

Louisburg College

HURRICANE

PREP DAY

SUMMER 2020



Table of Contents

Introduction	3	Academic Services	21-22
Welcome from the President	4	Degree Audits	23-26
Louisburg College and Covid - 19	5	Student Life/Immunizations	27-28
First Things First	6	What to Bring to College	29
Campus Map	7	Chartwells Dining	30
HPD Event Schedule	8-9	Emerging Leaders	31
Hurricane Advisors	10-13	Campus & Residence Life	32-35
Placement Assessment Info	14	Academic Calendar	36-37
Financial Aid	15-18	Bookstore Info	38
Student Accounts	19-20	What's in the Area	39



There are 36 private and 74 public institutions of higher learning in the state of North Carolina, and over 4,400 institutions of higher learning in the United States.

You chose Louisburg College.

We are honored that you have entrusted your education to us and **believe** that you have made the right choice. We will give every effort to make your educational experience a rich and rewarding one!

So, you've chosen Louisburg College – now what?

Hurricane Prep Day!

The **Hurricane Prep Day** (HPD) program will give you a jump start to your career at Louisburg College. While on campus you will participate in a variety of activities and events designed to acclimate you to campus life, determine the best academic course schedule, and introduce you to many of the faculty, staff, and students with whom you'll be engaged **in** active learning. You will complete a placement assessment, register for classes, and meet with your financial aid counselor.

You'll also attend an orientation program to help you get to know Louisburg College and **the** exciting opportunities that await you. Above all, you'll have an opportunity to meet many of your soon-to-be classmates! Participating in HPD will give you the chance to explore the **value** of a Louisburg College education.

This comprehensive guide will lead you through your HPD program. In the pages that follow you'll find information detailing your time on campus during the HPD program. You'll find a checklist **of** items to bring to campus with **you** so that your HPD visit is as productive as possible. Please be sure to check and double-check this list! Additionally, campus locations for events will be noted with a letter and number that corresponds to the campus map located on page 7. Please don't hesitate to contact the Admissions Office if you have any questions. **Go Hurricanes!!!**

WELCOME



Dear Louisburg College Student,

Welcome to Hurricane Prep Day! We are excited that you have chosen to become part of the Louisburg College family. At Louisburg College, we believe strongly in the value of a two-year, supportive, opportunity-driven education that is committed to helping you achieve a great start to your college career. Our main goal as faculty, staff and administration is your success. HPD is designed to help you get a great start to your Louisburg College experience. We are here for you. Please do not hesitate to call upon us to assist you as you make your transition to college life. I hope that you find your first visit enjoyable and productive!

Go Canes!

A handwritten signature in blue ink, appearing to read 'G. Brown', with a long horizontal flourish extending to the right.

Dr. Gary M. Brown

Louisburg College President



Louisburg College & COVID – 19

Dear Louisburg College Families,

We know this is a difficult time, and we are working hard to make sure our students are supported in every way possible. Louisburg College is committed to making decisions regarding COVID-19 that take into account public health guidance, the law, and our community's safety.

People with COVID-19 have a wide range of symptoms ranging from mild to severe illness. Symptoms may appear 2 – 14 days after exposure to the virus.

If you are experiencing any of the symptoms listed below, notify the college by contacting the Community Director at 919-495-5127. Get tested immediately by contacting the Franklin County Health Department at 919-496-2533. If the Franklin County Health Department is not open contact Urgent Care in Louisburg at 919-496-4976 or Maria Parham Franklin at 919 496-513.

People with these symptoms may have COVID-19.

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

First Things First

BEFORE YOU ARRIVE...

Each section of the HPD booklet contains information about this HPD event. Please review these sections carefully to ensure you are prepared prior to your HPD event date. This will ensure that you are adequately prepared to maximize your HPD experience and also ensure that your check-in process in August is as quick and efficient as possible!

FINANCIAL AID...

During HPD, each student will have a one-on-one appointment with his/her Financial Aid Counselor. You will need to bring a copy of both the student's and parent's 2018 Federal Tax Return Transcript (www.irs.gov/Individuals/Get-Transcript), and the FSA user ID (fsaid.ed.gov/npas/index.html).

Financial Aid appointments are included in the check-in process.

ADMISSIONS...

DON'T FORGET to have your final official high school transcript mailed to us once you have graduated and all grades have been finalized. Final official transcripts must contain all senior grades and graduation date. They must be mailed and cannot be faxed or emailed.

Transfer students need to have their college's Office of the Registrar mail their final official college transcript to Louisburg College once final grades have been released. Mail official transcripts to:

Office of Admissions
Louisburg College
501 N. Main Street
Louisburg, NC 27549

ARRIVING ON CAMPUS...

Check-in will be between 8:30 am - 9:30 am. Please proceed to the front of the JPAC (E-4 on the campus map) to begin the check-in process.

ITEMS TO BRING:

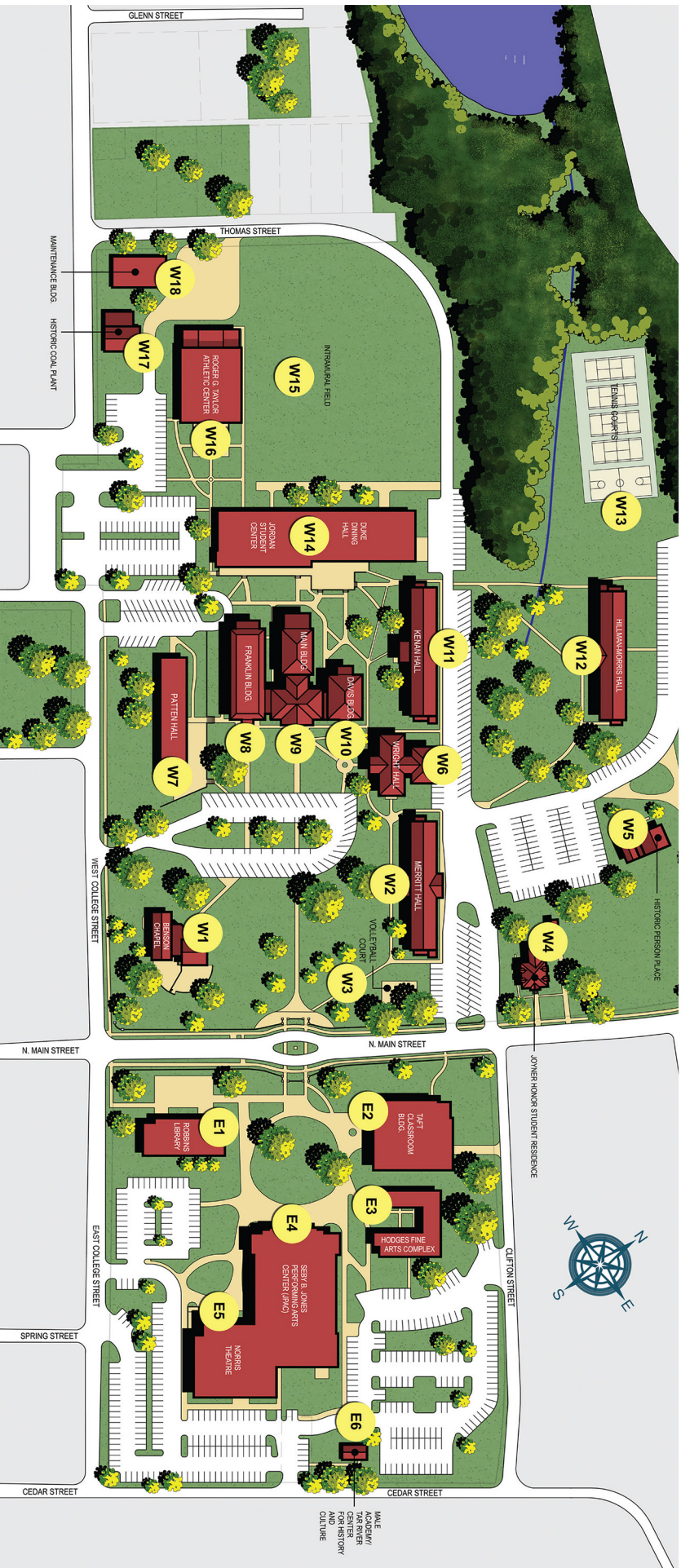
- Both the Student and Parent FSA user ID and password (fsaid.ed.gov/npas/index.htm)
- Both the Student's and Parent's 2018 Tax Return Transcript (www.irs.gov/Individuals/Get-Transcript)
- Bring any required documentation from the Financial Aid Award Package that needs to be returned
- A copy of the Student's health insurance card
- Email an electronic copy or image of your Immunization records showing compliance with NC state law (see page 26 for additional information)

Campus Map

- WEST CAMPUS**
- W1 Benson Chapel
 - W2 Merritt Hall
 - W3 Volleyball Court
 - W4 Joyner Honor Student Residence
 - W5 Historic Person Place
 - W6 Wright Hall
 - W7 Patten Hall
 - W8 Franklin Building

- W9 Main Building
- W10 Davis Building
- W11 Kenan Hall
- W12 Hillman-Morris Hall
- W13 Tennis Courts
- W14 Jordan Student Ctr./Duke Dining Hall
- W15 Intramural Field
- W16 Roger G. Taylor Athletic Center
- W17 Historic Coal Plant
- W18 Maintenance Building

- EAST CAMPUS**
- E1 Robbins Library
 - E2 Taft Classroom Building
 - E3 Hodges Fine Arts Complex
 - E4 Jones Performing Arts Center (J-PAC)
 - E5 Norris Theatre
 - E6 Male Academy/Tar River Center for History and Culture



HURRICANE PREP DAY SCHEDULE

Student and Parent Track

TIME	STUDENT	PARENT	LOCATION
8:30-9:30am	Check-In		outside JPAC (E-4)
9:30-10:00am	Welcome (via Livestream)		Taft (E-2)
10:00-12:00pm	Passport to the Fall* / Parent Orientation Part 1 *students will be with their Hurricane Advisors		Taft (E-2)
12:00-1:00pm	LUNCH		Dining Hall/Patio (W-14)
1:00-3:00pm	Testing and Advising / Parent Orientation Part 2		Taft (E-2)
3:00-4:00pm	Wrap up and Grab Bag		Library (E-1)

*Parents and students are required to attend Financial Aid Appointments. Please make note of your appointment time and excuse yourself from the session you are attending. Please be sure to arrive 10 minutes early for your scheduled appointment.

