



LCC INTERNATIONAL
UNIVERSITY

STUDENT HANDBOOK 2011–2012

Name: _____

Address: _____

Phone: _____

E-mail: _____

This Student Handbook is meant to be a tool for successful experiences at LCC International University. The current edition supersedes and replaces all previous editions and versions. While every effort is made to ensure the accuracy of the information in this handbook, in no sense is it to be considered a binding contract, and it may be changed by action of appropriate bodies within the university.



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WELCOME FROM THE INTERIM PRESIDENT



Welcome to the 2011–2012 academic year at LCC International University!

Having done some traveling this year, I have been challenged by the distinction between living as pilgrims vs. tourists. Most tourists observe. They often make conscious decisions to remain unaffected by their surroundings. They sometimes bring their own food and water and seek out familiar places that will not affect their equilibrium.

Let's choose the alternative. Let's live together as pilgrims this year. Let's use 2011–2012 to build community as we travel this year together, to enjoy the journey as we experience its transformational effect, and to travel light without all the unimportant baggage that we too often carry with us. When we reach the end of the year, may we hear the words of our Guide, "Well done, good and faithful servant."

This will be a good year... a year of beginnings, of celebrations, of milestones. May we together learn well and live well, as pilgrims and not as tourists.

Your fellow pilgrim, Dr. Marlene Wall

WELCOME FROM THE VICE PRESIDENT FOR STUDENT LIFE



Welcome new and returning students!

As I've begun my 10th year serving the LCC community this year, I've done a lot of reflecting on the past decade of LCC's life. An image that continues coming to mind is the Lithuanian sash that each of you will receive when you walk across the stage at your graduation from LCC. Each sash is woven from hundreds of individual threads, each their own unique color. When each thread is woven into its proper place within the sash, they together create a beautiful design that holds deep

meaning to its recipient. Individually, each thread is just a simple thread, not a part of anything bigger than itself. But along with others – both similar as well as different from itself – it plays a significant role in the creation of something special. If each of those individual threads refused to participate in the creation of a sash, there would be no sash! The sash's very existence is dependent upon each one of those individual threads.

Each one of us within the LCC community – with our similarities and our differences – plays a significant role in making LCC what it is. If each of us refused to participate, there'd be no LCC! But together, we create a dynamic and important community of learners. You'll have many opportunities to invest in our community this year: in your classes, in the Residence Halls, in LCC's 20th Anniversary events, and in many other ways. How can you, an individual thread, contribute toward the creation of a beautiful LCC sash this year?

Looking forward to what we create together, Kim Stave, M.Ed.



WELCOME FROM THE STUDENT COUNCIL PRESIDENT



It gives me a great pleasure to welcome you to this new academic year of 2011–2012. It is an exciting moment for all of us: both freshmen and returning students; and I want to congratulate and to thank you for being a part of our big family at LCC. This year is a new beginning, which is accompanied by new learning, new initiatives and new exciting moments that will be imprinted in your memory for life. With every course you take, every relationship you cultivate, every moment on this campus and every experience you have at LCC you will learn. It will shape your hearts and minds, and will serve as a foundation for your upcoming successes in life. Dear students, in the months and years ahead, you will find your unique place here at LCC and feel the true, warm, family atmosphere that has been firstly created by the brilliant people that founded this university, then with the culture passed to us through the staff, faculty and the wonderful students who study here. The Student Council is going to be there to make sure your life at LCC is as beneficial and fulfilling as possible, and we will achieve our goal through assisting you in using your maximum potential through collaboration, friendship, hard work and strong determination. It will be awesome!

Vasile Manea

➤ **Mission Statement:**

LCC International University provides Christian liberal arts education within a diverse learning community that transforms people for servant leadership.

➤ **Value Statements:**

1. We believe that a liberal arts education integrates learning with all aspects of life.
2. We affirm a Christian worldview that invites all people to grow in truth and restoration through the power of the Gospel of Jesus Christ.
3. We value community as a safe place where people are respected and empowered, so that their dignity is upheld.
4. We pursue relationships that are mutual, authentic and based on trust.
5. We celebrate diversity of culture and traditions, personalities and opinions.



WHO'S WHO AT LCC INTERNATIONAL UNIVERSITY?
People who can help make your experience the best it can be!

President's Cabinet	Name	Office	Extension
Interim President/ Academic Vice President Academic Council Chair	Marlene Wall TBD	32	1032
Senior Advisor, Institutional Relations	Eglė Zalatoriūtė	20	1020
Chief Operating Officer	Rolandas Minkevičius	42	1042
Student Life Vice President	Kim Stave	22a	1422
Marketing Vice President	Aistė Motekaitienė	27	1027
Student Council President	Vasile Manea	SC	1702

Academic Administration	Name	Office	Extension
Associate Dean	Lina Zenkienė	20	1020
Assistant Registrar	Jūratė Ragaišytė	23	1023
Catalog Librarian	Betsy Dintaman	302	1301
Department Chair, Business (2011–12)	Dmitrij Katkov	224	1224
Department Chair, English (2011–12)	Robin Gingerich	112	1112
Department Chair, Lithuanian Studies	Radvyda Vaišvilaitė	214	1214
Department Chair, Theology (11–12)	Steve Dintaman	215	1215
Executive Assistant	Ilona Bertašiūtė	31	1031
Library Director	Jolanta Kaun	302	1301
Information Resources Manager, Library	Beata Girskienė	302	1301
Registrar	Marina Dziubuk	23	1023
Study Abroad Director	Natalija Z.-Nausėdė	311	1311
Study Abroad Experience Coordinator	Emas Gričius	311	1311
Study Abroad Recruiter	Allison Davis	311	1311

Advancement Division	Name	Office	Extension
Senior Development Officer	Julianna Kokšarova	TBD	
Church Relations Director	Sharon Brubaker	MC 103	2103

Student Life	Name	Office	Extension
Office Manager	Vaida Juodzevičiūtė	22	1022
Athletic Director	Andrew Stave	MC 101	2102
Counselor	Ina Kamaitytė	010	1010



Director of Career Development Center	Margarita Pavlovič	22b	1522
Director of Community Life	Susie Lambright	22c	1622
Intercultural Education Coordinator	Olena Rusu	22d	1722
Resident Director-Neumann Hall West	Amanda Entz	NH W407	3417
Resident Director-Neumann Hall East	Levi Tijerina	NH E407	3407
Resident Director- Enns Hall	Alexandra Cassini	EH 200b	4200
Spiritual Formation Coordinator	Bethany Gearhart	MC103	2103

Human Resources	Name	Office	
HR Director	Inga Aksamitauskaitė-Bružienė	21b	1021
Migration Affairs Coordinator	Orinta Pagojiene	21c	1621

Finance	Name	Office	
Chief Accountant	Toma Šlimaitė	41	1041
Accountant	Audronė Saričeva	41	1041
Financial Analyst / Project Manager	Ruslanas Kutovoj	44	1044
Facilities Manager	Nerijus Urbonas	MC 102	2101

Information Technologies	Name	Office	
Computer Systems Administrator	Aurelijus Astrauskas	209	1209
Helpdesk Manager / Business Administration Faculty	Roman Shevtsov	210	1210
IT Director	Povilas Norbutas	209a	1709
Programmer / Analyst	Antonijus Puzanauskas	011	1012

Marketing	Name	Office	
Admissions Counselors	Irma Balčiūnaitė	25	1425
	Janell Dulkienė	25	1425
Associate Admissions Director	Rita Rindokienė	26	1026
Communications Manager	Arnoldas Remeika	33	1033
Webmaster	Laura Clausen	33	1033
Student Financial Services Director	Leila Juzvaitė	24	1024

Check the signs around campus for other office locations.



