mon. - Fri. 8 a.m. - 5 p.m.

<u>OFFICE</u>	<u>EXTENSION</u>	<u>DIRECT DIAL#</u>
Academic Affairs	4320	226-4320
Advancement/Development	4009	226-4009
Alumni Relations	4027	226-4027
Bookstore	4065	226-4065
Business Office	4050	226-4050
Campus Ministries	5856	226-5856
Career Services	4103	226-4103
School of Business	4225	226-4225
College of Communication & Arts	4389	226-4389
School of Counseling	4252	226-4252
School of Divinity	4417	226-4417
School of Education	4136	226-4136
School of Government	4579	226-4579
School of Law	4640	226-4640
School of Undergraduate Studies	4410	226-4410
Cashier	4059	226-4059
Chaplain	4485	226-4485
Classroom Reservations	4049	226-4049
Class Schedules	4049	226-4049
Community Building (Rgnt Village)	4890	226-4890
Conflict Resolution	4103	226-4103
Counseling (Personal)	4488	226-4488
Counseling (Career)	4103	226-4103
Diplomas/Degree Clearance	4045	226-4045
Facilities Scheduling	4008	226-4008
Facilities Services	4444	226-4444
Financial Aid	4125	226-4125
Food Pantry	4103	226-4103
Graduation Procedures	4048	226-4048
Grades	4103	226-4103
Housing (on & off campus)	4890	226-4890
Intramurals/Recreation (COGS)	4103	226-4103
Library Circulation	4150	226-4150
Library Information	4150	226-4150
Library/Reference	4159	226-4159
Lost and Found	4103	226-4103
Mail Services	4198	226-4198
Marketing	4034	226-4034

<u>OFFICE</u>	<u>EXTENSION</u>	<u>DIRECT DIAL #</u>
Office of the President	4015	226-4015
Regent Ordinary (Café)	4931	226-4931
Regent University Village	4890	226-4890
Security	2075	226-2075
Special Events	4036	226-4036
Student Activities (COGS)	4637	226-4637
Student Emergency Fund	4103	226-4103
Student Employment	4491	226-4491
Student Health Insurance	4103	226-4103
Student Life	4486	226-4486
Student Loan Deferment	4049	226-4049
Student Organizations	4103	226-4103
Student Services	4103	226-4103
Transcripts	4124	226-4124
University Calendar	4103	226-4103
University Computing	4076	226-4076
University Personnel	4021	226-4021
University Relations	4045	226-4045

THE REGENT UNIVERSITY COMMUNITY

The Student Body

The average age of the Regent University student is approximately 35 years old. Most of our students are in school as a means to further their present career or to change professions altogether.

Nearly all 50 states and over 50 foreign nations are represented in the Regent University community. It is a diverse community, where there is a dynamic unity centered in the person of Jesus Christ.

About 40 percent of our students are married, and about 12 percent have dependent children.

The Campus

In addition to nearby Regent University Village, there are six main buildings on campus, which currently house academic and administrative offices.

Administration Building:

Academic Affairs	First Floor
Administrative Services	First Floor
Advancement and Development	First floor
Alumni Relations	First Floor
Business Office	First Floor
Creative Marketing	Second Floor
Development	First Floor
Human Resources	First Floor
President's Office	First Floor
Purchasing	First Floor
School of Education	Second Floor
University Relations	First Floor

Classroom Building:

Career and Counseling Services	First Floor
Computer Lab	Second Floor
School of Business	First Floor
School of Psychology & Counseling	First Floor

Communication Building:

College of Communication & the Arts	Second Floor
Information Technology	Third Floor
Theatre	First Floor

Library Building:

Atrium	Second Floor
Auditorium	Second Floor
Law Library	Third Floor
Library	First-Second Floors
Mail Services	First Floor
Prayer Chapel	Second Floor
University Receiving	First Floor

Robertson Hall:

American Center for Law & Justice (ACLJ)	Fourth Floor
Career Planning Services (Law & Gov't)	Second Floor
School of Divinity	Third Floor
Robertson School of Government	Third Floor
School of Law	Second-Third Floors
Student Bar Association (S.B.A.)	Fourth Floor

Student Center:

Central Enrollment Management	Second Floor
Computer Lab	First Floor
Council of Graduate Students (COGS)	First Floor
Financial Aid (Central)	Second Floor
International Student Organization	First Floor
Regent Bookstore	First Floor
Regent Ordinary (Café)	First Floor
Registrar's Office	Second Floor
Student Services	Second Floor

A campus map of the Regent University (including CBN) complex is located at:
<http://www.regent.edu/campus/map>

VIRGINIA BEACH

Regent University is located in the southwest corner of Virginia Beach, Virginia, about 15 miles from the Virginia Beach resort strip and about one mile from Chesapeake and Norfolk.

Virginia Beach is a young city being just over 30 years old. Prior to its annexation with Princess Anne County, Virginia Beach was limited to the strip that is commonly known as the oceanfront resort area. The local municipal facilities (i.e. courthouse, etc.) are found on Princess Anne Road traveling east, not far from the small community of Pungo (known for its Strawberry Festival).

Students who are residents of Virginia Beach will find excellent resources for recreational activities within the city. The Parks and Recreation Department operates a number of parks, pools and gymnasium facilities. The Virginia Beach Recreation Center, which is located at 800 Monmouth in the Kempsville Area, provides excellent pool, gymnasium, weight and exercise facilities. Theater and meeting rooms are included in the complex. A small annual fee is charged.

Virginia Beach's climate is best described as "mild and moderate" with wonderful changes of season. The average annual snowfall is around three inches, and January and February are typically the coldest months.

STUDENT SERVICES

Introduction

In this section, information on a variety of topics related to student life is presented. These details make up an important part of day-to-day life at Regent University and should be carefully reviewed. They will assist students in taking maximum advantage of university resources. While each student is an individual in terms of goals and progress toward God's ideal, there are some significant commonalities to our commitment.

Intellectually, Regent University students agree to receive an education in accordance with our Philosophy of Education. Affirming the principle that all knowledge and wisdom come from God, each student's intellectual pursuit is characterized by a unique combination of disciplined academic preparation and compassionate, service-motivated application. Regent University students recognize that the discovery of truth may take them in a variety of directions. There is a commitment to the proposition that all truth is "God's Truth." Students are challenged to filter through various avenues of learning to discover the essence of God's undergirding Truth.

Socially and culturally, Regent University students come to grip with the meaning of Christ's command that His followers are "to be in the world but not of it." Each student submits to the Standard of Personal Conduct and The Honor Code of Regent University throughout the time of his or her enrollment. The maturing Regent University student is committed to the highest standards of personal and professional integrity, a growing sensitivity to the needs of mankind, deepening personal humility which recognizes the hand of God in all that is accomplished and a sincere desire to cultivate and maintain meaningful life-long personal relationships. As a community of committed scholars, students recognize that it is necessary to maintain a posture of both contributing to and receiving from that community.

Although spiritual growth is ultimately an individual responsibility, the Chaplain's Office encourages and facilitates spiritual development among Regent community members.

In summary, Regent University students are preparing to live a life of honor to God, of service to mankind and of fullness to oneself. The goal is to help each student actualize his or her inherent potential and make a meaningful contribution to the activities of the university and society. You can obtain more information on Student Services on line at: <http://www.regent.edu/admin/stusrv/>

Activities and Special Events

Recognizing the unique needs of graduate students for social and recreational activities, the Council of Graduate Students promotes programs that bring the university family together at the school/college level and university-wide. Banquets, intramural sports, field trips and other related activities are offered periodically throughout the school year. Students who have special interests or suggestions on various activities, or who would be interested in coordinating an activity, are encouraged to contact their Council of Graduate Students representative.

Campus Mail

Students with mail for university faculty and staff may deposit it at any of the mail drop locations on campus for inter-campus distribution. University Village residents will receive their US mail at the University Village complex and should contact the Village Office for their correct mailing address. Students living off campus should make arrangements to receive their US mail at their private residence or at a nearby post office. The closest US Postal Office to Regent University is Acredale, located on Kempsville

Road beside Kemps River Shopping Plaza. The next closest is at 1425 Battlefield Blvd. in Chesapeake. University correspondence to students (i.e. grades, financial aid notifications, etc.) will be delivered to students' home addresses.

Career Services

Regent schools offer career assessment and counseling on an individual and/or group basis. Career services include the exploration and development of interests, gifts and career opportunities. The use of personality and interest inventories, current career information, literature and job lists, and the sensitive and skilled counsel of a career counselor contributes to the individual's knowledge and understanding of God's purpose and plan for one's life.

Cashing Checks

Students in good standing may cash personal checks in the Business Office and Bookstore during posted hours. Each student is permitted to cash one check per day not to exceed \$10 in the Bookstore or \$25 in the Business Office.

Conflict Resolution

The office of Student Life is available to mediate with respect to relational disputes and complaints by students. Contact the Student Life Office for further information.

Council of Graduate Students (C.O.G.S.)