**Hurricane Advisor breakout session locations include Jordan Student Center (W-14), Davis Bldg (W-10), Chapel (W-1), and Taft (E-2).

Want to know what each HPD session will involve? Read about them here!

Get Involved:

A marriage of leadership development and academic success awaits the student who engages in campus life! Learn about the activities, programs, and opportunities for and benefits of being an engaged student at Louisburg College & here from the Hurricane Advisor staff about their experiences with getting involved.

Mental & Spiritual Health:

Healthy minds and bodies lead to success for your student! Our Associate Dean & Campus Chaplain will share mental, physical, and spiritual health services available to Louisburg College Students.

Home Away From Home:

Meet the Student Life team and learn the basics - from the different residence halls to room changes & managing roommate conflicts. Residents and Commuters learning how to live in a community is a hallmark of the college experience!

Community Standards:

See Something, Say Something. Our Dean of Students will share Louisburg College standards and policies related to student conduct & how family members can support student success at Louisburg.

Bookstore Services:

The Canes Store is your one-stop-shop for textbooks, apparel, school supplies, and more! Students will learn about important services related to their time as a Hurricane at this program.

Safety First:

The Director of Campus Safety will provide an overview of the services provided by our campus safety professionals along with helpful tips to keep students safe both on and off campus.

In the Know:

We'll review pertinent information with parents and share tips to help you navigate the waters of higher education.

Making the Grade:

Academic success is our number one priority! The Vice President for Academic Life and her team will share tips for success and introduce you to the myriad of resources available to assist you on your academic journey.

Financial Literacy:

Financial aid can be confusing. This is your opportunity to learn and ask questions about federal student loans, grants, and other forms of aid for which your student may be eligible. You will also learn what will be expected of you and your student when utilizing financial aid.

Accessibility Services:

Accessibility Services supports students with disabilities, facilitating access to Louisburg College programs and resources. Learn how this office can help you, including the services we provide and the documentation we need from you for accommodations.

COVID-19 - Cleaning, Sanitation & Disinfection

This session will include the various technologies and methods we are using on campus to combat germs and viruses, disinfect spaces, and how they will be utilized to help keep our community healthy.

Meet Your Hurricane Advisors!

Hurricane Advisors (HAs) are returning students who serve during HPD events. They are student leaders who recall the importance of their first experience on campus and wish to help make your first experience a positive one as well!

HAs serve as team leaders for you during the HPD event and each new student will be assigned to a Hurricane Advisor. They are happy to answer any questions and lend a helping hand. The Hurricane Advisors will also work directly with your parents and guests to help them get the most of their HPD experience!

If you are interested in becoming a Hurricane Advisor for the next academic year, please contact the Office of Student Engagement at (919) 497-3127.



Kenzel Pugh

Head Advisor

Hometown: Raleigh, NC

Career Goal: Clinical
Psychologist

Advice: "In College, you have a choice to make. You will pick either Folly or your Future. Choose wisely."



Kyle Scott

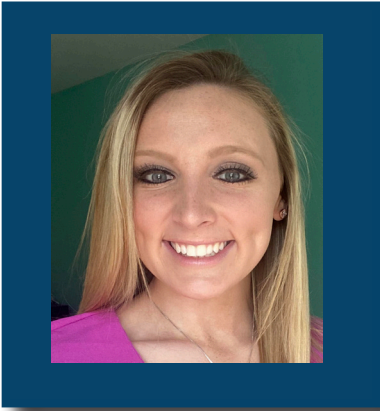
Head Advisor

Hometown: Selma, NC

Career Goal: Environment
Sustainability

Advice: "Make sure to get involved with clubs and organizations on campus. Doing this helped me make friends and grow as a person and leader."

Meet Your Hurricane Advisors!

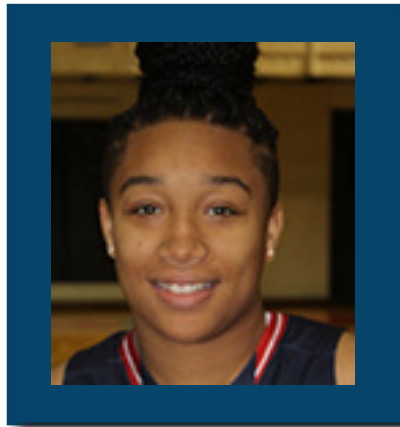


Haleigh Joyner

Hometown: Garner, NC

Career Goal: Radiation Therapist

Advice: "Life has no limitations except the ones you make."

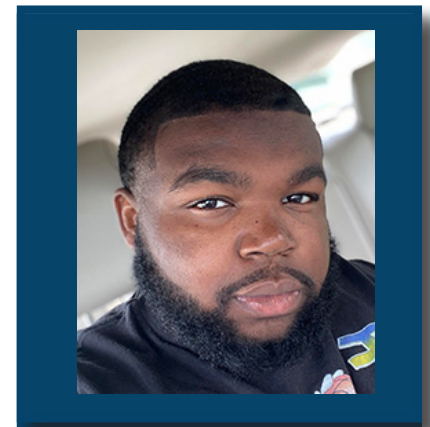


Jordan Reddick

Hometown: New Bern, NC

Career Goal: Be as successful as possible in anything I do

Advice: "Come to college ready to work, college isn't just all fun and games."



Joshua Williams

Hometown: Wendell, NC

Career Goal: Elementary Teacher/Real Estate investor

Advice: "Get involved on campus. Seek tutoring and the library will be your best friend."



Charmille Browne

Hometown: Charlotte, NC

Career Goal: Play basketball overseas/Sports Psychologist.

Advice: "Create good habits in college so you will be set for life."

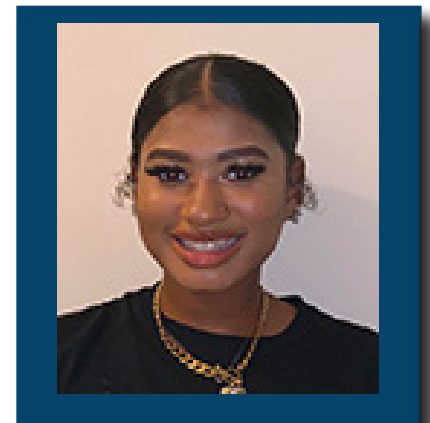


Emma Hales

Hometown: Durham, NC

Career Goal: Physical Therapist

Advice: "Be who you are, not who the world wants you to be."



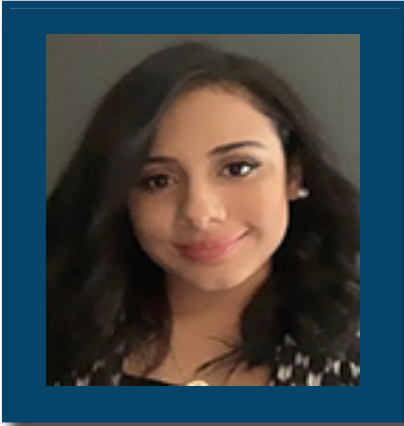
Leah Tolson

Hometown: Laurel, MD

Career Goal: Family Court Attorney

Advice: "This is the time to sketch out your future, start with a strong foundation, and jump at all the opportunities college offers you."

Meet Your Hurricane Advisors!



Kelsy Hernandez

Hometown: Durham, NC

Career Goal: Labor & Delivery Nurse

Advice: "The beautiful thing about learning is that no one can take it away from you"

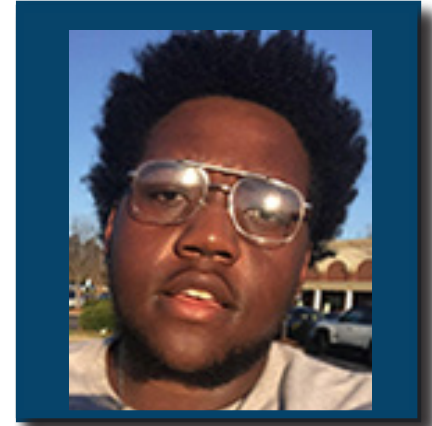


Mackenzie Silvia

Hometown: Matthews, NC

Career Goal: Still trying to figure that out

Advice: "You get out of it what you put into it."

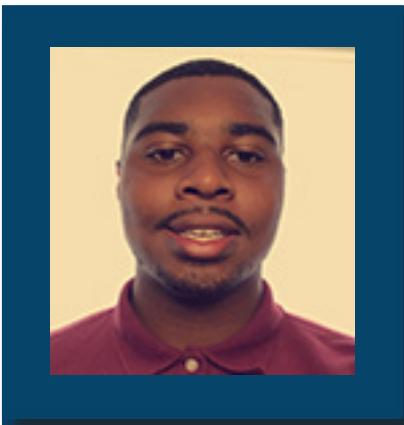


Tayari Allen

Hometown: Raleigh, NC

Career Goal: To be a successful entrepreneur

Advice: "Get out of your comfort zone."



Caleb Hayes

Hometown: Greensboro

Career Goal: Graphic Design

Advice: "Don't let yesterday take too much of today."