General Numbers	Location	Extension	E-mail
Admissions Assistants	25	1025	admission@lcc.lt
Help Desk – IT	209	1210	helpdesk@lcc.lt
Library Assistants	Library	1302	lassist@lcc.lt
Michealsen Fitness Center	Michealsen	2000	
Migration Affairs	21c	1621	visa@lcc.lt
Neumann Hall Reception	Neumann	3000	
Enns Hall Reception	Enns	4000	
Reception	DeFehr lobby	1000	
Student Life Office Manager	22	1022	studentlife@lcc.lt
Study Abroad office	311	1311	studyabroad@lcc.lt
University Housing	NH W407	3417	housing@lcc.lt



ACADEMIC CALENDAR 2011–2012

Arrivals & Orientation

July 22	Friday	Fall housing registration deadline (First Year Students)
August 4-5	Thurs-Fri	New Student Life staff arrivals
August 8	Monday	Student Life staff begins New Student Life staff training
August 15	Monday	Assumption Day holiday (National Holiday)
August 15	Monday	New faculty/staff arrivals
August 17-19	Wed-Fri	New faculty/staff orientation
August 19	Friday	Returning faculty/staff arrivals
August 19	Friday	Residence Halls open for student leaders
August 21	Sunday	Residence Halls open for returning non-EU students
August 22-30	Mon-Tue	TRP reapplication dates (step #2) for returning non-EU students
August 23	Tuesday	Faculty Assembly meeting (10:00)
August 23-28	Tue-Sun	Study Abroad student orientation (25-28 th on campus)
August 24	Wednesday	Residence Halls open for all new students
August 25	Thursday	Residence Halls open for Study Abroad students
August 25	Thursday	All faculty/staff seminar
August 25-28	Thurs-Sun	New student orientation
August 26	Friday	Textbook pick-up day for IEP & 1 st year students
August 27	Saturday	Residence Halls open for all returning international and Lithuanian students

Fall Semester 2011

August 29	Monday	Classes begin
August 31	Wednesday	Convocation (12:15)
Aug. 29-Sept. 2	Mon-Fri	ADD/DROP week for classes
Aug. 29-Spet. 2	Mon-Fri	Textbook pick-up day for 2 nd , 3 rd , and 4 th year students
September 7	Wednesday	All Community Day (17:00)
September 12	Mon	ELI classes begin
September 21-25	Wed-Sun	20 th Year Celebration events (Friday afternoon classes cancelled)



September 22-24	Thurs-Sat	LCC Board of Directors meetings
September 30	Friday	Last day to withdraw from class without academic penalty
October 18	Tuesday	Yr I, IEP, and probation students' mid-semester grades due
Oct. 31-Nov. 4	Mon-Fri	Fall Break
November 1	Tuesday	All Saints Day (National Holiday)
November 7	Monday	Classes resume
Nov. 14-Dec. 2	3 weeks	Registration for Spring 2012
November 14	Monday	Winter Break housing registration deadline
		Spring housing registration deadline
December 14	Wed	Last day of ELI classes
December 12-16	Mon-Fri	Final exams
December 12-16	Mon-Fri	Textbook return week for all students
Dec. 24-Jan. 1	Sat-Sun	LCC offices closed for Christmas break
December 30	Friday	All grades due in the Registrar's office

Spring Semester 2012

January 2	Monday	LCC offices open
January 3	Tuesday	New faculty/staff arrivals
January 3-8	Tue-Sun	Study Abroad student orientation (5-8 th on campus)
January 4-5	Wed-Thurs	New faculty/staff orientation
January 5	Thursday	Residence Halls open for Study Abroad students
January 6	Friday	All faculty/staff seminar
January 7	Saturday	New student orientation
January 8	Sunday	Residence Halls open for all students
January 9	Monday	Classes begin
January 9-13	Mon-Fri	ADD/DROP week for classes
January 9-13	Mon-Fri	Textbook pick-up week for all students
January 16-17	Mon-Tue	ELI classes begin
February 10	Friday	Last day to withdraw from class without academic penalty
February 16	Thursday	Independence Day (National Holiday)
February 20-24	Mon-Fri	Registration for Summer Session 2012
February 21	Tuesday	IEP and Probation students' mid-semester grades due
March 5-9	Mon-Fri	Spring Break



March 11	Sunday	Restoration of Lithuania Statehood Day (National Holiday)
March 12	Monday	Classes resume
March 23-24	Fri-Sat	5 th Annual Academic Conference
March 27	Tuesday	Fall housing registration deadline Summer housing registration deadline (summer session students, students working in Klaipeda or at LCC)
March 26-April 13	3 weeks	Registration for Fall 2012
March 28-29	Wed-Thurs	Last day of ELI classes
March 29-31	Thurs-Sat	LCC Board of Directors meetings
April 9	Monday	Easter (National Holiday)
April 20	Friday	Closing Assembly (17:00)
April 23-27	Mon-Fri	Final exams
April 23-27	Mon-Fri	Textbook return week for all students
April 23-29	Mon-Sun	Residence Hall check out for the spring semester
April 28	Saturday	Graduation
May 1	Tuesday	Labor Day
May 1	Tuesday (by noon)	All grades due in the Registrar's office
May 1-June 29		TRP reapplication dates (step #1) for returning non-EU students

Summer Sessions 2012

MAY SESSION

May 3	Thursday	New faculty arrivals Residence Halls open for Study Abroad students
May 4-5	Fri-Sat	New faculty orientation
May 5	Saturday	Residence Halls open for May session
May 7	Monday	Classes begin
May 7	Monday	Textbook pick-up day
May 25	Friday	Final exams; classes end. Textbook return.
May 26	Saturday	Residence Hall check out for May session Faculty departures

JUNE SESSION

May 31	Thursday	New faculty arrivals Residence Halls open for Study Abroad students
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June 1-2	Fri-Sat	New faculty orientation
June 2	Saturday	Residence Halls open for June session
June 4	Monday	Classes begin
June 4	Monday	Textbook pick-up day
June 22	Friday	Final exams; classes end. Textbook return. Residence Hall check out for June session
June 24	Sunday	Faculty Departures, St. John's Day holiday

JULY SESSION

June 28	Thursday	New faculty arrivals
June 29-30	Fri-Sat	New faculty orientation
June 30	Saturday	Residence Halls open for July session
July 2	Monday	Classes begin
June 2	Monday	Textbook pick-up day
July 6	Friday	King Mindaugas Day holiday*
July 21	Saturday	Final exams; classes end. Textbook return. Residence Hall check out for July session
July 22	Sunday	Faculty departures

SUMMER LANGUAGE INSTITUTE

July 2	Monday	SLI faculty arrivals
July 3-6	Tue-Fri	SLI faculty orientation
July 6	Friday	King Mindaugas Day
July 7	Saturday	Student registration Students move into Residence Halls
July 9	Monday	Classes begin
July 27	Friday	Classes end
July 28	Saturday	Students move out of Residence Halls
July 29	Sunday	Faculty departures

* Offices closed. Classes in session OR class time has to be made up if the class is cancelled.