Working with the director of Student Life and the dean of each school/college, the Council of Graduate Students participates in planning and implementing university programs. The council is governed by a constitution, which calls for election and appointments of student representatives from each of the university's school/college. Students are encouraged to work closely with their representative in communicating needs and concerns to the university administration. A current listing of members is available in the Office of Student Services and each school/college. Additional information can be obtained from

<http://www.regent.edu/admin/stusrv/cogscon/constitution.html>.

Counseling Services

The Psychological Services Center is located on the first floor of the Classroom Building. Various counseling services are offered by PSC as shown at:

<http://www.regent.edu/acad/schcou/psc/index.htm>.

Facility Scheduling for Activities

University student activities that involve the use of university facilities, equipment or personnel must be scheduled with the appropriate department. Students who desire to promote an activity must have approval from the Office of Student Services.

To Reserve:

Contact:

Classrooms

Scheduling Coordinator, Registrar's Office

Communication and Arts
Building Theater

College of Communication Operations Manager

Community Building

Manager, Regent Village

Library Atrium/Auditorium,

Administrative Services

Robertson Hall Courtroom

Administrative Services

Financial Aid Information

Upon inquiry and application to the university, prospective students receive financial aid information. For additional information, please contact the Central Financial Aid Office at <http://www.regent.edu/admin/finaid/> or the individual schools.

Health Programs

The university does not maintain a health center or retain a campus physician. Students are urged to establish themselves with a family physician early in the school year. The university does work with an insurance brokerage firm in making available a student health insurance plan, which is available for a fee to all students enrolled in on campus courses at the main campus in Virginia Beach.

Identification Cards

Student identification cards are provided during initial registration. ID cards will be required for attending many Regent University sponsored activities and checking out library books. Students should carry and display their ID cards at all times.

International Students

For international students, all matters of admission are coordinated by the school of the individual student in consultation with the Office of International Student Services. Immigration matters and cultural adaptation issues are coordinated through the Office of International Student Services <http://www.regent.edu/admin/stusrv/iss/iss.html>.

Intramurals

A variety of seasonal intramural sports are offered by the Council of Graduate Students. The programs vary in competition level and structure to meet the needs in the community. Intramural sports include men's flag football, coed volleyball, coed basketball, and coed softball

King's Pantry

The King's Pantry is an emergency food pantry located in the Community Building at Regent University Village and is available for students who are in need. The Pantry is sustained by donations from the Regent community and the Food Bank of Southeastern Virginia. If you have a need for food items, or if you have any questions, please contact Student Services. To make a donation of non-perishable food items, bring them to the Community Building at the Regent University village. For monetary donations please make your check payable to the "Student Emergency Fund," specifically designated for "The King's Pantry." For more information call Student Services at 226-4103.

Lost and Found

Lost and found is located in the Office of Student Services on the second floor of the Student Center

Moving to the Hampton Roads Area

As many new students quickly discover, the transition to student life can be a major undertaking. Settling into the Regent University community involves decisions such as where to work, where to live, opportunities for spiritual growth, finding a local church, student activities, student housing, etc. Please refer to Appendix A, Welcome to Hampton Roads Newcomer's Guide, for information regarding transitioning to the Hampton Roads area.

Regent Bookstore

The Regent Bookstore is located on the first floor of the Student Center and is open to both the university community and the general public. Store hours are Monday - Friday, 9:00 a.m. to 6:00 p.m. and Saturday 10 a.m. to 1:00 p.m. The Regent Bookstore is closed for holidays coinciding with university closings. During the first week of the semester, the bookstore is open extended hours. All schedule changes will be posted 48 hours in advance.

The bookstore accepts personal checks, Visa, MasterCard and Discover for the amount of the purchase. Personal checks are cashed up to a whole-dollar amount of \$10. Current identification is necessary for all check handling.

The Regent Bookstore offers much more than textbooks and school supplies. There are also complete lines of Christian greeting cards, Regent insignia products, the nation's best selling Christian music, the nation's best-selling trade books and Bibles, gift items, snacks and much more!

Textbook return and refund policies coincide with the university's drop-add policy. Unused textbooks in new condition returned during the first two weeks of classes will receive a 100 percent refund, a 50 percent refund during the third and fourth weeks, and will not be accepted after the end of the fourth week. Books submitted for return must be in their original condition (no pencil or pen marks, folds or tears) and accompanied by the sales receipt. Used textbooks may not be returned.

The Regent Bookstore is here to serve you. The Bookstore telephone number is 226-4065 and their website is <http://www.regent.edu/campuses/vb/bookstore/>.

Regent Ordinary

In colonial days, an Ordinary was an establishment that served good food at reasonable prices. Regent Ordinary is the university's effort to replicate the past today with good food in a delightful setting. Come and visit us soon at Regent Ordinary in the new Student Center. We believe you will find it an extraordinary experience.

The Ordinary serves soups, salads, sandwiches, burgers, pasta, pizza, plated meals, as well as a variety of breakfast items. Starbucks coffee (espresso and other coffee/tea specialty drinks) and Coca Cola products are also featured. Menus and additional information on Regent Ordinary can be obtained at <http://www.regent.edu/campuses/vb/ordinary/>

Regent University Village (Student Housing)

Regent University Village is located three quarters of a mile from campus. The complex consists of 224 two and three bedroom, unfurnished units between 1,000-1,190 square feet each. The apartments have varying amenities -- for more information call 226-4890 or see <http://www.regent.edu/campuses/vb/village/>.

Off-Campus Housing

The University Village Office also maintains an off-campus housing referral service. This housing referral service does not arrange or provide housing for students; however, information is provided to assist students. The Village Office maintains listings of rooms, apartments, townhouses and houses for rent. There are also limited listings on real estate offered for purchase. While off-campus housing is a self-service operation, the village staff will send housing information upon request.

The Regent University Village Office strives to provide as many housing options as possible. However, it does not assume responsibility for arranging or supplying housing for Regent University students.

Students with Disabilities

The Office of Student Life is responsible for non-academic advising of students with disabilities at Regent University. A list of agencies and services has been compiled that can also assist you. In addition, the Regent University Library has equipment available to assist the visually impaired. For more information call Student Services at 226-4103. Also see the Disabilities Anti-discrimination and Accommodation Policy in the University Policies and Procedures section of this handbook.

Student Emergency Fund

The Student Emergency Fund, sponsored by Student Life, is available to assist enrolled students who are experiencing a financial emergency, excluding tuition related expenses. The fund is sustained by monetary contributions made by students, staff, alumni and friends of the university community.

Students who are experiencing a financial emergency and who have exhausted other resources are encouraged to avail themselves of this ministry. Requests for emergency assistance are considered on the basis of what is clearly recognized as a bona fide

emergency. As such, the Student Emergency Fund Committee considers each request separately. This is not to be viewed as a means of regular support.

Contributions to the fund may be made through the Student Services Office. Normally, contributions to the fund are tax deductible. For more information call Student Services at extension 4103 or access http://www.regent.edu/admin/stusrv/student_life/sef.cfm.

Student Health Insurance

Regent University has an excellent student medical insurance plan for students and student dependents. In order to get lower premiums for students, the plan is administered on a "tight waiver" basis. This means that all Virginia Beach area students enrolled in three or more credit hours are required to enroll in the plan. Students have the option of purchasing coverage for spouses and children as well. Students with comparable health insurance may waive out of this plan by showing proof that they already have coverage. Brochures that describe the plan more fully are available in the Office of Student Services, along with a listing of some of health professionals in the Tidewater Area. Additional information can be obtained at <http://www.regent.edu/admin/busoff/studinsurance.html>.

Student Organizations

The university invites and encourages the establishment of a variety of student organizations for the purpose of meeting the varied interests and needs of the campus community. While students will normally find the rigorous responsibilities of a higher education curriculum somewhat limiting for involvement in extracurricular organizations, such groups are desirable as a complement to the developmental philosophy of the institution. Students wishing to form such organizations are encouraged to talk with the appropriate school/college dean who will coordinate action with the Office of Student Services. A current list of officially chartered student organizations and the applications for chartering a student organization may be obtained from the Student Services website at http://www.regent.edu/admin/stusrv/student_organizations.html.

Town Meetings

The purpose of these periodic meetings shall be to provide an informal forum for the expression of students' ideas, suggestions, and concerns. Town meetings are held in the individual schools. In addition, Student Services conducts all campus town meetings at the main campus and at the Washington, D.C. campus several times during the academic year. These meetings are designed to:

1. Solicit and understand the students' ideas, needs and concerns;
2. Solicit suggestions for student events and activities;
3. Relay communication from the University Council and the Executive Board;
4. Involve students in the aspects of the determination, creation, and execution of programs, events, and activities which affect them academically, spiritually and socially.

University Library

The library occupies the first two floors of the Library Building. The Law Library is located on the third floor. Orientation tours are scheduled regularly at the beginning of each semester. Other individual and group tours may be arranged at the Reference Desk. A slide/tape program on library use is also available for individual and group viewing. The Library Handbook (available in the library) describes the services offered.