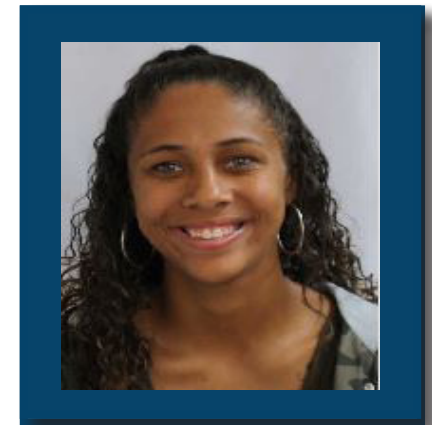


Miracle Scott

Hometown: Browns Summit, NC

Career Goal: Forensic Scientist

Advice: "Do not procrastinate in anything in life. When you are given time use it wisely and get the things you need to get done."



Trinity Locklear

Hometown: Pembroke, NC

Career Goal: Physical Therapist

Advice: "Accept failure as part of the process."

Meet Your Hurricane Advisors!



Abigail Yarboro

Hometown: Mt. Gilead, NC

Career Goal: Diabetes Educator

Quote: "Success is no accident. It is hard work, perseverance, learning, studying, sacrifice, and most of all, love of what you are doing or learning to do."



Placement Assessment Information

All students are required to participate in placement assessments.

Assessments are administered in the areas of reading comprehension, sentence skills, and math. Exemptions will apply for students based on SAT or ACT scores and transfer coursework. All transfer coursework must be submitted to the Louisburg College Registrar's office no less than one business day before the test date for approval.

If a student has transfer work that was not submitted before the deadline, he/she will be administered the placement assessments. However, once official transcripts with transfer work are received by the Registrar's office, approved transfer work supersedes the placement scores and the student may proceed to the next level of coursework. The Registrar's Office does not accept unofficial copies or photographs of transcripts. The placement scores and records of any transfer work are compiled into an "advising folder" and the advisor who assists the new student in registration will have access to this information to help make the most appropriate schedule with the student.

Any student who needs accommodations for placement assessments must submit current documentation of the disability to the Office of Accessibility Services, Taft 107, prior to assessment. Documentation would include information from an appropriately licensed/credentialed professional, as well as the recent IEP or 504 Plan. For more information, please contact the AS Office **(919) 497-3236**, accessibilityservices@louisburg.edu, rfaulkner@louisburg.edu, kcapps@louisburg.edu.

Students are reminded of the following policies regarding assessments:

1. All placement assessments are administered on the computer. However, pencils and paper will be provided to the students during the assessment.
2. Students are NOT allowed to use a dictionary, thesaurus, hand-held calculator, cell phone, iPod, or other electronic multimedia devices while taking placement assessments. Students may use a scientific calculator when provided on the computer screen during math placement assessment.
3. Scores earned on placement assessments will determine the courses (developmental or college-level courses) for which students will be allowed to register.
4. There will be no re-takes of placement assessments, so take your time and do your best!
5. Prior to attending HPD, students are encouraged to review sample placement assessment questions at:

● Sentence Skills:

<https://accuplacer.collegeboard.org/sites/default/files/next-generation-sample-questions-writing.pdf>

● Reading Comprehension:

<https://accuplacer.collegeboard.org/sites/default/files/next-generation-sample-questions-reading.pdf>

● Math:

https://www.louisburg.edu/_resources/_pdf-files/Math-Practice-Assessment.pdf

Financial Aid

FREQUENTLY ASKED QUESTIONS AND GENERAL INFORMATION

If you have questions regarding Financial Aid, please contact:

Lauren Pizzo
Director of Financial Aid
(919) 497-3212 | lpizzo@louisburg.edu

How much does it cost to attend Louisburg College? 2020-21 charges for a residential student are \$30,888 (includes tuition, fees, room, meal plan, and books). 2020-21 charges for a commuter student are \$19,795 (includes tuition, fees, and books).

Can I apply for financial aid as an independent student? The federal government requires parent tax information on the FAFSA (Free Application for Federal Student Aid) unless students meet specific criteria that establish independent status. The most common reasons students are considered independent are:

- Student has a legal guardian
- Student is age 24 or older
- Student is married
- Student is on active military duty
- Parents are deceased
- Student is a veteran of the U.S. Armed Services
- Student has children who receive more than half their support from the student during the school year.

Can I be independent if my parents do not claim me on their tax return? No. Unless students meet one of the FAFSA criteria that establish an independent status, parent information must be included.

What if I have no contact with my parent?

Please contact the Financial Services Office to discuss your situation.

What is an EFC? EFC stands for “Expected Family Contribution.” After the FAFSA is processed using the federal methodology formula, the EFC number is calculated. This is the amount a family could be expected to have available to contribute toward the student’s education.

Do I have to complete any forms to receive the financial aid I was awarded? Yes. All forms included with your financial aid award letter must be completed and returned to the Office of Financial Services as well as completion of required items online.

Why don’t I have a financial aid package? Have you completed the 2020-2021 FAFSA? Did you list the correct federal school code (002943) on the FAFSA? If not, return to the FAFSA and add our school code. Did you and your parents sign the FAFSA with your FSA user ID and password? The FAFSA will be rejected if signatures are not submitted.

Why didn't I get a Pell Grant? Federal Pell Grants are awarded based on federal eligibility requirements and student's FAFSA information. The EFC range for a Pell Grant is \$0-\$5,711. Students whose EFC is out of the Pell Grant range do not qualify.

What if I do not have enough financial aid to meet my cost of attendance? For dependent students, parent PLUS Loans are available to help with educational expenses, up to the cost of attendance. Dependent students whose parents are denied the PLUS Loan may be eligible for additional federal unsubsidized student loan funds. Parents must apply for the PLUS Loan and be denied for the student to become eligible for additional student loan funds.

Why was I selected for a process called Verification? The Department of Education requires all colleges verify data of certain financial aid applicants. Files are randomly selected by the federal processor. Louisburg College completes verification in-house. If selected, please send all documents requested in a timely manner to complete the process as quickly as possible.

What happens if I withdraw from a class or classes? Financial aid is awarded with the expectation that students will complete the semester for which aid was awarded. Students who are considering dropping classes or withdrawing from Louisburg College should contact their financial aid advisor to discuss the matter. In order to continue to receive federal funds students must be making satisfactory progress toward their degree.

- All students have a Louisburg College e-mail account. This office sends most of its notifications to students by e-mail to the LC address, so it is important to check this e-mail at least once a week. Students receive notice whenever documents are needed, signatures are required, and changes are made to their awards. It is the student's responsibility to provide changes to addresses, e-mail, and/or phone numbers.

- Every year, the student must file the renewal Free Application for Federal Student Aid (FAFSA). Louisburg College Code: 002943.

- If you are interested in outside scholarship sources, check out www.fastweb.com and cfnc.org (for NC students).

- If your student receives a scholarship from an outside source, you must inform our office as soon as possible so we can update your awards. To ensure that funds are applied accurately, the scholarship check should contain the student's full name.

- In order to be eligible for the NC Need Based Scholarship, you MUST register with the Residency Determination Service (RDS). Please log in to <https://ncresidency.cfnc.org/residency/#/RESlogin> using your CFNC username and password. If you have forgotten your username and password, please call (844) 319-3640.

- The parent, as well as the student, need a Federal Student Aid ID to sign the FAFSA and MPN (Master Promissory Note) on-line. You can visit the website at <https://fsaid.ed.gov> to request an FSA ID.

- All students applying to work on campus with our Federal Workstudy Program are required to complete the I-9 and W-4 forms for payroll. Students must apply online for a job and interview for that position. Students are paid once a month by direct deposit into a checking or savings account.

- Are you a veteran of the U.S. Armed Forces? Are you the dependent of a veteran whose 100% disability is service-related? Are you the dependent of a veteran whose death was service-related? Are you a parent who transferred benefits to a dependent? If so, and you are interested in receiving VA Education Benefits, please contact: **Lauren Pizzo** at **(919) 497-3212**.

- **THE STUDENT'S RIGHT TO PRIVACY:** All financial aid records and data submitted with the student's application for financial aid are treated as confidential information and are subject to disclosure requirements under the Family Educational Right to Privacy Act (FERPA). **This means that the parent must be authorized by the student to access their information. We cannot share your student's information with anyone without such a document.** Your student must submit a signed FERPA form, identifying those persons with whom we can discuss their financial aid information in detail.

HOW FINANCIAL AID WORKS

Financial need is determined using the information you and your parents supply when you complete and submit the *Free Application for Federal Student Aid (FAFSA)*. The information you provide on the FAFSA is processed using a *Federal Methodology (FM)* established by the United States Congress. The FM calculates your Expected Family Contribution (EFC), i.e., the amount you and your family are expected to contribute toward your education. When you complete a FAFSA, renewal FAFSA, or electronic FAFSA, the federal processor will send you an acknowledgment that your application was processed along with your EFC. The federal processor electronically transmits the analysis of the data you submitted to each college you specified on the FAFSA.

Louisburg College determines your financial need by subtracting your EFC (Expected Family Contribution) from the cost of the college.

Example:	Louisburg College
Cost of Attendance	\$30,888
- Expected Family Contribution	\$3,400
= Financial Need	\$27,488

YOUR FINANCIAL AID PACKAGE

Once we receive the results of your FAFSA, we will create your financial aid package based on your financial need. It is Louisburg's policy to award scholarships and grants first, followed by loans for which you qualify.

Your financial aid package can be viewed on your student portal. This information will include general information about the awards, and forms and instructions required to complete the process of accepting the awards.