Events Calendar 2011–2012

Arrivals & Orientation

August 25-26	Thurs-Fri	All faculty/staff seminar
August 25-28	Thurs-Sun	New student orientation

Fall Semester 2011

August 29	Monday	Classes begin
August 31	Wednesday	Convocation (12:15)
September 7	Wednesday	All Community Day (17:00) *Student Leader Training Retreat
September 21-25	Wed-Sun	20 th Year Celebration events (see the Program at the end of information section)
October 21-22	Fri-Sat	English Teachers seminar
November 11-12	Fri-Sat	Willow Global Leadership Summit *Talent night
November 26	Saturday	Thanksgiving dinner (staff and faculty only) *Staff and Faculty recognition (staff and faculty only)
December 2	Friday	Christmas program
Dec. 24-Jan. 1	Sat-Sun	LCC offices closed for Christmas break
Dec. 29-Jan. 1	Thurs-Sun	Saltshaker Youth Conference

Spring Semester 2012

January 2	Monday	LCC offices open
January 3-8	Tue-Sun	Study Abroad student orientation (5-8 th on campus)
January 4-5	Wed-Thurs	New faculty/staff orientation
January 6	Friday	All faculty/staff seminar
January 7	Saturday	New student orientation
Jan 30-Feb 3	Mon-Fri	Leadership Fair
February 10-11	Fri-Sat	English Teachers Seminar
February 24	Friday	Career Fair
March 23-24	Fri-Sat	5 th Annual Academic Conference *Parade of Stars
March 29-31	Thurs-Sat	LCC Board of Directors meetings
April 14	Saturday	Thesis oral presentation and defense
April 20	Friday	Closing Assembly (17:00)



April 21	Saturday	Business Plan oral presentation and defense *Staff and Faculty recognition (staff and faculty only)
April 28	Saturday	Graduation†

† Baccalaureate – 10:30 a.m.

Commencement – 1.30 p.m.

* Date TBA

YOUR SPACE | A CAMPUS GUIDE

The following alphabetical list of student space, services & programs is designed to be a quick reference. Refer to the map on page 50. Follow the “more info” cue or consult the LCC website for additional information.

1. Academic Resource Center | ARC

Located: TBD

The Academic Resource Center (ARC) is a place for students to receive help on writing assignments. Tutoring sessions in a variety of classes and extra seminars on writing from instructors and peer tutors are available. The ARC has access to wireless internet, group study space, and three computer terminals with access to the LCC network, and resource materials to help with research writing.

2. Athletics & Recreation

More info: Athletic Director, Michealsen Center 101

The Michealsen Center is one of the best athletic facilities in western Lithuania. Come work out in our fitness center, join friends for a game of volleyball, basketball, indoor hockey or football or just come and spend time enjoying sports on your own. Open from 10.00-22.00 M-Th, 10.00-21.00 F-Sa and 12.00-21.00 Sun.

3. The BOX

More info: Student Life, DeFehr 22

The BOX is a coatroom and mailroom located in the basement of DeFehr. Open Monday-Friday from 8:00-20:00. Check your student file frequently for returned papers, mail, and package notifications.

4. Business Office Hours

Location: DeFehr 43

Open Monday-Friday 08:00-12:00 and 13:00-17:00, the business office can help send faxes and prepare student employment earning statements. Questions about tuition and fees should be directed to SFS. **Student cash payments should be made at SFS Office #24.**

5. Cafeteria

Location: Michealsen Center Lobby

The cafeteria is open Monday through Friday from 09:00-17:00. The Michealsen lobby is open to all students during operating hours (09:00-22:00). You may



eat food (either your own or purchased from the cafeteria), meet with friends or study groups, or relax or study at the tables and couches.

6. Campus Security & Parking *More info: Facilities Director, Michealsen Center 102*
Your safety is important to us. Report safety issues immediately to the Facilities Director or Resident Director. LCC ID card activation for parking lot use must happen in MC #102.

7. Career Development Center | CDC *More info: DeFehr 22b*
CDC informs students about on-campus and local job opportunities, summer employment, graduate studies, summer schools as well we coordinates Business Practicum course. CDC also organizes field trips to local businesses, workshops and annual career fair. CDC hosts educational seminars on campus, and provides resources on resume writing, job interviews and other career-related topics.

8. Chaplain *More info: Spiritual Life Office, Michealsen Center 103*
The Chaplain is available to talk about your questions and search for meaning, purpose, and faith. Together with the Spiritual Formation Coordinator, the Chaplain seeks to encourage healthy and respectful dialogue between the different faith traditions on campus and encourage all persons to grow in truth and restoration through the gospel of Jesus Christ.

9. Classrooms *Location: DeFehr center 102-109, 202-205, 207-209, Kaminiskiené Hall, Neufeld Hall*
DeFehr center classrooms seat 15-30 persons. Kaminskiené Hall seats approximately 60 persons and is used for lectures, receptions and meetings. Neufeld Hall seats 230 persons and is used for large lectures, presentations, chapel and concerts. Room reservations for students are made through the Student Life Office Manager.

10. CMAP | Community Multicultural Awareness Program *More info: Office of Intercultural Programs, DeFehr 22d*
An opportunity for LCC students to educate high school students about intercultural dialogue, bias and tolerance and helping high school students become community educators in their high schools.

11. Computer Labs *More info: DeFehr helpdesk, Neumann Hall, Enns Hall*
The main computer lab and IT helpdesk are open Monday through Thursday 08:00-21:00, Friday 08:00-20:00, Saturday, Sunday 10:00-15:00.

12. Counseling *More info: DeFehr 010*
Students sometimes experience challenges that can hinder academic success or personal growth. Students may find the help of a trained counselor beneficial



in meeting those challenges. All counseling sessions are confidential.

13. Erasmus Program

More information: Lina Zenkienė, DeFehr 20

This program offers the opportunity for EU citizens to study or complete an internship in another European country for an academic semester or year.

14. Faculty Offices

Location: DeFehr faculty wing

Faculty offices are generally arranged by department. On the 1st floor you will find the English, General Studies and Social Science departments. On the 2nd floor you will find the Business Administration, Lithuanian Studies and Theology departments.

15. Fitness Center / Gym

Location: Michealsen Center

You are welcome to use the Michealsen fitness center and gym. Please check the schedule on the bulletin board or ask the fitness attendant to see if the Michealsen gym is available for use. LCC ID card must be activated at MC reception desk. Please bring your LCC ID card with you and check in prior to your workout. Please submit a document at the fitness center desk to obtain a locker key.