University Publicity

University sponsored events and information are normally publicized in one or more of the following ways:

Official University Bulletin Boards are located throughout the university buildings. Some are for general university use, some are designated for each school/college and others are for student use. All of these bulletin boards are for official university use only. Students desiring to post information must obtain approval from Mail Services for general use bulletin boards and from the appropriate school/college for individual school/college bulletin boards. Students wanting to place announcements on the student bulletin boards must have their announcement approved by the Office of Student Services. Unapproved announcements and information will be removed. Students are strongly encouraged to read announcements and information publicized on these boards.

The University Master Calendar is updated weekly on the Internet. All activities and events should be registered with the Student Services Office in an attempt to alleviate any conflicts and facilitate communication. Before scheduling any event, students, faculty and staff should contact Student Services to determine open dates.

Electronic Newsletters - University announcements are distributed twice monthly through of the Student Services Newsletter.

SPIRITUAL LIFE AT REGENT UNIVERSITY

In Matthew 6:33, Jesus said,

"Seek ye first the kingdom of God."

The goal of our faculty, staff and students reflects this aim.

In the Regent community, about 30 Christian denominations are represented. Even with this diversity, however, we celebrate a special unity in Jesus Christ. We are enriched, not divided, by our differences.

The Chaplain's Office endeavors to promote a comprehensive program of spiritual life that minister to students, faculty and staff. For more information regarding programs and services offered contact <http://www.regent.edu/admin/stusrv/chapel.html>.

To make suggestions, contact the Chaplain's Office at 226-4485 or email the chaplain at chaplain@regent.edu.

Chapel

University chapel services are posted at the beginning of each month. On Mondays, the university community joins the CBN staff for a joint chapel service in the CBN Studio Headquarters Building. Wednesday University Chapel services provide an opportunity for praise and worship, prayer, teaching and testimonies. Chapel also provides an excellent opportunity to meet and become acquainted with students from schools within the university. The university schedules other activities and functions around this important corporate activity. Chapel attendance is encouraged of all students, staff and faculty.

Fall Convocation

At the start of the fall semester of each academic year, the Regent community gathers for a time of spiritual renewal and preparation for the coming year. This special time includes a variety of special chapels, guest speakers, and praise and worship experiences.

Personal Walk with God

Each individual must assume responsibility for his or her own spiritual life. The university under girds this by providing materials and teachings related to developing skills in personal devotion, Bible study, and prayer.

Seven Days Ablaze

The fall is a season of in-gathering both at the Christian Broadcasting Network's television outreach and at Regent University. Each year between the Jewish holy days of Rosh Hashanah and Yom Kippur, the Regent University family joins CBN for a special weeklong chapel series to pray and seek God's blessing and guidance.

Spiritual Life Committee (SLC)

Through the SLC, the university encourages and facilitates spiritual development among its community members. The SLC gives direction to the spiritual activities of the university. Chaired by the university chaplain, the committee is composed of students, faculty and staff from the various schools and departments. The objectives of this group are to:

- Be in intercessory prayer for the campus.
- Focus attention on spiritual matters.
- Facilitate programs and activities that will lead to spiritual growth for all.

The Spiritual Life Committee recognizes that there are many activities, which could be developed to meet the various spiritual life needs of the campus. The objectives above are reviewed continuously. Activities are added or deleted on the basis of priorities established by the Spiritual Life Committee and interest expressed by the campus family.

Comments and suggestions regarding spiritual life at Regent University should be addressed to the Chaplain's Office at 226-4485 or chaplain@regent.edu.

Personal Ministry Opportunities

Local Church Involvement

The university student is encouraged to become involved in a local church. A partial listing of Hampton Roads area churches for Virginia Beach students and metropolitan Washington, D.C. area churches for Washington, D.C. campus students are available from Student Services.

Prayer

Prayer is the key to growth in all phases of our Christian walk. Individuals at Regent University are encouraged to develop and participate in various intercessory prayer groups in and around the campus community. Special calls to prayer are made throughout the year. Often, entire chapel services are devoted to corporate prayer.

Spiritual Life Seminars and Workshops

Various seminars and workshops are offered addressing topics related to spiritual life such as Marriage Enrichment, Interpersonal Communication, Prayer and Fasting, and Worship. Students and spouses are encouraged to participate in these programs.

STUDENT RESPONSIBILITIES AND PRIVILEGES

Introduction

Attendance at the university and participation in institutional activities is viewed as a privilege rather than a right. Along with this privilege comes a variety of responsibilities. It is assumed that all students are mature individuals needing limited guidance and direction regarding personal and behavioral activities. Biblical standards for personal conduct are assumed to be understood by university participants. By agreeing to follow the Standard of Personal Conduct, a student certifies that he or she will submit himself or herself to the standards of the Regent University community throughout the time of enrollment as a student. Regent University members maintain a life of discipline, which promotes the well being of both themselves and other members of the institution.

Equal Opportunity Policy

Regent University admits students without discrimination as to disability, veteran status, age, gender, race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the university. We do not discriminate on the basis of disability, veteran status, age, gender race, color, national or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other university administered programs.

Freedom of Expression

Regent University holds the right of expression as necessary as the right of inquiry and that both must be preserved as essential to the pursuit and dissemination of knowledge and truth. Consequently, university members, individually and collectively, may express their views through the normal student, faculty and administrative channels of communication.

Students, particularly those producing theses, dissertations, portfolios and other creative works may pursue truth within their disciplines by research, discussion and other forms of inquiry. Exercising academic freedom requires a responsibility to truth and scholarly integrity as well as complete honesty and loyalty to the Mission Statement, the Standard of Personal Conduct and the Student Honor Code.

The Honor Code

Under this code, it is assumed and expected that a student conducts himself or herself in accordance with the Honor Code and lives his or her life accountable to God, first of all, and then to fellow students. In this way, an atmosphere of trust and respect is created that glorifies God and assures openness in the community.

Academic Integrity

The Regent University community of teachers and scholars affirms that the biblical principles of truth and honesty are absolutely essential. Indeed, the Bible contains numerous admonitions against false witness, dishonesty and cheating. Upholding the standard of academic integrity with its reliance on honesty is a responsibility of both faculty and students. Conduct that violates academic integrity includes, but is not limited to:

1. Dishonesty. This is lack of integrity exhibited through lying, cheating, defrauding or deceiving. Examples of dishonesty include: copying from the examination paper of another, allowing one's own examination paper to be copied, reading without the instructor's consent a copy of the examination prior to the date it is given, giving or receiving unpermitted aid on a take-home examination, class assignment, project and other papers; use of unauthorized aids; submitting the same work product in more than one course without the express permission of the instructor(s); or disclosing or accepting information if one takes a test at a different time than other students in the same course.
2. Plagiarism. This is stealing or using the ideas, writings or images of another as one's own. It involves failure to acknowledge material copied from others or failure to acknowledge one's indebtedness to another for the gist of important thoughts in a formal statement, written or oral.
Charges of violating academic integrity shall be handled according to established student discipline procedures published in the Catalog and the Student Handbook. (Academic Council, Approved January 1994)

Standard of Personal Conduct

Regent University encourages a close and edifying relationship between faculty and students, one that will deepen the spiritual growth of each and stimulate a vigorous intellectual life in the Regent Community. In order to accomplish these aims, it is imperative that Regent University faculty, staff and students conduct themselves in a Christ-like and professional manner and maintain an exemplary and involved lifestyle, including regular church attendance, participation in activities of the Regent community and its founding organization.

As indicated below, Regent University requires that members of the Regent community-faculty, staff and students-refrain from the illegal use of drugs and the abuse of addictive substances controlled by law.

As indicated below, Regent also forbids the use of alcohol and tobacco on campus and prohibits the abuse of these substances. The Apostle Paul exhorts the body of Christ that, if they truly loved their fellow man, they would set aside their personal freedom by refraining from behavior that might be a stumbling block to their weaker brother. Regent University encourages members of the Regent community to exercise their personal responsibility and, guided by Paul's admonition, appropriately set aside their personal freedom and refrain from the use of alcohol and tobacco.

In order to help interpret the Honor Code policy, the following guidelines are provided.

1. The use, possession, manufacture, distribution or sale of illegal drugs, controlled substances or drug paraphernalia is prohibited. The use, possession, distribution or sale of alcohol or tobacco on university premises, including university housing, at any official function, any event supported by Regent University funds or any event identified with or directly linked to the university is prohibited.
2. Any use of alcohol that results in a criminal violation, i.e., drunken driving, public nuisance, disorderly conduct, etc., is considered a substance abuse violation and will be dealt with through the disciplinary process.

3. Any incident that occurs as a result of the use of alcohol that, in the judgment of the university administration, reflects negatively on the image of the university, will be considered a violation of the Standard of Personal Conduct and will be dealt with accordingly.
4. Theft or misuse of property. No student shall steal, damage, take without authorization, or attempt to steal, damage, take or use without authorization property of another, nor shall he/she remove or attempt to remove property of another from the place or divert it from the use and/or place to which it was assigned. No student shall recklessly or knowingly help or assist another in stealing, damaging, taking without authorization, or attempting to steal, damage, or take without authorization property of another. Possession of another's property knowingly and without permission is a violation of this regulation.
5. Threats or violence to the health and safety of others. Engaging in any act, such as fighting, physical assault, unlawful detention, interference with the freedom of movement of another person, verbal abuse, threats, stalking, intimidation, harassment, coercion or any other conduct which endangers or has the reasonable potential to endanger the health or safety of the student, other members of the university community including oneself or visitors is prohibited.