SPECIAL CIRCUMSTANCES

While the process of determining financial aid eligibility is basically the same for all applicants, there is some flexibility for special circumstances. Your financial aid counselor determines whether your special circumstances merit changes in the data elements which determine your *Expected Family Contribution*. Additional information will be required to document your special circumstances. Situations which might merit special circumstances consideration include:

1. Reduction of income due to loss of Child Support, Alimony, and/or Social Security Benefits.
2. Loss or reduction of the household income due to death, permanent disability, and/or separation/divorce (for independent students or parents of dependent students).
3. Reduction of earned income in the current year due to loss of employment.

If you feel you have any special circumstances that might affect the amount you and your family are expected to contribute, please talk with your financial aid counselor.

DIRECT LOAN INFORMATION

Students who have been awarded a Federal Direct Loan must complete a number of steps to complete the process.

- Step 1** - If you wish to accept the loan(s) offered, continue to step 2. If you wish to decline any or all loans, please write 'decline' by the award, sign and return the award letter to the Financial Services Office.
- Step 2** - Students who are borrowing for the first time must sign a Master Promissory Note (MPN). The Department of Education (the lender) has a website students may use to electronically sign MPNs (www.studentloans.gov). To sign electronically, students need their FSA user ID and password used to submit the Federal Application for Student Aid (FAFSA). The MPN remains valid for ten (10) years, as long as there has been a disbursement from the loan within 12 months from the date the note is signed.
- Step 3** - Complete On-line Loan Entrance Counseling. First-time student loan borrowers are required to complete loan entrance counseling. The requirement should be completed on-line, (www.studentloans.gov).
- Step 4** - For Parent Borrowers:
Parent borrowers seeking PLUS Loans must complete the Institutional Application Federal Direct Plus Loan. This information is submitted to the Department of Education for credit approval. Parent PLUS borrowers must also sign a Master Promissory Note. The parent must sign the MPN electronically via the MPN website at www.studentloans.gov. If a parent's credit application is denied, the student may be considered for an additional unsubsidized direct loan up to \$4000.

Quick Checklist for Direct Loan Borrowers at Louisburg College:

- _____ Have I (student) signed a Master Promissory Note as required by the Department of Education at www.studentloans.edu?
- _____ Have I (student) completed the required Direct Loan Entrance Counseling session on-line at www.studentloans.gov?
- _____ If I (parent) am applying for credit approval as a Parent PLUS Borrower, did I complete the online Parent Plus application at www.studentloans.gov?
- _____ Have I (parent) signed a Master Promissory Note as required by Department of Education on-line at www.studentloans.edu?

Student Accounts

Financial Services Office (located on first floor, Main Building)

Last Name A-I: contact Tabitha Pearce | Last Name J-Z: contact Debbie Anderson
(919) 497-3229 | tpearce@louisburg.edu | (919) 497-3421 | danderson@louisburg.edu

Louisburg College is committed to providing quality service to our students and their parents as they manage their educational finances, make payments and access various services. Our Student Accounts Representatives handle all billing matters associated with a student's account. **Our summer hours are Monday-Friday 8:30 am-5:00 pm.** Students and parents are able to view a student's statement online 24/7 once given access to their student portal.

IMPORTANT INFORMATION

- Student bills are mailed monthly once a student has attended a HPD event and completed their first FAFSA.
- Louisburg College now offers payment plans. This form can be printed from the website by visiting the Financial Services forms page at <https://www.louisburg.edu/admissions/financial-aid/forms-resources.php>
- We accept Third-party payments (for example: outside funded scholarships).
- We offer Commuter Meal Plan Options.
- Parking Permits are available for purchase at \$75.00/year.

IMPORTANT DATES

All payment arrangements must be made before the first day of classes.

Louisburg College Fall payment plans must be satisfied by **December 10, 2020.**

If you are paying your tuition bill in full, it is due by check-in (**August 19, 2020**). Payments can be made at louisburg.edu (click "Make a Payment" on the home page), through your student portal, in person, by calling our Financial Services Office, or by mailing in a check or money order.

COST OF ATTENDANCE

You will be billed by the semester. The following rates apply for the Fall 2020 semester.

- Tuition: \$8,488.00
- Semester Fees*: \$1,410.00
- Room: \$3,184.00 (residential students only)
- Board (meal plan): \$2,362.00
- **Total per semester: \$15,444.00**

* All full-time students are automatically enrolled in a supplemental student accident insurance. The cost of this insurance is included in the semester fees.

PAYMENT OPTIONS

Payments for your tuition bill can be any combination of the following:

- Check*, Money Order, or Cash
- Debit or Credit Card
- LC Payment Plan (auto-draft via debit/credit card)
- Third-Party Billing
- Financial Aid

**Checks are gladly accepted. All checks are verified through checXchange. Should your check be returned for insufficient funds, you expressly authorize your account to be electronically debited or bank drafted for the amount of the check plus any applicable fees associated with your institution.*

The use of a check is your acknowledgment and acceptance of this policy and its terms and conditions.

Please include the following information on all checks:

**Full Name
Street Address
Home Number and Cell Number
Student ID, Full Name, and Cell Number**

MONTHLY PAYMENT PLANS

Louisburg College offers a monthly payment plan to meet your needs. This plan gives you the option to pay your bill in installments each semester. Fall 2020 payments will run from August to December 2020. Payments are scheduled at the beginning of each term and will be taken out via automatic draft from your checking or savings account, or from your credit or debit card. We require a valid credit/debit card number and a valid copy of the cardholder's ID.

Payments not made in accordance with the plan will be assessed a \$30 late charge per month. Changes to your monthly payment date can be made, however, a \$25 administrative fee will be assessed with each change.

There is a \$25.00 fee for non-sufficient fund checks.

If the balance is not paid in full at the end of the semester, interest will accrue.

THIRD-PARTY BILLING

If you will be receiving externally-funded scholarships or awards, please let the Financial Aid Office know as soon as possible, and make sure to provide proper documentation prior to the start of the semester to ensure acknowledgment on your tuition bill. Examples of Third Party Billing are as follows:

- Externally-Funded Scholarships
- Vocational Rehabilitation
- Veteran Affairs Benefits
- College Saving Plans

FINANCIAL AID

It is extremely important to complete your FAFSA before you attend an HPD event. Once your FAFSA has been received and processed by our Financial Services Office you will receive an award letter. This award letter will list all of the financial aid that you will receive for the entire academic year. **If your financial aid does not cover the total costs appearing on your bill then you must pay the difference by the payment due dates.**

FINANCIAL LITERACY/CASH COURSE

Louisburg College offers Financial Literacy presentations in our College Transfer Success classes and through individual counseling as needed. We have created a Financial Literacy website www.cashcourse.org to help our students and parents better understand their finances while in college and beyond. For more information contact the Financial Services Office, (919) 497-3230.

Academic Services

Louisburg College provides a variety of learning resources to assist students in achieving academic excellence. Academic services include:

Learning Partners: This fee-based program partners students with professionally trained learning specialists who provide the individualized support and coaching needed to develop learning skills. The Learning Partners program offers a comprehensive, research-based approach to help college students diagnosed with learning disabilities, ADHD, and/or ASD realize their academic goals and work toward becoming successful independent learners. For additional information, please call (919) 497-3236 or email learningpartners@louisburg.edu.

Accessibility Services (AS): AS provides and coordinates accommodations and services for students with disabilities. This is a free service to all individuals with documented physical, mental, psychological, or learning disabilities. AS is located in the main classroom building, Taft 107. Please feel free to contact us for more information at accessibilityservices@louisburg.edu or (919) 497-3236. Any student who needs accommodations for placement testing must have disability documentation sent to AS prior to testing.

Math Lab: The math lab, located in room 312 of the Taft classroom building, is open Monday-Thursday afternoons. Math faculty members serve as tutors to provide students with additional help for homework assignments and test prep. Computers are available for student use to complete Math XL exercises. There is no additional fee for this service.

Academic Success Center: Trained paraprofessional peer tutors offer free academic support in the Academic Success Center within the Cecil W. Robbins Library Collaborative Commons. Tutors can assist with any specific course assignments and college skills such as time management, study skills, and test-taking strategies. The ASC, open Sunday-Thursday afternoons and evenings, is free for all LC students.

Science Reviews: Science faculty members hold reviews and tutoring sessions for science courses several evenings each week in Franklin Hall. These supplemental sessions are free for all students.

Library: The Cecil W. Robbins Library is open to students seven days a week and offers resources that support the instructional programs of Louisburg College. The library provides students access to electronic databases, books, magazines, newspapers, and media collections. The library also gives students access to computers on its main and second floors. In addition, students can utilize the college's wireless network in the library. The library features a coffee bar and numerous reading and study areas throughout its two main levels. Librarians and other library staff assist students with research needs and teach methods of exploring the library's resources. They instruct in the use of the library's online catalog and databases and assist with planning research strategies for papers and projects. Other library services include interlibrary loan, media services, and copy/fax services.

Writing Center: The Writing Center is open Monday through Friday and offers free, individualized tutoring to students, allowing them to hone writing skills and access helpful resources in a supportive environment. Faculty members assist students as they brainstorm, research, draft, and revise papers for classes in any academic discipline. Students are welcome to utilize computers as they conduct research and write papers for any course. The Writing Center is located in room 214 of the Taft classroom building.

Important Academic Standing and Academic Integrity Information

Academic Standards (Satisfactory Progress)

Louisburg College has guidelines related to a student's academic standing. Students are encouraged to maintain a 2.0 cumulative grade-point average in order to avoid any possibility of academic probation or academic suspension.