Users of the gym and fitness center must have appropriate clothing and sport shoes.

16. Help Desk | IT

Location: DeFehr 2nd floor

The IT helpdesk is open Monday-Thursday 08:00-21:00, Friday 08:00-20:00, and weekends from 10:00-15:00.

17. Library

Location: DeFehr

The Balčiūnai library provides a variety of resources, including books, periodicals, audio-visual materials, full-text databases, and curriculum textbooks. It houses a collection of over 22,000 English volumes. LCC ID card is issued to every enrolled student and is mandatory to borrow materials. The library offers quiet study space and easy access to learning resources. Library hours: Monday-Thursday 08:00-20:00, Friday 08:00-18:00, Saturday 10:00-18:00, Sunday - closed. Online catalog: <http://librarycatalog.lcc.lt>.

18. Michealsen Center Hours

The Michealsen lobby is open to all students during operating hours (09:00-22:00). You may eat food (either your own or purchased from the cafeteria), meet with friends or study groups, or relax or study at the tables and couches. Michealsen center hours are: Monday-Thursday 10:00-22:00, Friday-Saturday 10:00-21:00 and Sunday 12.00-21.00. Users of the gym and fitness center must have appropriate clothing and sport shoes.



19. Migration Affairs Office

Located: DeFehr 21c

The LCC Migration Affairs Office provides assistance for students with the TRP/ visa process. Please check your student email & information boards oncampus for notifications regarding deadlines, policies and procedures.

20. Neumann Hall

Located: Kretingos 36

Neumann is home to approximately 210 students and is staffed by 2 Resident Directors (RDs) and 9 Resident Assistants (RAs).who help make it a safe and healthy place for students to live. Faculty & staff also live in suites along the front of the building and in a private wing on Neumann 6th floor West. The building is open to all students 08:00-23:00 each day. Non residential student and visitors must leave a document for identification purposes and follow residence hall guidelines for behavior. Common rooms open to all students: 1st floor lounge, 2nd floor game room, 3rd floor computer lab, 4th floor TV lounge, 5th floor art studio, 6th floor study lounge and the 6th floor chapel. Resident Director's offices are located on each end of the 4th floor.

21. Enns Hall

Located: Kretingos 36

Enns is our newest residence hall which is housing students for the first time this fall. Enns is home to approximately 140 students on the 2nd-5th floors. Faculty & staff live in suites on the first floor of the building. Enns is staffed by 1 Resident Director (RD) and 4 Resident Assistants (RAs).who help make it a safe and healthy place for students to live. The building is open to all students 08:00-23:00 each day. Non residential students and visitors must leave a document for identification purposes and follow residence hall guidelines for behavior. The common rooms open to all students are a 2nd floor RA resource room (open during hours when Residence Life staff are present) and a 4th floor study lounge. The Resident Director's office is a part of the Residence Life Resource Room.

22. Intercultural Programs

More info:

Office of Intercultural Programs, DeFehr 22d

Creates programs designed to educate students about the diversity on our campus and create dialogue about cultural issues. Assists international students' transition to life in Lithuania.

23. On-campus Employment

Located: DeFehr 21b

Human resources is in charge of the on-campus student employment process, documents and timesheets. On-campus job opportunities are posted through Career Development Center.

24. Receptionists

Located: DeFehr lobby

The receptionists greet visitors to LCC, answer phones, receive mail, check out keys and provide basic information about campus. Student mail and packages



are distributed through the 'Box'. Personal items should not be left at Reception.

25. Registrar

Located: DeFehr 23

Sends e-mails via your student e-mail account regarding registering for classes, grades, and academic policies and procedures. The Registrar conducts a final degree audit for student prior to graduation, issues transcripts, confirmation letters, diplomas and diploma supplements.

26. Student Council Office

Located: down the stairs past DeFehr lobby

Student Council is your advocate on campus at President's Cabinet and Board of Director's meetings! Student Council holds office hours at least one hour per day and has open meetings each week. Sign up for clubs, get assistance with LSP cards, ask questions and be active! Find out about the yearbook, newspaper, and photo exhibitions here.

27. Student Financial Services | SFS

Located: DeFehr 24

Assists students with the financial awards application process, communicates deadlines for payment via your student account and information about external programs for student financial assistance.

28. Student Life | SL

Located:

DeFehr 22, Michealsen offices, Neumann Hall, Enns Hall

Student Life is the name applied to a broad range of learning opportunities, programs and services designed to help you get the most of your LCC experience. See Who's Who for who's where.

29. Study Abroad Office

Located: DeFehr 311

Works with North American students attending LCC for one semester and provides information regarding the Gordon exchange program to current students.

30. Textbook Room

Located: DeFehr basement

Administered by the library, the textbook room holds over 14,500 textbooks which are checked out to students each semester.

31. Toilets

Located: DeFehr basement, Michealsen center

Public toilets are located near the pool table and emergency fire exit in DeFehr and in the lobby of Michealsen center.



LCC IDENTIFICATION (ID) CARD

What is an LCC ID card?

An LCC ID card is an official LCC document intended to be used as the primary source of identification for faculty, staff and students on LCC property and to provide a more secure university community.

The card will open the university doors for faculty, staff and students. Also the card will allow faculty, staff and students to check out textbooks and books from the LCC library, to use the Michealsen Center facilities, to participate in seminars at LCC, and to receive discounts from our university partners, for example West Express, Baltic Clipper, and Europa Royale.

More information about LCC ID Card you can find on www.lcc.lt/student-id-card

ACADEMIC INFORMATION

Who's Who?

- » LCC academics are overseen by the **ACADEMIC VICE PRESIDENT**.
- » The **REGISTRAR** is responsible for coordinating details related to course registration. The registrar is also available to interpret policies and explain academic requirements and procedures. The registrar handles all student records, transcripts, diplomas, and diploma supplements.
- » Your **ADVISOR** is your personal academic counselor who will work with you to plan your studies at LCC.

Finding out what you need to know

LCC communicates all official information to you via your official LCC e-mail account.

CHECK YOUR E-MAIL REGULARLY FOR:

- » Your course registration
- » Your semester grades
- » Updates from the Academic Vice President
- » Important communication about personal academic issues

Also check the LCC **WEBSITE** for specific information at the following addresses:

- » Registrar's Office: www.lcc.lt/registrar



Quick Reference

The following alphabetical list of academic information and policies is designed to be a quick reference. This is not a complete statement of academic policies or information. Consult the LCC International University Academic Catalog for a complete listing of LCC academic policies and requirements (online at www.lcc.lt/registrar.)

>Absenteeism

Missing more than 3 hours of class in a given semester results in penalty as defined in the course syllabus. Absence is not a reason for late submission of assignments or an expectation of make-up tests. There are no excused absences from scheduled examinations.

>Academic Leave

More Info: Registrar

If you wish to temporarily discontinue your studies at LCC, you must apply for academic leave during the semester prior to leaving. With your advisor you must complete the academic leave form (online at <http://www.lcc.lt/academic-leave-request-form> or at the registrar's office). Note that stepping out of the annual sequence of courses may mean that you will need additional semesters at LCC.