6. Abuse, harassment or intimidation. Harassing or threatening another person, including racial or sexual harassment or threats is prohibited. Harassment includes, but is not limited to, striking, laying hands upon, threatening with violence, or offering to do bodily harm to another person, or other treatment of a demeaning, abusive, taunting, or alarming nature. It also includes obscene, abusive, or repetitive telephone calls, telephone messages, electronic mail, instant messages using electronic mail programs, or other obscene, abusive, or repetitive communications.
7. Sexual misconduct. Disorderly conduct or lewd, indecent or obscene conduct or expression, involvement with pornography, premarital sex, adultery, homosexual conduct or any other conduct, which violates Biblical standards, is prohibited.
8. Violation of housing rules or regulations is prohibited.
9. Profanity. Profane or obscene expressions including, but not limited to, speech, which violates accepted standards of decency and Biblical conduct is prohibited (except when used in an appropriate academic context).
10. Lying. Making a false statement, which the maker knows to be false, or which is made with reckless disregard for the truth of the matter asserted is prohibited. Lying also includes any deliberate attempt to mislead or intentionally misrepresent class attendance or falsifying attendance reports.
11. Misuse of computer privileges or facilities. Unauthorized access to, or use of, the university computer files, equipment (hardware or software) or facilities, including attempts to gain unauthorized use or access is prohibited. Unauthorized use is defined as: a) unauthorized entry into a file to use, read, or change the contents, or for any purpose; b) unauthorized transfer of a file; c) use of computing equipment or facilities to interfere with the work of another student, faculty member or university official; d) use of computing equipment or facilities to send obscene, abusive, intimidating, hostile or offensive messages; e) use of computing equipment or facilities to interfere with the normal operation of the university computing system; f) use of the computing equipment or facilities to view pornographic or other obscene websites; g) private and/or personal use of computing equipment or facilities for economic gain unrelated to university activities; or h) use of the computing equipment or facilities to accomplish any other prohibited activities under the Honor Code such as threats to the health and safety of others, abuse or intimidation, sexual misconduct, profanity or lying.
12. Any conduct deemed unlawful. Violations of any local, city, state or federal law, regardless of whether such conduct takes place on or off the campus, and regardless of whether there has been any trial and/or conviction for such conduct in a court of law, may also constitute a violation of the Honor Code. Conduct leading to arrest, indictment or conviction for violation of local, state, or federal law may result in disciplinary action by the university.

13. Miscellaneous. The foregoing infractions are not intended to constitute an all-inclusive list of offenses for which a student may be disciplined under the Standards of Personal Conduct. It is the intent, rather, to provide some examples of the types of behavior, which are punishable hereunder. Any misbehavior deemed by the university to violate the spirit of this Honor Code shall be dealt with as though it were expressly prohibited herein.

Student Discipline Procedure

Enrolled students are expected to conduct themselves in a manner consistent with the Honor Code. As such, students should be concerned for the conduct of their peers in accordance with Luke 17:3:

“If your brother sins, rebuke him, and if he repents, forgive him.”

In like manner, if a student discovers a potential violation of the Honor Code, he or she should consider Matthew 18: 15-17:

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church treat him as you would a pagan or a tax collector.”

If a student is fearful for his/her safety or otherwise uncomfortable approaching the offending student, they should not approach the student but rather report the suspected violation to the dean of the school in which the student is enrolled.

Violations of the Honor Code should be referred to the dean of the school in which the student is enrolled. Violations that relate to academics will be handled by the dean of the school in which the student is enrolled. Violations that relate to non-academic matters will be handled by the dean of the school in concert with the director of student life in university student services. The following procedural guidelines are to be followed for all such student violations:

1. The dean or the dean’s designee meets with the student to discuss the suspected violation and come to an agreement or decision. The dean or dean’s designee may, if appropriate, include the advisor and/or a committee of faculty and a Council of Graduate Schools (COGS) representative to make recommendations to the dean or dean’s designee. The dean or dean’s designee may propose mediation prior to a decision. Mediation is conducted in accordance with the university’s Mediation Agreement (see Appendix).

2. The dean or dean's designee advises the student, either orally or in writing, regarding the decision, which would be one of the following:
 - a. **Resolution** - The issue is dropped or resolved with no further action taken.
 - b. **Warning** - A written warning, specifying the unacceptable behavior and indicating what is expected, is placed in the student's permanent file as maintained in the dean's office. If an agreement is reached, the student will be asked to agree in writing to live within the framework of the agreement.
 - c. **Suspension** - The student may be suspended from the institution for a specified period of time. Suspension may begin at any time. The suspension will be noted in the student's permanent file as maintained in the dean's office. The student will be allowed to return if the dean so recommends and the vice president for academic affairs or the vice president for student services approves.
 - d. **Dismissal** - In severe situations, the student may be immediately dismissed from the university. The student forfeits all university privileges. Refunds are made in accordance with the refund policy and a grade of W is recorded on the transcript for classes in which the student is enrolled. The student may reapply for readmission after one full academic year from the date of dismissal and may be readmitted if the dean so recommends and the vice president for academic affairs approves.
3. If the student feels that the agreement or decision made by the dean or dean's designee is not just, he or she may submit a written appeal within 48 hours to the vice president for academic affairs (academic matters) or the vice president for student services (non-academic matters). If the student appeals a dismissal decision, he or she may be permitted to remain in school until the appeal has been heard, if the vice president for academic affairs or vice president of student services approves.
4. The vice president for academic affairs or vice president for student services will appoint, within two weeks, a subcommittee of the President's Cabinet to hear the appeal. The student will be notified in writing upon appointment of the subcommittee. After appointment, the subcommittee has 30 days to conduct a hearing. Continuances will be granted only under compelling circumstances at the approval of the vice president for academic affairs or vice president for student services. The subcommittee may only recommend overturning the disciplinary decision if they determine that the decision was arbitrary and capricious. The subcommittee will forward their recommendation to the president within two weeks of the hearing. The student will then be notified in writing of the final disposition of the appeal.
5. The dean of the school must report all dispositions of student discipline to the vice president for academic affairs for academic matters and the vice president for student services for non-academic matters immediately. (Academic Council, Revision Approved October 2002)

Procedure for Grade Appeals

1. When a student wants to appeal a course grade, he or she must schedule a meeting with the instructor of the course within 90 days (60 days for the Law School) from the end of the semester for which the grade was assigned.
2. The instructor will explain the reason for the grade and, if warranted, raise the grade, lower the grade or leave the grade unchanged.
3. If the instructor is unavailable during the 90-day period (e.g., summer), the student must notify the dean of the school in writing of his or her desire to appeal the grade to the instructor. If no appeal is filed within the 90-day period, the grade will be considered final.
4. If the student believes he or she has not received a satisfactory resolution from the instructor, the student may appeal to the dean of the school for resolution. The appeal to the dean must occur within 30 days from the instructor's decision; or within 60 days from the submission of the matter to the instructor, if no decision is issued by the instructor. The student should submit a written appeal to the dean that includes:
 - a. Student's full name
 - b. Regent University student identification number
 - c. Semester and year enrolled
 - d. Course number and name
 - e. Name of instructor
 - f. Grade received
 - g. Reason for appeal
 - h. Supporting documents
5. The dean responds in writing within 30 days of the date of the meeting or appeal.
6. If the student believes he or she has not received a satisfactory resolution of the appeal from the dean, he or she has 30 days from the dean's decision to submit a written appeal to the vice president for academic affairs. The appeal should include the same information submitted in the appeal to the dean.
7. The vice president for academic affairs reviews the appeal.
8. If the vice president for academic affairs determines that there is insufficient justification to warrant review by the Academic Council, the appeal will be rejected and this action will be considered final. If the vice president for academic affairs determines that the appeal warrants further review, the matter will be referred to a subcommittee of Academic Council for a final decision. A grade will not be changed unless it is determined to have been arbitrary and capricious. No further appeals will be entertained by the university regarding the matter.
9. The vice president for academic affairs will inform the instructor, dean and student in writing of his or the Academic Council's decision within 30 days of the date the appeal was submitted.

Procedure for Student Grievances and Other Appeals

A grievance is defined as a complaint or concern of a student regarding a faculty or staff member at the university that the student believes adversely affects his or her academic career or personal well-being. (This procedure should be used in all appeals other than grade appeals or appeals from disciplinary decisions.)

1. The student should discuss the circumstance with the individual(s) involved to seek a resolution. This should first be done in the context of Matthew 18:15-17.
2. If a student is fearful for his/her safety or otherwise uncomfortable approaching the individual, they should not approach him, but rather proceed to #3.
3. If there is no resolution of the issue, the student may submit a letter regarding the matter to the dean of the school in which the individual is employed. The letter must be submitted within 30 days of the date of the actual or supposed circumstance and must include the following information:
 - a. Student's full name
 - b. Regent University student identification number
 - c. The school the student is enrolled in
 - d. Explanation of the grievance and supporting documents
4. Upon receiving the student's letter, the dean or director of student life may suggest mediation as an alternative to the grievance process. If mediation is agreed upon, the dean or director of student life will schedule mediation to work out an agreement based on the university's Mediation Agreement (see Appendix).