Louisburg College students must earn the following cumulative hours and cumulative grade-point averages in order to remain eligible for federal financial aid:

Semester	1	2	3	4	5
Cumulative Hours Earned	Students must successfully complete at minimum 67% of their attempted hours each semester in order to avoid academic and financial aid warning and suspension.				
Grade Point Average	1.75	1.85	1.95	2.00	2.00

HONORS:

Grade Point Average	Honor
3.00 - 3.49	Honor List
3.50 - 4.00	Dean's List

Academic Integrity: Academic Integrity is strictly enforced at Louisburg College. Students who engage in any form of academic dishonesty, such as cheating or plagiarism, will receive sanctions. Possible sanctions for a first offense include a failing grade for the assignment or an automatic failing grade for the course. A second offense will result in a permanent notation of "academic integrity violation" on the student's academic transcript.

A third offense will result in expulsion from the College.

ASSOCIATE OF ARTS IN GENERAL COLLEGE

(Effective Fall 2018)

FALL I		SPRING I		FALL II		SPRING II	
ENG 111	3	ENG 112	3	ENG 231 or 232 or 241 or 242	3	200 level Lit	3
Art 111 or MUS 110	3	Lab Science Elective	4	REL 110 or 211 or 212 or 221, or PHI 240 or 215	3	Gen Ed Elective	3
MAT 143 or 152 or 171	3	HIS 111 or HIS 112 or HIS 131 or HIS 132	3	CIS 110 or CIS 115	3	Gen Ed Elective	3
ACA 122	1	ART 131 or ART 240 or ART 283 or DAN 110 or DRA 111 or DRA 130 or MUS 121 or ENG 125	3	ECO 251 or 252, or HIS 111, 112, 131 or 132, or POL 120	3	Free Elective	3
PSY 150 or SOC 210	3	COM 231	3	Gen Ed Elective	3	Free Elective	3
HEA 110/PED 110	3						
TOTAL	16		16		15		15

A minimum of 61 semester hours and 2.0 GPA are needed for graduation requirements

Section	Course	Planned	Completed	Hours Earned
Writing	ENG 111	_____	_____	___U
	ENG 112	_____	_____	___U
Computer Literacy	CIS 110 or 115	_____	_____	___G
Mathematics	MAT 143 or 152 or 171	_____	_____	___U
Humanities				
	COM 231	_____	_____	___U
Choose 1:	ENG 231, ENG 232, ENG 241, ENG 242	_____	_____	___U
Choose 1:	Additional 200 Level Lit Course	_____	_____	___U/G/P
Choose 1:	ART 111/MUS 110	_____	_____	___U
Choose 1:	ART 131/ART 240/ART 283/DAN 110/DRA 111/DRA 130/MUS 121/ENG 125	_____	_____	___P
Choose 1:	REL 110, 211, 212, 221/PHI 240(U)/PHI 215(U)	_____	_____	___G
Social Sciences				
Choose 1:	HIS 111/HIS 112/ HIS 131/ HIS 132	_____	_____	___U
Choose 1:	ECO 251/ECO 252/HIS 111/HIS 112/HIS 131/HIS 132/POL 120	_____	_____	___U
Choose 1:	PSY 150/ SOC 210	_____	_____	___U
Health/PE	HEA 110/PED 110	_____	_____	___P
College Success	ACA 122	_____	_____	___R
Science				
Choose 1:	AST 111/BIO 110/BIO 111/CHM 151/ PHY 110/PHY 151/PHY 251	_____	_____	___U
Electives				
Gen Ed Elective	_____	_____	_____	___U or G
		_____	_____	___U or G
		_____	_____	___U or G
Free Elective	_____	_____	_____	___U/G/P
		_____	_____	___U/G/P

Transfer Designation Code on UNC / NCCCS Transfer Course List: U: UGETC G: GEN ED R: Required

P: Pre-Major/Elective Not on UNC / NCCCS Transfer Course List, check with Institution/ Department:

O: Other

ASSOCIATE OF SCIENCE IN GENERAL SCIENCE

(Effective Fall 2018)

FALL I		SPRING I		FALL II		SPRING II	
ENG 111	3	ENG 112	3	Math/Sci Elective	4	Math/Sci Elective	4
Lab Science	4	Lab Science	4	Math/Sci Elective	4	Math/Sci Elective	4
MAT171	3	MAT172	4	PSY 150 or SOC 210 or POL 120	3	REL 110 or 211 or 212 or 221	3
ACA 122	1	HIS 111 or 112 or 131 or 132	3	ENG 231 or 232 or 241 or 242 or ART 111 or MUS 110	3	CIS 110 or 115	3
PED 110 or HEA 110	2/3			COM 231	3		
TOTAL	14/15		14		17		14

A minimum of 60 semester hours (34 UGETC hours; 11 GEN ED hours; 1 required hour, 14 hours in combination of UGETC, GEN ED, and pre-major electives) and 2.0 GPA are needed for the ASGS degree. All courses must be approved on Appendix G transfer list.

Section	Course	Planned	Completed	Hours Earned
Writing	ENG 111	_____	_____	_____ U
	ENG 112	_____	_____	_____ U
Computer Literacy	CIS 110 or 115	_____	_____	_____ G
Mathematics	MAT 171 or 172	_____	_____	_____ U
	MAT 172 or 271	_____	_____	_____ U
Humanities	ENG 231,232,241,242/ART 111/MUS 110 (Choose 1)	_____	_____	_____ U
	REL 110 or 211 or 212 or 221	_____	_____	_____ G
	COM 231	_____	_____	_____ U
Social Sciences	HIS 111 or 112 or 131 or 132	_____	_____	_____ U
	POL 120 or PSY 150 or SOC 210	_____	_____	_____ U
Health/PE	PED 110 or HEA 110	_____	_____	_____ P
College Success	ACA 122	_____	_____	_____ R
Pre-major	*Lab Science Elective	_____	_____	_____ U
	*Lab Science Elective	_____	_____	_____ U
	Math/Science Elective	_____	_____	_____
	Math/Science Elective	_____	_____	_____
	Math/Science Elective	_____	_____	_____
Free Electives to bring total to a minimum of 60 credit hours.		_____	_____	_____

* One of the following sequences of science courses is required:

- BIO 111 and BIO 112 CHM151 and CHM152
- PHY 151 and PHY 152 PHY251 and PHY252

Transfer Designation Code on UNC / NCCCS Transfer Course List: U: UGETC G: GEN ED P: Pre-Major/Elective R: Required

Not on UNC / NCCCS Transfer Course List, check with Institution / Department: O: Other Please note: HUM 115 counts as a GEN ED elective towards graduation.

ASSOCIATE OF SCIENCE IN BUSINESS

(Effective Fall 2018)

FALL I		SPRING I		FALL II		SPRING II	
ENG 111	3	ENG 112	3	ACC 120	4	ACC 121	4
MAT 143 or 171	3/4	HIS 111 or 112 or 131 or 132	3	ECO 251	3	ECO 252	3
BUS 110	3	POL 120 or PSY 150 or SOC 210	3	BUS 260	3	BUS 228	3
ACA 122	1	REL 110 or 211 or 212 or 221	3	Lab Science Elective	4	ENG 231,232, 241, 242 or ART 111 or MUS 110	3
CIS 110 or 115 or 172	3	BUS 121	3	Business Elective	3	BUS 290	1
PED 110 or HEA 110	2/3			BUS 210 (Ind. Study)	1	Business Elective	3
TOTAL	15- 17		15		18		17

A minimum of 65 semester hours and 2.0 GPA are needed for graduation requirements.

Section	Course	Planned	Completed	Hours Earned
Writing	ENG 111	_____	_____	____U
	ENG 112	_____	_____	____U
Computer Literacy	CIS 110 (G) or 115 (G) or 172 (O)	_____	_____	_____
Mathematics	MAT 143 or 171	_____	_____	____U
	BUS 121	_____	_____	____O
Humanities	ENG 231,232,241,242/ART 111/MUS 110 (Choose 1)	_____	_____	____U
	REL 110 or 211 or 212 or 221	_____	_____	____G
Social Sciences	HIS 111 or 112 or 131 or 132	_____	_____	____U
	POL 120 or PSY 150 or SOC 210	_____	_____	____U
Science	AST 111/BIO 111/CHM 151/PHY 110,151,251	_____	_____	____U
Health/PE	PED 110 or HEA 110	_____	_____	____P
College Success	ACA 122	_____	_____	____R
Pre-major	ACC 120	_____	_____	____P
	ACC 121	_____	_____	____P
	ECO 251	_____	_____	____U
	ECO 252	_____	_____	____U
	BUS 110	_____	_____	____P
	BUS 228 or MAT 152	_____	_____	____P
	BUS 260	_____	_____	____O
	BUS 290	_____	_____	____O
	BUS 210*	_____	_____	____O
	BUS Electives (2)	_____	_____	_____

Business Electives include:

HRM 110 Intro to Hospitality (O)	BUS 139 Small Business Entrepreneurship (O)
BUS 243 Business Law (P)	CIS 208 Web Design (O)
BUS 120 Marketing (O)	HUM 230 Leadership Development (P)
BUS 137 Principles of Management (P)	MAT 271 Calculus I (G)
BUS 125 Personal Finance (O)	MAT 171 Pre- Calculus (U)

Transfer Designation Code on UNC / NCCCS Transfer Course List: U: UGETC G: GEN ED P: Pre-Major/Elective
R: Required Not on UNC / NCCCS Transfer Course List, check with Institution/ Department: O: Other

***Business 210 represents a business internship. Students must have completed 28 credit hours or received special permission from the Executive Director to take this course.**

ASSOCIATE OF ARTS IN EDUCATION

(Effective Fall 2019)

FALL I		SPRING I		FALL II		SPRING II	
ENG 111	3	ENG 112	3	ENG 231 or 232 or 241 or 242	3	ENG 231 or 232 or 241 or 242	3
MAT 143 or 171	3/4	HIS 111 or 112 or 131 or 132	3	EDU 163	3	COM 231	3
EDU 216	3	CIS 110	3	Lab Science	4	EDU 289	3
ACA 122	1	REL 110 or 211 or 212 or 221	3	POL 120	3	SOC 210	3
ART 111 or MUS 110	3	PSY 150	3	PSY 243	3	Free Elective	3
PED 110 or HEA 110	2/3						
TOTAL	15-17		15		16		15