>Add / Drop Period

More Info: Advisor

This is the period of time at the beginning of each term (1 week during fall and spring, and 1 day during summer sessions) in which you may make changes to your registration without penalty. To add or drop a class, obtain an add/drop form from the registrar's office website (<http://www.lcc.lt/add-drop-form>). Once the form is filled out and signed by the necessary persons (your advisor and then professors) place it in the drop box at the reception desk.

>Academic Integrity

More Info: Academic Vice President

As you accomplish academic work, LCC wants you to develop integrity, trust and strong character. We encourage you to develop their own thinking and make your own conclusions based on your own research. Your writing, assignments and other work should reflect that thought and effort. LCC believes that you should be commended for your own work and should not benefit from work that is not your own or work that is done dishonestly. For these reasons LCC addresses and disciplines academic misconduct.



Please see the next section for details.

(For proper use of sources, please refer to:

- APA <http://owl.english.purdue.edu/owl/resource/560/01/>

- MLA <http://owl.english.purdue.edu/owl/resource/747/01/>)

>Cheating / Plagiarism

More Info: Academic Vice President

Any of the following violations are deemed instances of plagiarism:

- Using the exact words of a published or unpublished author without quotation marks and without making reference to the source of these words is an instance of plagiarism.
- Using another student's research or writing assignment and submitting it as one's own work.
- Duplicating a table, graph or diagram, in whole or in part, without reference to the source.
- Paraphrasing the conceptual framework, research design, interpretation, or any other ideas of another person, whether written or verbal (e.g. personal communications, ideas from a verbal presentation) without reference to the source.

Other types of academic misconduct include:

- Copying the answers of another student in any test, examination, or take-home assignment.
- Using materials in an examination or test other than those approved by the instructor.
- Stealing or destroying library materials.
- Returning a test for a proposed grade improvement having changed any information on that test after it was marked or scored.
- Submitting the same paper or portions thereof for more than one class or assignment, without approval by the instructors involved.
- Fabricating evidence or statistics that supposedly represent original research.
- Any other actions that compromise academic integrity.

Action	When	Result
First offense, minimal plagiarism	10 th week of class or earlier.	Instructor requires paper to be rewritten in correct form. Full letter grade deduction as penalty. Offense is recorded in student's file, advisor is notified.
	After 10 th week of class.	Paper receives a failing grade. Offense is recorded in student's file, advisor is notified.



First offense, substantial plagiarism	Any time	Paper receives no credit. Offense is recorded in student's file, advisor is notified.
Second offense of plagiarism, same course as first offense	Any time	Failure of course. Offense is recorded in student's file, advisor is notified, student is given a warning letter.
Second offense of plagiarism, other course	Any time	Offense is recorded in student's file, advisor is notified, student is given a warning letter.
Cheating on an exam	Any time	Possible removal of examination. Failure of examination.
Second offense of cheating	Any time	Student is given a warning letter.
Third offense of any academic misconduct (plagiarism, cheating, other)	Any time	Dismissal from LCC.
Other instances of academic misconduct	Any time	Instructor determines the consequences.

>Confirmation Letters (oficialios pažymos)

More Info: Registrar

Confirmation letters are issued by the registrar's office to confirm your status at LCC. They can be used to prove that you pay for your studies, receive no scholarship, or to provide necessary info for SoDra, Namų valdyba, International Student Cards issuing agencies, travel agencies, work and travel, etc.

- Fill in a form on <http://www.lcc.lt/confirmation-letter-request>
- There is no fee for confirmation letters
- Please expect 3 days to process confirmation letters
- Pick up your letter from the mailbox (by the Box)
- Request to provide confirmation letters on the same day are not accepted

>Transcripts

More Info: Registrar

A transcript is an official record of your academic work (courses taken, credits / grades earned) at LCC. Transcripts are often used in applying for jobs or for further studies. Official transcripts must be requested in advance from the registrar's office.

- Fill in a form on <http://www.lcc.lt/transcript-request>



- Transcript fee is 8 LTL if mailing is not required and 20 LTL if required.
- Please expect 3 days to process confirmation letters
- Transcripts will not be released if you have outstanding debts on your student account

>Full-time / Part-time students

In the fall and spring semesters, the normal academic load is 30 credits. If you take 24 or more credits in a semester, you are considered to be a full-time student. As a full-time student you may take up to 33--36 credits if your GPA was 8 or greater in the previous semester. If you are taking fewer than 24 credits per semester, you are considered a part-time student.

>Grading System

10-Point Scale	Percentage	Grade Meaning
10	93-100	Excellent
9	87-92	Very good
8	80-86	Good
7	73-79	Highly satisfactory
6	67-72	Satisfactory
5	60-66	Sufficient
0	0-59	Insufficient (Fail)
0		Withdrawn Fail

- Current grading scale is available at LCC Academic Catalog.
- I “Incomplete” – An incomplete is given only under special circumstances if you request it. Course work must be completed by the close of the following semester.
- AU “Auditing” – You may attend courses without attempting to earn a grade or apply the course towards your graduation requirements. ½ of normal course tuition is charged for auditing, and you must attend at least ½ of the course sessions to earn for AU to be listed on your transcript.

Grade Appeal – If you wish to appeal a grade, first have a conversation with the professor of the class. Only if that conversation results in an unsatisfactory outcome should you approach the Associate Dean. Grades may only be appealed until the 14th day after students receive their grades. If the instructor does not believe that a change in grade is warranted, students may appeal to the Associate Dean by the 21st day after they received their grades. The Associate Dean will inform students of the final decision not later than the 28th day after the appeal is received.



Repeated Courses – Each attempt at a course is recorded on your transcript. A course may be repeated once to earn a higher grade or as many times as necessary to earn a passing grade. The repeat will be so noted on the transcript. Only your highest grade will count towards your CUM GPA.

>Graduation requirements

More Info: Advisor

The academic requirements found in LCC Academic Catalog at the time you are accepted into LCC are applicable for your entire course of study. 2011–2012 Academic Catalog is available on <http://www.lcc.lt/registrar> . Final responsibility for meeting all graduation requirements rests with you.

>Late arrival

More Info: Registrar

If you are not present on the first day of classes, you lose your registration in the course unless you have informed the registrar and paid for the course. If you arrive (begin attending class) later than the add/drop period you will be automatically withdrawn from all registered courses with no chance for re-entry until the following term.

>Major / Module

More Info: Advisor

You will choose (declare) your major (and module) in the fall of your first year. You may change your major or module at any time during your studies by filling out the appropriate form in the registrar's office. Consult with your advisor in this process. Note that changing majors can cause your studies to extend beyond four years.

>Registration

More Info: Advisor

Registration for LCC courses takes place during the second half of the spring and fall terms. The registration periods and the drop/add period are the only times that you may make changes to your course registration. Registration information and dates are communicated to you via email. Any course changes (including change of blocks/sections and adding courses from the waiting list) should be made by submitting a signed Add/Drop Form. If you stop attending a course without officially dropping it, you will receive a 0. Starting to attend a course without officially adding it will not carry any credit.