If mediation is not chosen or it was not successful, the dean or director of student life must respond in writing to the student within two weeks of receiving the student's letter stating his or her decision and the reason for such decision.

6. If the student is not satisfied with the dean's or director's decision, the student may submit a written appeal of the dean's or director's decision to the vice president for academic affairs (if it is an academic matter) or to the vice president for student services (if it is a nonacademic matter) within 48 hours of receiving the dean's or director's decision. The appeal must include the materials described above and the dean's or director's response.
7. The vice president for academic affairs or vice president for student services will review the appeal within two weeks. The original decision may be overturned only if the dean's or director's decision is determined to be arbitrary and capricious. If the vice president for academic affairs or vice president for student services does not believe the appeal is sufficient to warrant review, the appeal will be rejected. This decision will be final. If the vice president for academic affairs or vice president for student services determines that the appeal warrants review, it will be referred to a subcommittee of the Academic Council or the President's Cabinet for a final decision.

8. The subcommittee will meet within 30 days of the referral. Their decision will be communicated to the student in writing and the subcommittee decision will be final. (Academic Council, Approved January 2003)

UNIVERSITY POLICIES AND PROCEDURES

ACADEMIC POLICIES

Academic Probation and Dismissal

It is expected that students will maintain a 3.00* cumulative grade point average for courses taken at Regent University. However, individual programs may have more stringent requirements. (e.g., Ph.D. in Psychology does not grant a grade lower than a B [3.0] for completed work or courses. A student's academic status will be determined at the end of each semester by the Registrar's Office.

Academic Probation

When a student's cumulative grade point average falls below 3.00*, the student shall be placed on academic probation for the next term of enrollment of substandard GPA. Students on academic probation should consult with their advisors to improve their academic performance. Academic probation status is recorded in the student's academic record. When a student is placed on probation the dean shall notify the student in writing of any specific instructions for improving academic performance. A student will be removed from academic probation when the cumulative grade point average is 3.00* or above.

Academic Dismissal

A student on probation whose cumulative grade point average is below 3.00* at the end of the probationary term shall be subject to dismissal. (In other words, the student has one term to bring the low GPA back to the acceptable 3.00*). In the School of Law, the dismissal action is taken at the end of the spring semester. The dean will notify the student, in writing, of the dismissal.

Academic Dismissal -- Petition for Reinstatement

Students who have been dismissed may petition for reinstatement through the school, after one academic year, unless other criteria for possible reinstatement were contained in the dismissal letter. All petitions for reinstatement will be considered on an individual basis. Reinstatement will be granted only on a petition demonstrating that there is a strong likelihood that the student possesses motivation and capacity to successfully complete the academic requirements. The dean shall notify the student in writing of the school's decision regarding reinstatement. Students who are reinstated shall be required to comply with any conditions set forth in the letter of reinstatement.

The school sends a copy of the reinstatement form and all letters regarding academic status to the Registrar's Office to be placed in the student's university file.

Advising

Students shall be assigned an advisor to help them plan a degree program and to give career and personal guidance during their graduate program. It is the students' responsibility to meet the requirements of the degree as established by the faculty, administration, and Board of Trustees and as defined in the student's approved degree program.

*2.00 for Master of Divinity and Juris Doctor degrees.

Advisors shall be available to assist students during the registration process and throughout the year. Advising students shall be regarded as a central and integral part of the instructional responsibility of faculty members. To the degree possible, advisors shall be matched with the areas of the student's specific interests.

Advising Procedures

1. At the time of formal admission, the school or center shall inform new students in writing of the name of their assigned advisor and shall enter the advisor assignment in each student's record.
2. At the beginning of each academic term, the school or center shall provide each professor a list of all advisees who are enrolled for that term.
3. Students shall be responsible for taking the initiative to obtain advisement.
4. Faculty, students or deans may request a change of advisors through the dean's office. The dean shall approve all advisor changes.
5. Advisors shall approve the schedule and course load of all advisees for each academic term and shall meet with advisees each term as appropriate.
6. Students shall obtain their advisor's written approval on the Drop/Add Request form to drop or add a course during the authorized drop/add period. Courses may be dropped after the authorized date only for unusual reasons and with the dean's approval.
7. Students wishing to enroll in a class offered by a school other than the school in which they were admitted shall obtain approvals from the following:
 - a. Advisor.
 - b. Dean of the school or center in which they are enrolled.
 - c. Instructor of the course.
 - d. Dean of the school in which the course is taught.
8. Students shall obtain the approval of their advisor and dean on the Individual Study form for the following academic experiences:
 - a. Practicum.
 - b. Independent Study.
 - c. Internship.
 - d. Professional portfolio/project.
 - e. Thesis.
 - f. Tutorial.
9. Students may request a printout of their approved degree program from their school. Changes to students' approved degree programs shall require approval on an academic petition form, which is available in the dean's office.
10. Students voluntarily withdrawing from the university during a term shall complete a Withdrawal form and obtain approvals from the appropriate advisor and dean.

Joint Degree Advising Procedures

1. As a general principle, students should seek admission to a joint degrees program before the completion of one-third of any single degree program. This should coincide with the completion of the student's approved degree program.
2. Upon admission to two schools or colleges, the student will be assigned two advisors, one from each school or center.
3. The student must obtain approval of the joint degree program from both advisors in the registration process each term. Ordinarily, this will require a joint meeting with both advisors and the student.
4. The culminating experience will be supervised and evaluated by a committee with members from both schools and colleges.
5. In consultation with both advisors, the student is responsible for planning and executing the joint degrees, taking into account sequencing of core courses, major courses, and electives in both schools.
6. The student is responsible for fulfilling the specific requirements of individual schools and centers, such as prerequisites and residency.

Class Attendance

Class attendance is essential for satisfactory academic achievement. Students are responsible for knowing and meeting all course requirements including tests, assignments and class participation. Regular attendance at classes and laboratories is expected and for Law School is mandatory. It is left to the individual faculty member to evaluate each student's record of attendance in arriving at a final grade.

Commencement

Regent University holds an annual commencement at the end of the spring term. Students must obtain approval to participate. Students approved to graduate in the spring, summer or fall terms are strongly encouraged to participate in commencement for the conferring of the degree. Students who are unable to attend should notify the Registrar's Office in writing at least one month prior to commencement.

All students must have completed all requirements toward graduation prior to participating in commencement. However, due to the uniqueness of some programs and the fact that there is only one commencement yearly, Regent provides the opportunity for students who have not completed all requirements to participate in commencement, if they meet the following criteria:

1. The student has no more than two courses remaining for graduation and these courses must be completed in the summer. The coursework may include an internship or practicum experience, which can also be completed during the summer.
2. Theses, dissertations and portfolios must have been successfully defended or approved before the spring cut-off date and all that remain are final edits.

Students requesting permission to participate in the commencement ceremony who have not completed all graduation requirements but who are eligible to walk under the above criteria must:

1. Receive certification from the dean of the school from which they are graduating that they are eligible to participate in commencement. The school must send certification to the Registrar's Office by March 1.
2. Receive final written approval from the Registrar's Office that they are eligible to participate in commencement.
3. Register and pay for coursework during summer registration.
4. Understand that participating in commencement exercises prior to completing all graduation requirements is a privilege and does not guarantee the student's right to graduate unless all requirements have been met.

Disabilities Anti-discrimination and Accommodation Policy

The policy and intent of Regent University is to fully and completely comply with the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973, to the extent that they apply to the university. Regent University will not discriminate against qualified student, faculty or staff members with a disability in any academic or employment activity, including examinations, student oriented services, recruitment, hiring, promotion, training, lay-off, pay, firing, job assignments, leave, benefits, or any other employment related activity. Regent University will provide reasonable accommodation to the known physical and mental limitations of a qualified individual with a disability, unless to do so would impose an undue hardship on the operation of the university (42 USC 12102 *et seq.*). It is also the policy and intent of Regent University to comply with the Virginians with Disabilities Act (VA Code Sec. 51.5.5-41).

The above-stated regulations prohibit discrimination against a qualified student, faculty or staff person with a disability. These regulations also require the university to make reasonable accommodations to allow disabled members of the Regent community to continue their academic pursuits or performing their jobs, unless making such accommodations presents an undue hardship to the university.

Definitions

A "disability" is defined as a physical or mental impairment that substantially limits one or more major life activity. The definition of disability also includes having a record of such impairment or being regarded as having such an impairment.

A "physical or mental impairment" is any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting any of several body systems, including neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, endocrine, and any mental or psychological disorder. It does not include nonchronic impairments of short duration with little or no long-term impact, such as broken limbs, sprained joints, concussions, appendicitis, and influenza. Physical characteristics such as left-handedness and personality traits such as being irresponsible or having poor judgment are not covered impairments.