***A minimum of 61/63 semester hours and 2.0 GPA are needed for graduation requirements.**

Section	Course	Planned	Completed	Hours Earned
Writing	ENG 111	_____	_____	_____U
	ENG 112	_____	_____	_____U
Computer Literacy	CIS 110	_____	_____	_____G
Mathematics	MAT 143 or 171	_____	_____	_____U
Humanities	ENG 231,232,241,242 (Choose 2)	_____	_____	_____U
	COM 231	_____	_____	_____U
	ART 111 or MUS 110 or DRA 111	_____	_____	_____U
	REL 110 or 211 or 212 or 221	_____	_____	_____G
	Social Sciences	HIS 111 or 112 or 131 or 132	_____	_____
	POL 120	_____	_____	_____U
	SOC 210	_____	_____	_____U
	PSY 150	_____	_____	_____U
	PSY 243	_____	_____	_____P
Lab Science	BIO 111 or CHM 151	_____	_____	_____U
Health/PE	PED 110 or HEA 110	_____	_____	_____P
College Success	ACA 122	_____	_____	_____R
EDU Elective	EDU 216	_____	_____	_____E
EDU Elective	EDU 163	_____	_____	_____E
EDU Elective	EDU 289	_____	_____	_____E
General Education Elective		_____	_____	_____G

*Other requirements to complete the AA in Education:

1. ___A minimum of 60 volunteer hours in a local public school system;
2. ___Completed sophomore interview (must have completed at least 28 credit hours to be eligible for interview)
3. ___Completion of capstone project;
4. ___Student has taken the Praxis CORE examination

Transfer Designation Code on UNC / NCCCS Transfer Course List: U: UGETC G: GEN ED P: Pre-Major/Elective
 R: Required Not on UNC / NCCCS Transfer Course List, check with Institution / Department: O: Other E: Education Required Course

Student Life

IMMUNIZATIONS

Students will need to supply documentation showing satisfactory completion of all immunizations as listed in the chart on the following page. Students are required to supply documentation to the Department of Student Life prior to the first day of classes on August 19, 2020 to prevent undue delays in their check-in process. An electronic copy or image of your immunization records should be submitted to immunizations@louisburg.edu. Do not send paper copies, as they may become lost or misdirected. Please submit the most up-to-date copy of your immunization records, which should include a tdap booster within the last 10 years. All students are required to comply with state law regarding immunizations.

North Carolina Statute G.S. :130A-155.1 states that: *“No person shall attend a college or university, whether public, private, or religious unless a Certificate of Immunization or a record of immunization from a high school located in North Carolina indicating that the person has received immunizations required by G.S. :130A-152 is presented to the college or university. For out-of-state students, a Certificate of Immunization or a high school record indicating that the person has received immunizations is required to attend a college or university in North Carolina. The person shall present a certificate or record of immunization on or before the date the person first registers for a quarter or semester during which the student will reside on the campus or first registers for more than four traditional day credit hours to the registrar of the college or university. If a certificate or record of immunization is not in the possession of the college or university on the date of first registration, the college or university shall present a notice of deficiency to the student. The student shall have 30 calendar days from the date of the student’s first registration to obtain the required immunization. If immunization requires a series of doses and the period necessary to give the vaccine at standard intervals extends beyond the date of the first registration, the student shall be allowed to attend the college or university upon written certification by a physician that the standard series is in progress. The physician shall state the time period needed to complete the series. Upon termination of this time period, the college or university shall not permit the person to continue in attendance unless the required immunizations have been obtained.”*

Your immunization records should be emailed to immunizations@louisburg.edu. You may also send any questions about immunizations to this same address. Please write “QUESTION” in the subject line for a prompt response.

Student Athletes: All student-athletes are *required* to complete sports information and physical forms online prior to check-in. These forms and more information can be found at:

http://www/lchurricanes.com/athletics/athletic_training/index

Vaccines and Doses/Background Check

Diphtheria
Tetanus
and/or
Pertussis
(3 doses)

Three doses of tetanus, diphtheria toxoid, one of which must have been within the last 10 years. Those individuals enrolling in college or university for the first time on or after July 1, 2008, must have had three doses of tetanus/diphtheria toxoid and a booster dose of tetanus/diphtheria toxoid/pertussis vaccine if a tetanus/diphtheria toxoid/pertussis vaccine has not been administered in the last 10 years.

Polio
(3 doses)

An individual student who has attained his or her 18th birthday is not required to receive a polio vaccine.

Measles
(2 doses)

Measles vaccines are not required if any of the following occur: Diagnosis of disease prior to January 1, 1994; An individual who has been documented by serological testing to have a protective antibody titer against measles; An individual born prior to 1957; An individual who enrolled in college or university for the first time before July 1, 1994, is not required to have a second dose of measles vaccine.

Mumps
(2 doses)

Mumps vaccine is not required if any of the following occur: An individual who has been documented by serological testing to have a protective antibody titer against mumps; An individual born prior to 1957; Enrolled in college or university for the first time before July 1, 1994; An individual entering college or university prior to July 1, 2008, is not required to receive a second dose of mumps vaccine.

Rubella
(1 dose)

Rubella vaccine is not required if any of the following occur: An individual who has been documented by serological testing to have a protective antibody titer against rubella; 50 years of age or older; An individual who entered college or university after their 30th birthday and before February 1, 1989.

Hepatitis B
(3 doses)

Hepatitis B vaccine is not required if born before July 1, 1994.

Varicella
(1 dose)

Varicella (Chicken Pox) vaccine is required for those born on or after April 1, 2001.

Criminal Background Check:

As a part of our commitment to ensuring, to the extent possible, a safe campus environment, we require every new student to complete a satisfactory background check prior to matriculation. Louisburg College contracts with CastleBranch* to conduct our background checks. Questions about background checks should be directed to the Student Life Office (919) 497-3247.

**Students will receive an email in their Louisburg College email account with instructions for completing the authorization form.*

What to Bring to Campus

Below is a non-inclusive list of items you should consider bringing with you when you move on to campus. Please note there are specific items that are not permitted in the halls due to safety.

Appliances:

- Can opener
- Coffee maker (*auto shut-off only*)
- Box fan
- Floor lamps (*except halogen*)
- Iron
- Microwave (*see Microwave section of Student Handbook*)
- Multi-plug outlet w/ surge protector
- Personal computer w/ surge protector
- TV (*with built-in QAM tuner*)
- Refrigerator (*4 cu. ft. or less*)
- Vacuum, broom, and mop

Clothing & Decor:

- Cleaning supplies
- Personal items and toiletries
- Trash can
- Pictures and posters (*must be hung without damaging walls. Poster Putty is recommended*)
- Alarm clock
- Sheets (*extra-long twin, except for Wright Hall which has standard twins*)
- Mattress pad
- Bedspread/comforter
- Towels
- Shower caddy and flip flops (*especially in community style residence halls*)
- Seasonal Clothing

Prohibited Items:

- Air conditioners
- Air fryers
- Amplifiers (*sub-woofers*)
- Automatic drip coffee makers (*without auto shut off*)
- Candles/incense
- Ceiling fans
- Cinder blocks
- Crockpots
- Charcoal or gas grills
- Cooking devices with exposed heating surfaces (*i.e. hotplates*)
- Drum sets
- Electric blankets
- Electric or kerosene heaters
- Electric woks/frying pans
- Firearms/guns/ammunition
- George Foreman grills (*and similar grills*)
- Halogen lamps
- Instant Pots
- Knives
- Hoverboards
- Multi-plug outlets (*unless with a surge protector*)

Hints: Remember that space for clothing is limited. If you plan to go home frequently, you can plan your wardrobe accordingly and only bring the items you will need until your next trip. If, however, you will be going home only once or twice each semester, you should bring adequate clothing to cover the time period.

Weather: The temperature in Louisburg ranges in the 80s for August and September, gradually cooling to averages in the 40s by December. January and February typically see temperature ranges of 20 degrees to 50 degrees, while March and April temperatures range in the 50s and 60s. (Be reminded that extreme variations from these averages are always possible.)

Power: Electrical power, especially in the residence halls, is limited. Heavy-duty grounded extension cords or grounded “power strips” with an integrated circuit breaker are permitted. Light duty, ungrounded, two-prong extension cords (UL listed) may be used for lamps, alarm clocks, and other low wattage appliances only. Any other use of light-duty extension cords is a fire hazard and is not permitted in the residence halls.

Pets: Pets are not allowed in the residence halls. Students may have a fish with a 10 gallon or less aquarium.

Beds: Students are not permitted to build lofts in the residence halls. Some beds on campus are



We are the
place where
hungry minds
gather.



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where hungry minds gather

Louisburg Dining is excited for you to join us in the fall semester and can't wait to share with you all the new and exciting menus and experiences that we have planned. It is our hope that when you are away from home, our family will feel like yours. Our friendly staff is committed to offering a diverse dining experience each and every day, and hope that you enjoy your time here as much as we do.



Emerging Leaders is a living-learning community designed for first-year men and women who express an interest in learning leadership principles and exploring their potential to become leaders on campus or beyond. Emerging Leaders will provide opportunities that enable students to engage in self-discovery, learn about citizenship, and plan for their futures.

STUDENTS MUST:

- Complete an Emerging Leaders application form and have a minimum high school **GPA of 2.0**.
- Attend all Emerging Leaders workshops during the fall semester.
- Participate in at least **two Emerging Leaders activities per semester** (four per year). Events will vary and include on and off-campus opportunities.
- Participate in a **learning service project** and leadership showcase (dates TBD).