2011-2012 Registration Periods

Registration for Spring 2012
Registration for Summer 2012
Registration for Fall 2012

Dates

November 14 - December 2, 2011
February 20 - 24, 2012
March 26 - April 13, 2012



>Transfer*More Info: Registrar*

You may receive transfer credit for academic work at other accredited institutions. Following a transcript evaluation, you may become eligible for transferring a maximum of 96 ECTS credits towards your LCC bachelor's degree. See the LCC catalog for more information.

>Withdrawal*More Info: Registrar*

During the fall and spring semester, a student may add and drop courses without penalty only during the first week of the semester. You may withdraw from studies by completing an official withdrawal request form, available on the registrar's office web page (<http://www.lcc.lt/withdrawal-request-form>).

You may withdraw from a course without academic penalty from the eighth to the thirty-fifth calendar day of the semester. After the thirty-fifth calendar day, you may withdraw from a course but will earn a grade of WF, equivalent to a 0. During Summer Session, you may add or drop courses only during the first day of the session. You may withdraw from a course without academic penalty from the second to the seventh calendar day of the session. After the seventh day, you may withdraw from a course, but will earn a grade of WF, equivalent to a 0.



STUDENT LIFE INFORMATION

Who's Who?

- » The LCC Student Life Division is overseen by the **STUDENT LIFE VICE PRESIDENT**.
- » The **STUDENT LIFE OFFICE MANAGER** is available at the Student Life office front desk to help point you where you need to go and answer general Student Life - related questions.
- » The **DIRECTOR OF THE CAREER DEVELOPMENT CENTER (CDC)** is responsible for the CDC, which promotes job and practicum opportunities, as well as career-related educational events and is advisor to the Student Council.
- » The **CHAPLAIN** oversees the programs dedicated to your spiritual development including chapel programs, bible studies, mission trips & local service opportunities.
- » The **DIRECTOR OF COMMUNITY LIFE (DCL)** is responsible for student housing, residence life, & intercultural programs. The DCL is also available to interpret policies and explain student life good standing requirements and procedures. The DCL handles all student discipline prior to CAS involvement.
- » The **STUDENT COUNCIL** is responsible for representing you at official LCC International University meetings (i.e. President's Cabinet, CAS) and at LSS (Lithuania Student Union), events such as talent night and, providing organization & funding for student interest clubs & committees, yearbook & the student newspaper.
- » The **ATHLETIC DIRECTOR** is responsible for the basketball program, intramural sports, the fitness room & gym use.

CHECK YOUR EMAIL REGULARLY FOR:

- » [e]vents e-mail with job opportunities, activities, lost & found notices and community information
- » Updates from the Student Life office regarding LCC policies and procedures that affect students

Also check the **LCC WEBSITE** for specific information at the following addresses:

- » Events Calendar: www.lcc.lt
- » Student Handbook: www.lcc.lt/student-handbook
- » Student Life: www.lcc.lt/studentlife
- » Student & Staff Directories: www.lcc.lt/directory_search.html
- » Event Request Form (room reservations): www.lcc.lt/oncampus



>Alcohol-free or “dry” campus*More info: Director of Community Life*

Students are to refrain from the use or possession of alcohol (including beer & cider) in or on the grounds of any LCC facility including student residences.

>Audio / Visual equipment | A/V*More info: IT Help Desk*

A/V equipment (including the portable sound system) can be reserved through the IT Help Desk for student events.

>Chapel*More info: Chaplain*

Wednesday (12:15-13:15) is designated for Chapel. Chapel is not mandatory; however students are encouraged to attend. No other institutional or student meetings or events should be scheduled at this time.

>Drunkenness*More info: Director of Community Life*

Drunkenness is not permitted in or around university facilities. Student Life staff members may administer breathalyzer tests when drunkenness is suspected. Refusal to be tested is equivalent to violation of the policy.

>[e]vents*More info: SL Office Manager*

This is a daily summary of events, job opportunities, SFS scholarship information, activities, lost & found items, and information that comes to your official LCC e-mail.

>Faculty / staff kitchen & lounge*More info: Human Resources*

Only student employees wearing proper identification may use the faculty/staff kitchen and lounge.

>Flag usage*More info: Office of Intercultural Programs*

Intercultural programs purchases a national flag for each nation represented on campus. Flags can be checked out for event use but must be returned within 2 hours following an event. If not returned or returned damaged, it is the responsibility of the person or department that used to the flag(s) to replace it.

>LCC e-mail address*More info: Registrar*

LCC communicates all official information to you via your official LCC e-mail account. Check it regularly.



>Illegal drugs

More info: Director of Community Life

Students are to refrain from the use and possession of illegal drugs (including marijuana) or non-prescribed narcotics. Distribution or selling of illegal drugs will not be tolerated.

>Medical Insurance

More information: SL Office Manager

All international students are required to subscribe to the medical insurance plan arranged by LCC. Medical insurance is required for temporary visa and TRP eligibility.

>Musical instruments & band practice

More information: Chaplain

Use of musical instruments and equipment used for the Chapel worship band must be arranged with the Chaplain. LCC students may store musical instruments in Neufeld Hall storage (as there is space) but do so at their own risk.

>Posters

More info: SL Office Manager

Posters, flyers, and other event marketing materials need to be posted on Bulletin boards only. Because there is limited bulletin board space on campus, certain regulations are enforced to ensure that the boards are used appropriately. Event organizers are responsible to remove posters, flyers and other marketing materials within 24 hours after the event.

>Registering for student club status

More info: Student Council

All student clubs and organizations must be registered through Student Council in order to function on campus and receive benefits such as permission to advertise, funding, support and access to Student Council office space.

>Respect for university property

*More info:
Director of Community Life, Facilities Manager*

No objects such as balls and frisbees may be thrown inside university facilities with the exception of the Michealsen Center gym. All beverages (coffee, tea, water, etc.) must be covered if consumed inside university with exception of the Cafeteria.

>Room Reservations

More info: SL Office Manager

Please ensure that you reserve your room prior to advertising your event. The priority for reserving the room always goes to academic activities, then to of-



ficial meetings, student activities and finally personal use. You are responsible to re-set the room after your event.

>Smoking

More info: Director of Community Life

All university facilities are smoke-free environments. Smoking is permitted in designated smoking areas only.

>Technology Use

More info: Director of Community Life, IT Director

LCC's networks are primarily for academic purposes. IT and/or Student Life may discontinue network access for users who violate standards (i.e. peer to peer, FTP, illegal or copy written files, sexually explicit materials). It is the responsibility of the banned user to contact Student Life or IT regarding renewing access.

>TRP | Temporary Residence Permit

More info: Migration Affairs Coordinator

All international students are required by law to have a valid TRP in order to attend classes (for a certain period, TRP could be substituted by the Lithuanian National Visa which gives its visa holder very similar rights and responsibilities as TRP). It is the student's responsibility to adhere to the deadlines communicated to students through their LCC email account.

>Threats, Assault or Harassment

More info: Director of Community Life

Refrain from verbal or non-verbal threats of any kind. Under no condition may any member of LCC's community feel violated (continued ridiculing or uninvited sexual advances included). Any assault (physical and/or sexual) will be dealt with severely.