A "major life activity" is a function such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, sitting, standing, lifting, reaching, and working. Exercising cognitive functions is also a major life activity. Multiple

impairments that combine to substantially limit a major life activity may also be considered a form of disability.

A “qualified individual with a disability” is a person with a disability who is able to perform the essential functions of his or her job and/or academic activities, with or without reasonable accommodation.

A “reasonable accommodation” is any change or adjustment to a job or academic environment that permits a qualified student, faculty or staff with a disability to participate in the academic process and job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. Accommodations must be considered and made on a case-by-case basis. Some examples of accommodations that may be considered are job restructuring, reassignment, flexible leave, light duty, acquisition or modification of equipment and devices, and adjusting or modifying examinations, training materials, and policies.

An “undue hardship” is determined on the basis of the size of the university, the nature and composition of the workforce, the nature and cost of the accommodation, whether the individual with the disability will pose a health and/or safety threat, and the possibility that other prospective student, faculty or staff members will be able to use the same accommodation. An accommodation would generally be determined to represent an undue hardship if it would be unduly costly, extensive, substantial, or disruptive, or would fundamentally alter the nature or operation of the university.

Service Animals

A Regent University student, faculty or staff member whose disability requires the use of a service animal must inform the Regent University Human Resources Department and/or the Office of Student Services of that need, and describe the tasks the animal has been trained to perform. The student, faculty or staff member may be asked to provide relevant documentation relative to the need for a service animal. Service animals are animals that are individually trained to perform tasks for people with disabilities, such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks related to the person’s disability. Service animals are working animals, not pets. Pets are not allowed on university premises. Service animals will be allowed on university premises, (including food service areas where state and/or local health codes prohibit animals other than service animals) except when: (1) the animal is out of control and the animal owner does not take effective action to control it, e.g. a dog that barks repeatedly; or (2) the animal poses a direct threat to the health and safety of others. Allergies and fear of animals are generally not valid reasons for denying an employee the right to have a service animal on university premises. Regent University will not provide care or food for a service animal or provide a special location for the animal to relieve itself. Service animals should be leashed while on university property.

Requesting a Reasonable Accommodation

When a qualified student, faculty or staff member with a disability decides to request accommodation, the individual (or his or her representative) must notify the individual’s supervisor or Human Resources that he or she needs an adjustment or change at work for a reason related to a medical condition. Students requesting accommodation must notify the Office of Student Services. The individual may use “plain English” and need not

mention the ADA or use the phrase “reasonable accommodation.” A request for an accommodation does not necessarily mean that the university will provide the accommodation. Instead, a request for a reasonable accommodation is the first step in an informal, interactive process between the individual and the university, to determine whether the individual’s condition meets the definition of “disability” and whether the individual is otherwise “qualified.” The university may request reasonable documentation of the individual’s functional limitations to support the request. While the individual does not have to be able to specify the precise accommodation needed, he or she does need to describe the problems posed by the claimed barrier. Suggestions from the individual will be helpful in determining the type of reasonable accommodation to provide. The university will give the applicant or employee with a disability the opportunity to provide the accommodation, or to pay for the accommodation or any portion of the accommodation that might constitute an undue hardship on the university. If a particular accommodation would be an undue hardship, the university will attempt to identify another accommodation that would not pose such a hardship. If cost is the cause of the undue hardship, the university will consider whether funding for the accommodation is available from an outside source such as a vocational rehabilitation agency, and/or if the cost of providing the accommodation can be offset by state or federal tax credits or deductions.

The university will make every possible effort to provide a reasonable accommodation in compliance with the Americans with Disabilities Act; however, the university reserves the right to choose among reasonable accommodations as long as the chosen accommodation is effective. If a student, faculty, or staff member refuses a reasonable accommodation, the university will be deemed to have complied with its obligation under the ADA.

If a student, faculty or staff member or an applicant believes that the university has not adequately responded to a request for reasonable accommodation, the matter may be addressed to the Chief Financial Officer, the Vice President for Academic Affairs and/or the Vice President for Student Services. If the student, faculty or staff member or applicant is not satisfied with the decision of the Chief Financial Officer, and/or the Vice President for Academic Affairs and/or the Vice President for Student Services, the matter may be directed to the President of the university for final decision.

Financial Holds on Academic Records

The Business Office will place a financial hold on the academic records of present and former students who have an outstanding account with the university. Financial hold status means that such individuals will not be allowed to register for classes nor will any academic documentation or information (i.e., grades, transcripts, diplomas, etc.) be released to them until the necessary payment is received by the Business Office.

Once the account is settled, the Business Office will notify the Registrar's Office that the financial hold has been removed. The Registrar's Office will then release any requested academic documentation or information to the individual.

Grading Systems

The following grading system shall be used for all degree programs:

<u>Grade</u>	<u>Quality Point</u>	<u>Meaning of Grade</u>
A+	4.00	Superior
A	4.00	
A-	3.67	
B+	3.33	Good
B	3.00	
B-	2.67	
C+	2.33	Satisfactory
C	2.00	
C-	1.67	
D+	1.33	Poor
D	1.00	
D-	0.67	
F	0.00	Failing

A student must maintain a 3.00 grade point average in the Ph.D., M.B.A., MFA, M.Ed, D.Min, and most MA degree programs to remain in good academic standing. A student must maintain a 2.00 grade point average in the J.D., M.Div., and certain MA programs in the School of Divinity to remain in good academic standing.

Explanation of Symbols

Additional symbols that may be used on any grade report are defined below:

W	Withdrew
P	Pass (Used for pass/fail courses only)
NP	No Pass (Used for pass/fail courses only)
I	Incomplete
IP	In Progress
AU	Audit (No Credit --Used for audit courses only)
WF	Withdrew Failing
FX	Failure to make up an Incomplete

All grades are determined by the instructor. The basis for evaluation and grade calculation shall be published in the course syllabus available at the first formal class meeting. Formative grade assessment may utilize systems different than the required system for final grading, as long as the system allows for equitable conversion.

The grade point average (GPA) is obtained by dividing the total number of quality points earned by the total number of hours attempted exclusive of P/NP, Audit, and courses in which an incomplete or in progress is assigned. Grades of F, W, WF, or Audit may not be used to meet minimum hour requirements. Professional development courses such as internships and practicums will be graded on a P/NP basis.

Withdrawal from Course Grades

A grade of W or WF shall be given to a student who withdraws from a course after the authorized add/drop period up to the end of the semester registered. The designation WF shall be counted as an F in the computation of the GPA; the designation of W shall not be counted in the computation of the GPA. Any student who seeks to complete a course to which a W grade has been posted must register in a subsequent term and pay the full current tuition for the course.

Incomplete Grades

An incomplete grade will be given in a regular course only for legitimate deficiencies due to illness, emergencies or extraordinary reasons acceptable to the professor, including equipment breakdown or shortages, and not because of neglect on the student's part. A regular grade will be given by the instructor if all requirements for the course are submitted by the end of the following academic term. The instructor will submit the new grade to the Registrar's Office no later than two weeks after the beginning of the subsequent term. If all work is not submitted by the end of the term following the granting of the incomplete, a grade of FX (NP for pass/fail courses) will be posted automatically unless a Request for Extension of Incomplete has been approved by the appropriate dean's office and submitted to the Registrar's Office. The FX shall be counted as an F in the computation of the GPA. Any student desiring reinstatement to the course after an FX or NP has been posted must register for the course in a subsequent term and pay the full current tuition for the course.

In Progress Grades

In-Progress (IP) grades shall be given when work is not completed by the end of the term for the following academic work: independent studies, internships, practicums, portfolios, theses and dissertations. An IP is also an appropriate grade for courses in which the completion of course requirements for all students extends beyond the academic semester in which the course is offered. An IP may be continued for a maximum of two terms when the student requests an extension and the approved form is submitted by the appropriate dean's office to the Registrar's Office prior to the end of the first term. If the requirements for removal of the IP grade are not completed by the end of these two terms, a grade of FX (NP for pass/fail courses) will be posted automatically. Exceptions may be made for dissertations, which may continue without penalty. Any student desiring reinstatement to the course after an FX or NP has been posted must register for the course in a subsequent term and pay the full current tuition for the course.

Grade Change Appeals – See Honor Code section

Repeating a Course

All Graduate Courses Other Than Law

A student who receives a grade of F in a required course must repeat the course in order to graduate. A student may elect to repeat any other course in order to obtain a higher grade. When a course is repeated, the last grade points and credit hours earned replace the previous grade points and credit hours in computing the grade point average.

However, all grade entries on the transcript remain a part of the student's permanent academic record. If the course being repeated is offered under a different course number than when the student first took the course, the student must indicate that it is a repeat course at the time of registration.

Law School Courses

A student who receives a grade of F in a required course must repeat the course in order to graduate. A student who receives a D- grade in a nonsequential required course must repeat the course prior to graduation. A student who receives a D- grade in a required course or courses in a sequence of courses (i.e., Contracts I, II and III) must repeat the course(s) except upon the granting of a petition showing good cause that the course or courses need not be repeated. A student may elect to repeat a course in which any other grade is received.