PARTICIPANT BENEFITS:

- Develop an understanding of leadership principles.
- Receive preparation and transferable skills for student leadership positions on campus.
- Be a part of a unique group of students. Network with faculty, staff, and community leaders.
- Transportation to and all expenses paid for Emerging Leaders events.
- Receive signature Emerging Leaders apparel.

LIVING ARRANGEMENTS:

- Students will be housed in **Kenan Hall** (women) and **Merritt Hall** (men).
- Students are not guaranteed acceptance to Emerging leaders, and must still select a housing assignment. Those accepted will be removed from their original assignment and placed into Emerging Leaders housing.

Go online to apply now at www.louisburg.edu/student/residence/lead.html

Campus and Residence Life

We firmly believe the residence halls are more than just places to sleep. They are places to live and learn. The Housing & Residence Life staff at Louisburg College understands that you will spend almost half of your time at Louisburg in the residence halls. Therefore, we realize that this is a wonderful opportunity to enhance your college experience through programming and other unique opportunities that add to your overall College experience.

Housing & Residence Life is staffed by full-time professional staff members and student Resident Assistants (RAs). Professional staff members and RAs live in the residence halls and serve in a 24/7 on-call rotation to assist students or respond to emergencies after regular business hours. Residence Life staff also foster safe and comfortable living environments by safeguarding the policies outlined in the Student Handbook and facilitating roommate mediations when necessary. Residence Life staff help facilitate a strong residential community through regular meetings, interactive programming, and connecting students with resources. Make the best of your residential experience by stepping outside of your comfort zone, making new friends, and letting our staff be a resource to you! Housing & Residence life staff work closely with Campus Safety, who are also available to assist you or respond to emergencies on a 24-hour basis. Learn more by visiting www.louisburg.edu/student/residence.

We believe that living on campus is a vital part of the student experience at Louisburg College; therefore, we require that each student lives on campus. Students residing with parents within driving distance are allowed to commute. (Off-Campus Living Requirements are listed in the *Louisburg College Student Handbook*) which can be found on the website at www.louisburg.edu.

Housing Assignments:

If you plan on being a residential student, you are required to send an advanced deposit in the amount of \$200 with your Decision to Enroll form. Prior to arriving at HPD, you will receive an email to your Louisburg College account where instructions for housing sign-up will be provided. If you have yet to sign up for housing, we can help you with this process at HPD. If you meet someone at HPD and wish to live together, you both will need to accept one another as roommates when you sign up for housing, if an open room is available.

Please know that while we will make every effort to honor your request, we cannot guarantee any room/ roommate request. To view potential housing options, please visit www.louisburg.edu/student/residence/roomdiagrams.

Internet:

All residence hall rooms are wired for high-speed internet service. Additionally, students are able to access the Louisburg College Wifi in any building (including all residence halls). If students are using an Ethernet port for internet usage, they must supply their own Ethernet cord to connect to the internet.

Laundry:

For your convenience, laundry machines are provided free of cost. Washers and dryers are located in Wright, Patten, Kenan, Merritt, and Hillman Halls. It is requested that residents use the laundry facilities in their hall where available. Residents in Franklin Hall will have access to the laundry facility on the second floor of Patten. Residents in Davis Hall will have access to the laundry facility on the first floor of Wright Hall. Any problems should be reported to the Department of Student Life.

Since many students tend to do their laundry during similar time periods, it results in busy laundry rooms. Therefore, Laundry View is available for all students. Laundry View is an internet application that allows students to monitor the status of washers and dryers through a web browser. Laundry view can be accessed at www.laundryview.com/louisburgcoll or from the college's website.

Internet password: lcgreatfutures

Room Changes:

Students are able to make room changes after the first three weeks of classes. Should a student desire to change rooms after that time, they should first contact their Resident Assistant (RA). The RA will then work with the residents of the room to mediate any potential conflicts or issues that might exist. If this process does not assist students in being able to continue to live with each other, the RA will recommend a room change and the student will then meet with a professional staff member to discuss room change options.

Dining Services

Chartwells, Inc. operates the newly renovated Duke Dining Center and Perks Cafe (offering Starbucks brand coffees) at the Robbins Library. Items from Perks may be purchased a la carte. Each student receives \$50 per semester in Hurricane Points to use at the Hurricane Zone and/or Perks.

All resident students are required to purchase the meal plan which includes 19 all-you-can-eat meals per week (breakfast, lunch, and dinner M-F; brunch and dinner on weekends). Commuting students may purchase meals a la carte from the Duke Dining Center. Commuters may also utilize their Hurricane card by purchasing a Commuter Meal Plan of either 40 or 80 meals in the Business Office. Commuters are awarded \$50 in declining balance points each semester for use at the Duke Dining Center and Perks.

The Hurricane Zone at Duke Dining Center offers late-night dining from 7:30 pm-10:00 pm. Students may purchase items a la carte or exchange an unused dining hall meal for an equivalent option. Each day, the Zone will offer several equivalency exchange options from which to choose. The Hurricane Zone provides quick-serve options such as pizza, chicken sandwiches, wraps, and salads.

Campus Organizations

Student organizations provide leadership development and social growth that complement academic life. Most organizations are open to any member of the student body, while some have GPA or other requirements for membership.

Student organizations are governed by a constitution and supervised by a faculty or staff advisor. Students who have interests beyond our current campus organizations should contact a member of the student engagement staff.

Clubs & Organizations

- Christian Life Council
- Drama Club
- Emerging Leaders
- Gaming Club
- Gospel Choir
- Horizon Mentor Program
- Hurricane Outreach
- Hurricane Productions
- Louisburg Dance Company
- Lou Lit Review
- Martial Arts Club
- National Society for Leadership and Success (Sigma Alpha Pi - LC Chapter)
- Phi Beta Lambda Business Fraternity (PBL)
- Phi Theta Kappa (PTK) Honor Society
- Residence Hall Association (RHA)
- Sigma Kappa Delta National English Honors Society
- STAND UP SPEAK OUT
- Student Alumni Association
- Student Government Association (SGA)
- Student North Carolina Association of Educators (SNCAE)
- Ultimate Frisbee Club

Campus Safety:

The Campus Safety Department is located on the first floor of Davis Hall. Officers are on duty 24-hours a day, seven days a week. Our Campus Safety Officers are here to assist students in any way possible, most notably by helping to provide a safe living and learning environment.

A safe and secure campus is a high priority at Louisburg College. Campus awareness and cooperation, along with the guidance and support of a well-trained staff, contribute to a positive learning environment. At HPD events and new student orientation in August, students are informed of the services provided by Louisburg College Campus Safety. Students are provided with information via handouts and the Louisburg College Student Handbook.

Periodically throughout the year, Campus Safety along with the Student Life office will offer safety and crime prevention programs. These programs may cover topics such as self-defense, drug and alcohol abuse, residence hall security, etc. Inherent in all of these programs is the need for students to understand their responsibility for their own security and that of others. Students are strongly encouraged to participate in these programs.

Campus Safety prepares the Campus Crime Report in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. This report includes all crimes reported to the Campus Safety Office, as well as crimes reported to designated college officials (including but not limited to Deans, coaches, advisors, and Community Hall Directors) and local law enforcement agencies.

Each year students, faculty, and staff receive e-mail notification of the availability of the current report. The report can be found as part of the current Louisburg College Student Handbook on the College's website at www.louisburg.edu. Copies of the report may also be obtained at the Campus Safety Office.

- **Locked your keys in your car?** No worries. Campus Safety can assist you by getting you into your car.

- **Flat tire?** No worries. Campus Safety can assist you by inflating the tire long enough for you to drive your car to a service station.

- **Campus Escort Service:** Don't feel safe walking alone? Campus Safety provides campus escort services throughout the entire campus.

- **Operation ID:** Protect your property by having your property labeled.

- **LC Alerts:** This system is designed to quickly provide important information to all members of the Louisburg College community. It utilizes both campus e-mail and personal cell phones to distribute emergency notifications in a timely manner. Community members may also opt-in to receive up-to-date school information such as news, sports, special event notices, and more.

How can I sign up for LC Alerts? Students may go to <https://lcalerts.bbcportal.com/> to sign up and create their account. They will need their student ID number (last five digits) which can be found on the reverse of their ID card or on the student portal.

Health Insurance & Health Services:

Louisburg College provides a student accident insurance plan that is a *supplemental* plan to the student's family health policy(ies). The cost of this insurance plan is included in the student's fees.

The Campus Health Clinic is located in Kenan 110 and is staffed by registered nurses from the Franklin County Health Department. The clinic is open from 1-5 pm on Mondays and Thursdays. The clinic provides basic services on-site and referral services for more in-depth needs. Students are requested to provide a copy of their current insurance card to the clinic to assist in making referrals when needed.

Additional Options:

Franklin Community Health Services

111 S. Church Street
Louisburg, NC 27549
(919) 940-2500

Impact Urgent Care

315 Franklin Plaza
Louisburg, NC 27549
(919) 496-4976

Franklin County Health Department

107 Industrial Drive
Louisburg, NC 27549
(919) 496-2533

Fast Med

2001 S. Main Street
Wake Forest, NC
(919) 562-3155

Wake Forest Urgent Care

2115 S. Main Street
Wake Forest, NC
(919) 570-2000

Walmart Shuttle:

The Student Engagement Office operates a free shuttle to Wal-Mart multiple times throughout the semester. The shuttle departs from the front parking lot in front of Main Hall. Times and dates for the shuttle vary. Student Engagement will provide the shuttle dates at the beginning of each semester.