>Weapons

More info: Director of Community Life

No legal or illegal weapons are allowed on university property. This includes legal gas guns used for self-defense purposes.



GOOD STANDING POLICIES

What would a Community Member of Good Standing look like at LCC International University? It is LCC's desire to develop an individual's character, personality and abilities so that they are able to impact their world through service and leadership.

Character and Personality Formation

Development of character, personality and abilities are all key elements of an LCC education, which strives to enable students to impact their world through service and leadership.

We respect the principles and beliefs of this institution recognizing that the foundational values to which LCC ascribes are based on Biblical principles.

We value every person as made in God's image and therefore to be cherished, respected and granted dignity.

We maintain a standard of honesty, integrity, and respect in academic and social lives.

We recognize one another's rights to freedom of inquiry and expression in coursework, scholarship, and the day-to-day life of the LCC community.

ACADEMIC GOOD STANDING

For full academic policy descriptions, please see the LCC International University catalog at: <http://www.lcc.lt/registrar>

Student academic progress is reviewed at the end of each term. To remain in Good Standing, you must achieve the following CUM GPAs according to the Total Hours Attempted. In determining Good Standing, the total hours attempted includes grades 0 – 10, and P. Grades P and I contribute to the total hours attempted but not to the CUM GPA.

<u>Total Hours Attempted</u>	<u>CUM GPA</u>
0-65	6.00
66-131	6.20
132-197	6.80
198-240	7.00
IEP – After First Semester	
<u>Total Hours Attempted</u>	<u>CUM GPA</u>
At least 18	7.00



IEP – After Second Semester	
<u>Total Hours Attempted</u>	<u>CUM GPA</u>
At least 18	8.00

Be sure to check the Catalog for any changes during the Academic Year.

If your CUM GPA is at or above the required levels, you will remain in Good Standing. If your CUM GPA is below the required levels, you are subject to Academic Action (see below).

For IEP students, if your SEM GPA is at or above the required levels, you will remain in Good Standing. If your first SEM GPA is below the required levels, you are subject to Academic Action. If your second SEM GPA is below the required levels, you will be dismissed.

Academic Actions

Warning

If your CUM GPA is above the level required for Good Standing, but below 7 you will receive a warning letter.

Academic Contract

If your CUM GPA falls below Good Standing you are automatically on Academic Contract. Academic contracts are designed to give probationary students the best chance of raising their CUM GPA to the required level in the next term in order to return to Good Standing. Academic contracts are adapted to your situation, but will always include strict adherence to the terms of the courses in which you are enrolled. Contracts are designed to help you achieve a GPA high enough to move you above the CUM GPA required for your total hours attempted. If achieving Good Standing in one term seems unlikely or even impossible, CAS considers the option of a two-semester contract or suspension or dismissal. If you are unable to achieve Good Standing after two successive full semesters, you will normally be dismissed.

Suspension

Suspension gives you an opportunity to consider whether you wish to continue your education at LCC. An academic suspension is imposed when you are unable or unwilling to improve your CUM GPA to achieve the required level necessary to remain in Good Standing.

While suspended you lose student status and with that all rights and privileges accorded to LCC students. Suspensions are always at least one semester and seldom more than two semesters in length.

If you are suspended you must apply to CAS for readmission. If you are re-



admitted, CAS will normally require you to enter into either an Academic or Student Life contract.

If you fail to live up to the terms of your contract, you will normally be dismissed.

Dismissal

Academic warnings and other academic actions do not always precede dismissal. Year 1 students whose CUM GPA is below 6.0 and who have not successfully completed 30 credits at the end of their second semester are dismissed. (This could mean dismissal after your first semester.) A dismissed student may lose all campus visiting privileges.

*During Academic year 2011–2012, Academic Vice President is replaced by the Registrar

Committee on Academic Standing (CAS)

CAS takes action on issues involving community expectations which directly impact your ability to continue at LCC. These include probation, suspension or dismissal. The committee is comprised of the Academic Vice President, Associate Dean, Student Life Vice President, Director of Community Life, one instructional faculty member and one member of the Student Council.

Appeals of CAS action involving dismissal must be made within 3 days to the President. Only written appeals will be considered. The President's decision is final.

* During Academic year 2011–2012, Academic Vice President is replaced by the Registrar

Advocacy

The Student Council will listen to and address your concerns and questions. Student Council can also work with you and represent you if there is a legitimate grievance as to the procedure or consequence of Student Life or Academic Action.

Questions regarding these policies

We are glad to talk to you about the expectations of our community and why we have them. The Academic Vice President, Student Life Vice President, and Director of Community Life welcome your questions and interaction on these policies. A qualified counselor is available to work through issues of confidential or personal concern.



STUDENT LIFE GOOD STANDING

For full Student Life policy descriptions, please see the S: drive (for students). If you are not honoring Good Standing expectations, Student Life Actions may be taken. The type of action depends upon the seriousness of the offense, your willingness to take responsibility for personal actions, and your attitude. Every opportunity will be explored to contribute to your personal growth and success, while seeking to maintain a healthy living and learning environment.

Student Life Actions

Warning

You are informed that your behavior is unacceptable. If this behavior is repeated, it will result in a warning with consequence. Warnings are recorded in a Student Life incident report files.

Warning with Consequence

You are given an opportunity to think critically about the decisions you have made. Consequences often include (but are not limited to) a combination of the following: a conversation with a Community Life staff member, an educational reading, a reflection paper, preparation of a seminar, a community service project or a meeting with the counselor. Fines may be given in some situations.

Official Warning

The Official Warning is a letter documenting the inappropriate behavior or attitude and is always coupled with a conversation with the Director of Community Life. It is often partnered with Residence Probation.

Residence Probation

Residence Probation indicates that any further disciplinary action may result in eviction from university housing.

Records of all violations remain in active files for one academic year with the exception of violations that take place after spring break. Such incident reports remain active until the end of the next fall or spring semester in which you are attending classes at LCC.

Eviction

You must return all university housing property (keys/linens) and complete the proper checkout procedures. You must leave student housing within the time



frame specified by the Director of Community Life. When you are evicted you lose overnight guest privileges and may also lose any visiting privileges. If you reapply for housing during the semester following an eviction you may be readmitted only under the terms of a disciplinary contract specified by the Director of Community Life. A permanent record of the eviction will remain in the Student Life files for the length of your enrollment at LCC.

You may appeal an eviction decision by submitting a letter to the Director of Community Life stating any extenuating circumstances that affected your ability to remain within community guidelines for behavior. The letter will be forwarded to the Student Life Vice President for review.

Student Life Contract

Student Life Contracts are designed to give you a further opportunity to demonstrate that you understand what it takes to remain within this community. The contract may involve among other requirements, mandatory accountability meetings with a counselor or appropriate staff or faculty member, writing a paper appropriate to the behavioral offense, or loss of privileges. If you violate any conduct expectations while on contract, the Committee on Academic Standing (CAS) may consider suspension or dismissal. If the contract is fulfilled at the end of the contractual term, you will return to Good Standing.