When a student repeats a course, the grade received on the repeat course will be averaged with the original grade received according to the following procedure:

1. The total grade points for all earned letter grades in the repeated courses will be divided by the total credit hours taken in calculating the average grade points to be assigned per credit hour. The average grade points per credit hour shall not exceed 2.00 (C grade).
2. The average grade points (not to exceed 2.00) will be assigned only to the final repeat credit hours. The credit hours and grade points earned for each prior taking of a course shall be deleted from the transcript. However, all grade entries on the transcript remain a permanent part of the student's academic record.

Only the credit hours successfully completed for the repeat course may be used in calculating cumulative credit hours earned toward satisfying degree requirements. If the course being repeated is offered under a different course number than when the student first took the course, the student must indicate that it is a repeat course at the time of registration.

Student Records Confidentiality

Access to Student Educational Records by the Student

Students wishing to review their educational records must make a written request to the Registrar's Office listing the item(s) of interest. Educational records include those files and their contents, which are maintained by official units of the university. Educational records do not include:

- Records of instructional, administrative and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute authorized by the maker.
- Records of a law enforcement unit.
- Student health and counseling records.
- Employment records or alumni records.

Students May Not Inspect and Review the Following:

- Financial records of parents or guardians.
- Confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review.
- Education records containing information about more than one student, in which case the institution will permit access only to that part of the record, which pertains to the inquiring student.

Students may have copies of their records with the following exceptions: academic records, for which a financial hold exists, or transcripts of an original or source document, which exists elsewhere. Students will be charged for these copies.

Students who believe that their educational records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their concerns with the registrar. If the registrar agrees with the students' requests, the appropriate records will be amended. If the administrator does not agree, the students will be notified within 30 days that the records will not be amended and of their right to a hearing.

Student requests for a hearing must be made to the vice president for academic affairs in writing, specifically stating the nature of their disagreement with their educational records. The vice president for academic affairs will appoint a Hearing Committee and schedule a hearing. The Committee will include: a representative from Student Services, a representative from the Registrar's Office and the student's advisor or another faculty member from the school in which the student is enrolled. The vice president for academic affairs will inform the student of the time, date, and place of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of their choice, including attorneys, at the students' expense.

Decisions of the Hearing Committee will be final, based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. If the decision is in favor of the students, the educational records will be corrected or amended.

If the decision is unsatisfactory to the students, the students may submit a statement commenting on the information in their records, or statements setting forth any reasons for disagreeing with the decision of the Hearing Committee. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed.

Access to Student Educational Records by Others

1. Directory Information

By the end of the fall add/drop period, the Registrar's Office will send to students a notice of the students' right not to have student directory information released. Students may, at any time, request that directory information not be released by writing to the Registrar's Office. Information already published will not be affected by this request. Without such written request, the university may release directory information to outside parties if considered appropriate. Students may request in writing that future releases of directory information not be made.

Directory information includes: name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and participation in officially recognized activities. Only the Registrar's Office should disseminate directory information. All inquiries for such information should be forwarded to the Registrar's Office.

Student Services may distribute in-school directories to students if the school adheres to this policy. If additional information is added, the school must receive signed waivers from students whose names and other information will appear in the directory. Names or lists must not be released to outside parties.

2. Nondirectory Information

The university will maintain the confidentiality of student educational records and such nondirectory information may be released only with the students' written request. However, information may be released to the following:

- Officials of other institutions in which students seek to enroll.
- Persons or organizations providing students financial aid.
- Accrediting agencies carrying out their accreditation function.
- Persons in compliance with a judicial order.
- Persons in an emergency in order to protect the health or safety of students or other persons.
- As otherwise legally required as the university deems appropriate

Health and counseling records may be provided to physicians and licensed psychologists of the students' choosing.

Faculty and staff access to student educational records for administrative reasons is allowed provided that such persons are properly identified and can demonstrate a legitimate educational interest in the material. Students may have access to appropriate information as designated by the dean or department head. If a breach of confidentiality occurs, appropriate formal disciplinary action will be taken up to and including dismissal from employment.

Transfer of Graduate Credit

For all programs, Regent University limits the number of transfer credits to a maximum of 25% of the total credits required for the degree, except for the School of Law programs and programs that have articulation agreements with other colleges and universities. Articulation agreements may authorize transfer credit for up to 49% of the degree to be earned.

To be approved for transfer, credits must have been taken from a regionally accredited institution or one approved by the Regent school in which the student is enrolled. Coursework transferred or accepted toward a graduate degree must represent coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in Regent's own graduate degree programs. Except for divinity programs, credits accepted for transfer cannot have been counted on a previously completed degree program at Regent or any other institution. Courses with grades below B (C for the J.D., M.Div., MA in Practical Theology and MA in Missiology programs) will not be accepted for transfer. When transfer courses are approved, the course title and credit hours, as well as the name of the institution where the credits were earned, are entered on the Regent University transcript. However, the grades are not entered on the transcript and are not used in the calculation of Regent University cumulative grade point average.

1. A student who wants to transfer graduate credits to a Regent University degree program shall initiate an official request for transfer credit through the dean's office or the student's academic advisor.
2. The student must submit an official transcript for each proposed transfer course.
3. Each school may establish other requirements for evaluating the transfer credit such as a copy of the course syllabus or a copy of the course description from the institution's graduate catalog. Each school shall make available to students the specific procedures it requires for evaluating transfer credit requests. The school's decision with regard to transfer requests is final.
4. When the evaluation process is complete and courses are approved for transfer, the dean's office shall forward a copy of the official transcript(s) and Transfer Credit Evaluation form to the Registrar's Office for entry of the transfer courses and credits on the student's academic transcript and degree program audit.
5. Students who transfer from one Regent degree program to another must complete the transfer of credit procedure for all courses taken in the previous degree program that they desire to apply to the new degree program.

University Relations

The Office of the President holds responsibility for official university statements to both print and broadcast media. Students are encouraged to refer questions from the media to the Office of the President. Public comments of personal opinions should not be made as representative of the university, either verbally or in writing, without first consulting with the Office of the President. This includes the use of official university letterhead for the statement of personal views. For more information call 226-4015

World Wide Web Page Publishing

Regent University makes a web server available to support and promote its mission. The web server is designed to provide information to university community members and the

public with clarity and accuracy. It enables individual members to publish their own information on the Internet within the following general guidelines.

Information published by an officially recognized school, program or department is considered official information. Information published by individual faculty, staff or students is considered unofficial information. Publishing information on a personal home page is a privilege granted by the university that may be withdrawn at any time for any reason at the sole discretion of the university.

Official Information

The Creative Marketing department is responsible for creating and maintaining the university's presence on the web. Creative Marketing speaks for the university as a whole by publishing general information about the university. Creative Marketing authors the main university home page, and all other home pages that are outside school, departmental, and personal web areas.

Creative Marketing is responsible for the overall organization, style, and quality of the university's web site. They communicate guidelines for style, quality and consistency for all university web publishers to follow. They will chair the Web Publishing Advisory Committee consisting of unit web publishers, perhaps a COGS representative and others as needed, who will assist them in maintaining practical style guidelines and give input for overall web development.

Unofficial Information

Students, staff and faculty are encouraged to publish information on personal home pages. However, Regent reserves the right to deny students the right to have or maintain a personal home page. Personal home pages are on a server maintained by the university and should not detract from its mission and objectives. Personal home pages should be professional in nature and quality and must conform to Creative Marketing's decorum and consistency standards.

The complete description of this policy may be viewed in the office of Student Services.

SAFTY AND SECURITY

Building Hours

University buildings are accessible during a wide span of time during the school year.

Administration Building	Mon.-Sun.	7 am – 12 am
Classroom Building	Mon.-Sun.	7 am – 12 am
Communications Building	Mon-Sun	7 am – 12 am
Library Building	Mon.-Sat. Sunday	7:30 am – 12 am 5 pm – 12 am
Robertson Hall	Mon.-Sun.	7 am – 12 am
Student Center	Mon-Fri Saturday Sunday	7 am – 12 am 8 am – 10 pm 1 pm – 6 pm

Variations of the above hours typically occur on holiday weekends and during semester breaks. Changes in normal building hours will be posted in advance on university bulletin boards. Please use a "buddy" system in university buildings especially when studying after 5 p.m. Do not study alone and do not leave someone else alone during late night hours. The university reserves the right to restrict access at anytime and to any person.

Emergency Information and Procedures

The Security Department handles all emergencies on university premises. The emergency telephone number is extension 2911. Non-emergency calls should be placed to extension 2075 or 226-2075 if calling from off campus.

Fire Drills

Fire drills are periodically scheduled throughout the year. When fire alarms sound, leave the building immediately. Regent University considers this a very serious matter; students not fully cooperative with quick evacuation procedures will be reported and appropriate action will be taken. Floor plans and exit routes are displayed in office areas and classrooms. Students are responsible for familiarizing themselves with appropriate emergency exits.

Illness or Injury

In the event of serious injury or illness while on campus either during regular hours or after hours, Security should be contacted immediately. The security dispatcher is on duty 24 hours a day at ext. 2075 or 226-2075. The dispatcher is trained to contact the appropriate emergency squad, as well as to send a security officer trained for interim emergency treatment. For minor medical emergencies, first aid kits are available in the main hallways of each university building floor.