Shuttle Service:

The Student Engagement Office also operates a shuttle service on days the Residence Halls open and close for campus breaks. There is a \$10 fee each way and needs to be paid at least 3 days before the shuttle is scheduled to depart. Once the payment is made, students can visit the Student Engagement Office to arrange their travel. The shuttle only runs to the RDU Airport, the Raleigh Greyhound Station, and the Raleigh Amtrak Station at the time marked on campus publicity.

Post Office:

Louisburg College provides and requires campus post office boxes for all resident students. Your box # is assigned to you at check-in. Students are responsible for their mailbox key. In the event a key is lost, a replacement fee of \$25.00 is charged to the student. Students may purchase stamps, pick up packages, and report any problem with their boxes at the LC Mail Office across from the Bookstore.

Student Address:
First and Last Name
501 N. Main Street, # _____
Louisburg, NC 27549

QUESTIONS OR CONCERNS? PLEASE CALL US!

Office of Academic Affairs	(919) 497-3221	Office of Student Conduct	(919) 497-3348
Auditorium & Box Office	(919) 497-3300	Office of Housing & Residence Life	(919) 497-3310
Bookstore & Post Office	(919) 497-3224	Joel Porter Counseling Center	(919) 497-3205
Health Clinic	(919) 497-1399	Financial Aid	(919) 497-3212
Financial Services	(919) 497-3262 (919) 497-3229	Office of the Registrar	(919) 497-3232
Campus Security	(919) 497-3400	Student Engagement Office	(919) 497-3127

2020-21 Academic Calendar

Summer 2020

June 17	Summer School Students check-in (Wednesday)
June 18	Classes begin; Drop/Add begins at 8:30 am and ends at 5:00 pm (Thursday)
July 3	No classes; college closed (Friday)
July 6	Last day permitted to initiate a withdrawal from courses (by 5:00 pm, Monday)
July 16	Last day of classes (Thursday)
July 17	Final exams (Friday)
July 22	Final grades due by 10:00 am (Wednesday)

Fall 2020

Aug 7	Football athletes arrive (Friday)
Aug 10-14	Faculty Professional Development (Monday-Friday)
Aug 11	Fall Athletes Arrive (Tuesday)
Aug 14	Learning Partners arrive (Friday)
Aug 16	New student check-in (Sunday)
Aug 17	Hurricane Prep Day (Monday)
Aug 18	Returning Students check-in (Tuesday)
Aug 19	Classes begin; drop add begins at 8:30 am (Wednesday)
Aug 25	Convocation (Tuesday)
Aug 27	Drop / Add ends at 5:00 pm (Thursday)
Sept 7	Labor Day; (Monday) No classes
Sept 11	Quarter Grades Due (Tuesday)
Oct 12-13	Fall break (Monday-Tuesday) No classes
Oct 11	Midterm grades due at 10:00 am (Friday)
Oct 14	Classes resume, (Wednesday)
Oct 16	Pre-registration (Priority) (Friday)
Oct 23	Pre-registration (All Students) (Friday)
Oct 27	Students must be enrolled through this date to receive no financial aid reduction (Tuesday)
Oct 30	Last Day to Initiate Withdrawal 5:00 pm (Friday)
Nov 2	Last day fall graduation applications accepted (Monday)
Nov 24	No classes after 5pm (Residence Halls close at 7:00 pm (Tuesday)
Nov 25-27	Thanksgiving Break (Wednesday, Thursday, Friday)
Nov 30	Classes resume online (Monday)
Dec 9	Last day of instruction (Wednesday)
Dec 10	Reading Day (Thursday)
Dec 11	Exams begin (Friday)
Dec 14	Exams (Monday)
Dec 15	Exams end (Tuesday)
Dec 18	Final grades due by 10:00 am (Friday)

2020-21 Academic Calendar

Spring 2021

Jan 8	Faculty professional development day (Friday)
Jan 11	New students arrive (Monday)
Jan 12	New student orientation; returning students check in (Tuesday)
Jan 13	Classes begin; drop / add begins at 8:30am (Wednesday)
Jan 18	MLK Jr. Day - No Classes (Monday)
Jan 20	Drop / Add ends at 5:00 pm (Wednesday)
Jan 29	Last day Spring graduation applications accepted (Friday)
Feb 5	Quarter Grades due (Friday)
March 5	Spring break begins after last class; residence halls close at 5:00 pm (Friday)
March 8	Midterm grades due by 10:00 am (Monday)
Mar 8-12	Spring Break (Monday-Friday)
March 14	Residence halls open at 3:00 pm (Sunday)
March 15	Classes resume (Monday)
March 23	Students must be enrolled through this date to receive no financial aid reduction (Tuesday)
March 25	Last day to initiate withdrawal from course by 5:00 pm (Thursday)
March 26	Pre-registration (all students) (Friday)
Apr 2	Good Friday - No classes
April 20	Awards Day (Tuesday)
May 6	Last day of classes (Thursday)
May 7	Reading Day (Friday)
May 10-12	Final Exams (Monday-Wednesday)
May 13	Final grades due for graduates (Thursday)
May 14	Baccalaureate (Friday)
May 15	Commencement (Saturday)
May 18	Final grades due for non-graduates (Tuesday)
May 18	Faculty Professional Development Day (Tuesday)
May 31	Memorial Day

Summer 2021

June 16	Students check-in (Wednesday)
June 17	Classes begin; Drop / Add begins at 8:30 am and ends at 5:00 pm (Tuesday)
July 5	No classes (Monday)
July 6	Classes resume; Last day permitted to initiate a withdrawal from course by 5:00 pm (Tuesday)
July 15	Last day of classes (Thursday)
July 16	Final exams (Friday)
July 20	Final grades due by 10:00 am (Tuesday)

Bookstore Information

The Bookstore will be offering a **15% DISCOUNT** for all HPD attendees.

The Bookstore offers a variety of merchandise:

Apparel

Snack Items

Textbooks

Postage Supplies (Stamps, Envelopes, Etc.)

School Supplies

Health and Beauty Items

Souvenir Items (T-Shirts, Hoodies, Sweatpants, Hats, Keychains, Decals, Cups/Mugs, Etc.)

Textbook Rental Program:

1. The book rental program is included in the cost of tuition.
2. Students will pick up textbooks during check-in and sign a rental agreement.
3. All books are included in the rental program.
4. Students will borrow the books for the entire semester, and return them at the end of each semester.
5. For any books not returned by the last day of exams (excluding workbooks), the student's account will be charged the replacement cost per book.

You can also shop the Bookstore online by visiting www.louisburg.edu and clicking **Canes Store!**

What's in the area?

Dining:

- Bojangles | 12 Golden Leaf Dr., Louisburg, NC 27549 | (919) 496-6879
- Dairy Queen | 317 S Bickett Blvd, Louisburg, NC 27549 | (919) 496-1555
- Domino's Pizza | 8551 NC-56 Hwy, Louisburg, NC 27549 | (919) 497-0400
- Hardees | 110 S Bickett Blvd., Louisburg, NC 27549 | (919) 340-9997
- KFC/Taco Bell | 207 S Bickett Blvd, Louisburg, NC 27549 | (919) 496-4919
- Johnny's Barbecue | 8446 NC 56 Hwy, Louisburg, NC 27549 | (919) 497-5997
- Johnny Bull's Steakhouse | 32 Golden Leaf Dr., Louisburg, NC 27549 | (919) 496-3800
- La Fiesta Mexicana | 505 Retail Way, Suite 122, Louisburg, NC 27549 | (919) 340-1122
- McDonald's | 329 S Bickett Blvd, Louisburg, NC 27549 | (919) 496-2667
- Papa John's | 333 S Bickett Blvd, Louisburg, NC 27549 | (919) 729-8131
- Pizza Hut | 116 S Bickett Blvd., Louisburg, NC 27549 | (919) 496-6400
- Remington Grill | 309 S Bickett Blvd, Louisburg, NC 27549 | (919) 496-7005
- Sheetz | 108 S Bickett Blvd, Louisburg, NC 27549 | (919) 340-4406
- Subway | 313 S Bickett Blvd Suite 313, Louisburg, NC 27549 | (919) 496-1223
- Wendy's | 328 S Bickett Blvd, Louisburg, NC 27549 | (919) 496-2214
- Zaxby's | 790 Retail Way, Louisburg, NC 27549 | (919) 340-2445

Preferred Guest Lodging:

- Hampton Inn | 12318 Wake Union Church Rd., Wake Forest, NC 27587 | (919) 554-0222
- Holiday Inn Express | 11400 Common Oaks Dr., Raleigh, NC 27614 | (919) 570-5550

Transportation:

- Greyhound Bus Station | 230 Vanco Mill Rd., Henderson, NC 27537-7502 | (252) 438-3223
- Greyhound Bus Station | 2210 Capital Blvd., Raleigh NC 27604 | (919) 834-8275
- RDU Airport | 2400 John Brantley Blvd., Morrisville, NC 27560 | (919) 840-2123
- Train Station | 320 W Cabarrus St., Raleigh, NC | (800) 872-7245

Services:

- Pete Smith's Tire & Quick Lube | 655 Pete Smith Rd., Louisburg, NC 27549 | (919) 496-2009
- Dentist: Hardy Family Dentistry | 122 Jolly St., Louisburg, NC 27549 | (919) 496-3088
- Dentist: Howard Yee Practice | 311 S Bickett Blvd., Louisburg, NC 27549 | (919) 853-6453

Other:

- CVS Pharmacy | 102 N. Bickett Blvd., Louisburg, NC 27549 | (919) 497-3041
- Department of Motor Vehicles | 86 Tanglewood Dr, Louisburg, NC 27549 | (919) 496-2590
- Post Office | 125 N. Main St., Louisburg, NC 27549 | (919) 496-1084
- Wal-Mart | 705 Retail Way, Louisburg, NC 2754 | (919) 496-2221

OPPORTUNITY



GROWS

at Louisburg College