Subsequent to any medical emergency, the Administrative Services office should be notified as soon as possible at ext. 4008 or 226-4008. If the emergency involves a student, the vice president of Student Services should also be contacted at ext. 4103 or 226-4103.

Inclement Weather/Class Cancellations

Class cancellations due to inclement weather are announced on numerous local radio and television stations. See HR website <http://www.regent.edu/admin/prsnel/weather.html> for a complete listing. You may also telephone the university emergency hot line at 226-4777 for closing information.

Parking - Handicapped

Handicapped parking spaces are provided on campus. This parking privilege is under the jurisdiction of the State of Virginia, which requires handicapped license plates or handicapped permits on vehicles occupying these spaces. Handicapped plates may be obtained through the Department of Motor Vehicles (DMV) in your state of permanent residence before arrival. To apply for Virginia license plates, obtain appropriate forms through the Department of Motor Vehicles (DMV), State of Virginia. Applications for handicapped plates should be made as soon as possible.

Parking Permits

Parking permits may be obtained during registration or at other times in the Administrative Services Office. The permit is mandatory for all student vehicles parked on campus. Students may park in any paved, lined university parking area, which is not marked as reserved. Automobiles inappropriately parked in spaces that are reserved, parked in No Parking zones, or without proper permits are subject to fines, wheel booting and/or towing.

Parking Fees

Virginia Beach students who enroll for more than three credit hours in the Fall term of the academic year are assessed a \$50 parking fee by the university. The fee provides a parking permit and students use of on-campus parking for the academic year in which the fee is paid.

APPENDIX A

WELCOME TO HAMPTON ROADS NEWCOMER'S GUIDE

As a graduate student at Regent University, you are not only a member of the university community, but also a resident of the Hampton Roads area. This area has two sections, the South Hampton Roads area or Southside, and the Peninsula. The Southside includes five cities: Virginia Beach, Norfolk, Chesapeake, Portsmouth and Suffolk. The Peninsula includes the cities of Hampton and Newport News.

Getting settled in the Hampton Roads area often requires coordination with municipal and service agencies. To assist you in your transition, we have listed essential organizations, which you may need to contact. If you have additional questions or need more information, please contact the Office of Student Services at ext. 4103 or 226-4103.

Again, welcome to Regent University. We're glad you are here!

UTILITIES

Bell Atlantic
Norfolk/Portsmouth 954-6888
Chesapeake, Virginia Beach
You choose your long distance service.

Electric
Virginia Power Company 667-3000
(The deposit fee may be waived pending recommendation from previous utility company.)

Natural Gas
Virginia Natural Gas 466-5550

Virginia Beach Refuse Collection 430-2450

Sanitation District Commission
To initiate service, contact Department of Public Utilities at the numbers listed under Water Department below.

To discuss account bills, contact 460-2491

Water Department:
Chesapeake 382-6352
Norfolk 441-2771
Portsmouth 393-8561
Virginia Beach 427-4631

LICENSE/FEEES/TAXES

Auto Decal

Auto decals may be obtained by contacting the City Treasurer's Office.

Virginia Beach	427-4445
Chesapeake	382-6281
Norfolk	441-2861

For Virginia license plate and auto registration, contact the DMV in the city in which you reside.

Auto Inspection

If you have your vehicle licensed in Virginia, a Virginia inspection sticker must be obtained at an authorized inspection station each year.

Auto Tags

Virginia license plates are required when you become a resident.

To obtain plates, present the following to the Division of Motor Vehicles:

- * Certificate of Title or Proper Bill of Sale and Registration showing ownership and liability.
- * Insurance information (Insurance must be in force or you must pay \$400 into the Uninsured Motorists fund).
- * Payment of sales tax and a "use tax" of 2 percent unless you can provide written proof that a like tax has been paid to another state.

Contact: 229 Mustang Trail, Virginia Beach 461-1919

Driver's License

A Virginia license is required as soon as residency is established and is renewable every 5 years.

Contact:

Department of Motor Vehicles	
229 Mustang Trail, Virginia Beach	461-1919

State Income Tax

Chesapeake Residents	382-6525
Norfolk Residents	441-2277
Portsmouth	367-8031
Virginia Beach Residents	427-4483

Voter Registration

Call the Voter Registration Office for the city in which you live:

Chesapeake	547-6141
Norfolk	664-4353
Portsmouth	393-8644
Virginia Beach	427-8683

In Virginia Beach, you can register to vote at:

Kempsville Public Library
832 Kempsville Road
Virginia Beach, VA 23464 495-1016

Hours: Mon.-Thurs. 10 a.m. to 9 p.m.
Fri.-Sat. 10 a.m. to 5 p.m.

MISCELLANEOUS

Banks

It is advisable to arrange to have a local bank account prior to your move to the Hampton Roads area. Otherwise, be aware that you will only have access to cash if you bring cash or travelers checks or establish an account locally by having funds wire transferred.

There is usually a fee for this service. A partial listing of local banks and their services is available in the Office of Student Services.

Christian Schools

A partial listing of Christian schools in the Hampton Roads area is available in the Office of Student Services. Regent University neither recommends nor endorses these private educational institutions.

Consumer Information

Norfolk Office of Consumer Protection	664-4888
Virginia Beach Office of Consumer Protection	426-5836

Emergency

Dial 911 for all emergency services in Hampton Roads area.

Regent University Security: On campus: ext.2911 or off campus: 226-2075

Employment

CBN Personnel	226-3851
Regent University Student Employment:	226-4021

Virginia Employment Commission Offices

Norfolk	455-3900	Virginia Beach	427-4157
Portsmouth	396-6865	Chesapeake	547-9717

Newspaper

Virginian Pilot, Circulation Department	446-9000
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K12 School Enrollment

Generally to enroll children in schools, you must present the following:

- * Report cards
- * Transfer records
- * Birth certificate
- * Immunization records

APPENDIX B

Regent University/CBN Facilities

Campus Map: www.regent.edu/campuses/vb/campusmapflyer.pdf

1. Studio Headquarters Building

One of the most modern broadcast facilities in the world, Studio Headquarters houses CBN's television outreach and network administrative offices. On October 6, 1979, Christian leaders nationwide gathered to dedicate the building for the purpose of taking the gospel to the entire world.

2. Regent University Classroom Building

This 50,000-square-foot building houses Regent University Theatre Arts, including the 200-seat Regent University Theater; and the Schools of Business, Education and Counseling, and the Offices of Student Services: Counseling, International Student Organization and Council of Graduate of Students.

3. Regent University Administration Building

Officially opened in May 1979, this building houses the College of Communication and the Arts. The second floor contains film editing suites, photography and production labs as well as the offices of nationally recognized student publications. Also in this building are the offices of the President, Administration, Creative Marketing, Personnel, Accounting, Development, Financial Aid and the Academic Services.

4. Regent University Library Building

Dedicated in October 1984, the Regent University Library utilizes innovative computer technology - allowing student's access to over 10,000 libraries and 160 databases nationwide. The combined university and law resources total some 300,000 bound volumes, a million microforms, and 10,000 audiovisuals items. The Law Library is located on the third floor. The library building also houses a beautiful, two-story atrium, a prayer chapel, a special collections area, two computer labs, a bookstore, a media center, and an auditorium.

5. Robertson Hall

Dedicated in the fall of 1994, Robertson Hall is equipped with the latest technology in audio/video equipment and cameras for simultaneous broadcasting. This four-story, 132,000-square-foot building has both tiered and seminar-size classrooms, plus a 380-seat moot court/city council chamber. Included in this building are the classrooms and offices of the School of Law, the Robertson School of Government, the School of Divinity, and the American Center for Law and Justice (ACLJ).

6. Corporate Support Building

This enormous 290,000-square-foot building houses vital support personnel who help meet the demands of CBN's rapidly expanding international ministry as well as a fully operational print shop that services CBN.

7. The Founders Inn and Conference Center

This luxurious Georgian-style resort provides vacation and business travelers an unparalleled level of lodging hospitality. The four-building complex has 233 guest rooms, 19 fireplaces, fitness facilities, formal gardens and meeting rooms. The ballroom, which seats 1,400, has advanced technological capabilities for videotaped sessions and teleconferencing via satellite.

8. Student Center

This two-story, 31,000-square-foot structure houses on its first floor: the [University Bookstore](#), the Council of Graduate Students, other student organization offices, a café/coffee shop, a computer lab, a student lounge and various meeting rooms. The second floor houses the offices of the [Registrar](#), [Central Financial Aid](#), [Student Services](#) and [Central Enrollment Management](#) (Admissions).

9. Communication Building

The Communication & Performing Arts Center houses the [School of Communication & the Arts](#) and the [Information Technology](#) department. The facility is approximately 135,000 sq. ft., with its key elements being a 750-seat theatre, a 150-seat experimental theatre, a cinema-television production studio, a film sound stage, screening theatres, miscellaneous technical studios, teaching labs and theatre support spaces. A backlot area will provide sets for indoor and outdoor filming of various kinds.