Suspension

Suspension gives you an opportunity to consider whether you wish to continue your education at LCC International University. A Student Life-issued suspension is imposed when you are unwilling to remain within the community conduct expectations.

While suspended you lose student status and with that all rights and privileges accorded to LCC students. Suspensions are always at least one semester and seldom more than two semesters in length.

If you are suspended you must apply to CAS for readmission. If you are readmitted, CAS will normally require you to enter under either an Academic or Student Life contract. If you fail to live up to the terms of your contract, you will normally be dismissed.

Dismissal

Student Life warnings and other Student Life actions do not always precede dismissal. Dismissals are determined by CAS, and based on the severity of the Student Life violation. A dismissed student may lose all campus visiting privileges.



Committee on Academic Standing (CAS)

CAS takes action on issues involving community expectations which directly impact your ability to continue at LCC. These include probation, suspension or dismissal. The committee is comprised of the Academic VP, Associate Dean, Student Life VP, Director of Community Life, one instructional faculty member and one member of the Student Council.

Appeals of CAS action involving dismissal must be made within three days to the President. Only written appeals will be considered. The President's decision is final.

Severe Violations

Some violations to community standards are more severe in nature and threaten your safety and welfare and that of the community. These violations will be responded to more seriously, and if you violate these policies you could receive serious consequences upon the first offense.

Advocacy

The Student Council will listen to and address your concerns and questions. Student Council can also work with you and represent you if there is a legitimate grievance as to the procedure or consequence of Student Life or Academic Action.

Discipline Procedures

All students are encouraged to live as community members in good standing. If you fail to maintain community standards you will be held accountable for your actions. **The goal of the discipline process is to help you develop in character, personality, and ability.**

The following chart provides a list of consequences for violations of Community Standards based on typical disciplinary decisions. Each decision is considered on an individual basis, taking into account the attitudes and unique circumstances surrounding each incident. Disrespect toward any faculty or staff member during this discipline process will be considered when making discipline decisions. Consequences are at the discretion of Student Life personnel, and may include fines, essays, community service or any other means deemed appropriate to help the student learn and grow.

University Behavioral Violations Chart

These consequences apply to both resident and non-resident students on any LCC property.



OFFENSE	1 st Violation	2 nd Violation	3 rd Violation	4 th Violation
Breaking and Entering	Official Warning with Consequence	University Housing Eviction or CAS Action		
Computer misuse (major issues such as hacking, etc.)	Official Warning with Consequence	University Housing Eviction or CAS Action		
Copying LCC keys	Official Warning with Consequence	University Housing Eviction or CAS Action		
Drug selling or distribution	CAS Action			
Drug use/possession on LCC property	Official Warning with Consequence	University Housing Eviction or CAS Action		
Drunkenness on LCC property	Official Warning with Consequence & Residency Probation	University Housing Eviction or CAS Action		
Fighting on LCC property	Official Warning with Consequence	University Housing Eviction or CAS Action		
Illegal Weapons/explosives on any LCC property (any legal weapon must be kept concealed at all times)	Official Warning with Consequence	University Housing Eviction or CAS Action		
Inappropriate public displays of affection	Warning	Warning with Consequence	Official Warning with Consequence	University Housing Eviction or CAS Action
Noise levels / disturbing the peace	Warning	Warning with Consequence	Official Warning with Consequence	University Housing Eviction or CAS Action



OFFENSE	1 st Violation	2 nd Violation	3 rd Violation	4 th Violation
On roof without authorization or improper entering of an university building	Warning with Consequence	Official Warning with Consequence	University Housing Eviction or CAS Action	
Physical and/or Sexual Harassment, Assault or Rape	CAS Action			
Pornography/erotica: posters, magazines, web, desktop, etc.	Warning/ Remove Material	Warning with Consequence/ Remove Material	Official Warning with Consequence/ Remove Material	University Housing Eviction or CAS Action
Possession of being in the presence alcohol on LCC property	Confiscation & Warning with Consequence	Confiscation, Official Warning with Consequence, & Residency Probation	Confiscation & Campus Housing Eviction or CAS Action	
Questionable conduct/ destructive behavior	Official Warning with Consequence	University Housing Eviction or CAS Action		
Smoking/tobacco use inside any university building or outside of the designated smoking areas	Warning	Warning with Consequence	Official Warning with Consequence	University Housing Eviction or CAS Action
Throwing objects/ projectiles out of windows (i.e. bottles)	Warning with Consequence	Official Warning with Consequence	University Housing Eviction or CAS Action	
Theft	Official Warning with Consequence	University Housing Eviction or CAS Action		
Tampering with fire equipment/false fire alarm	Official Warning with Consequence	University Housing Eviction or CAS Action		
Verbal Harassment	Official Warning with Consequence	University Housing Eviction or CAS Action		



University Housing Community Standards

If you live in university housing, you are part of a residential learning community. University housing is a very special part of student life at LCC. It is a place that creates a community of many cultures and backgrounds where conversation and interaction lead to learning, lifelong friendships and a lot of fun! We encourage all students to live in and experience our residential learning community.

University housing is your home away from home – a community where you are valued, respect is demonstrated, and safety is a priority. You have the opportunity to enhance your learning experience by living in university housing as you develop responsibility, experience freedom, and make life choices. The Community Life staff provides guidance and education for you as you make these decisions.

If you live in or visit LCC housing facilities you need to be aware of the community standards that help make them a safe and welcoming place to be. You and your guests are expected to abide by these regulations and will face consequences for choosing to disregard them. *You are responsible for the behavior of your guests. If you are present while a violation is occurring, you may also be held accountable for that violation.*

Community standards will be reviewed and distributed at the beginning of each academic year and are available on the S: drive (for students). If you have questions regarding community standards, you are responsible for directing those questions to a Residence Life staff member or the Director of Community Life.

Residence Life Staff

Resident Directors (RDs) are professional staff members responsible for the day-to-day operation of university housing and the programs and events that happen there. They are responsible for monitoring regulations and developing community. They work to make the living and learning community a safe place that promotes personal growth. The Resident Directors are assisted by student leaders called Resident Assistants (RAs). Together they work to make university housing a great place to live, and to hold residents and visitors accountable to the community standards.



Standards for University Housing	Description
Computers	Each computer using the LCC network must have current anti-virus software installed. Information Technology and Student Life personnel can help provide you with free software that will protect your computer and the LCC network. Computers in university housing should be on the “DORM” workgroup. Computer names should reflect the name and room number of the owner (example: “Veslava 101”). Because heavy downloading slows the internet for everyone, “peer-to-peer” programs should not be used on LCC networks. Do not download unfamiliar files, or accept strange files through email or messaging programs. These files may contain viruses that harm your computer and the entire network.
General Behavior	You are expected to be a responsible member of the LCC community by attending required meetings, reading emailed & posted information, demonstrating respect for authority, and abiding by community regulations. You are always expected to follow the laws of Lithuania.
LCC Facilities (student rooms)	You are responsible for cleaning your own rooms on a regular basis. Room inspections are made on a monthly basis. Repair costs will be assessed to all occupants of a room unless one student assumes full responsibility for damages. You may not detach built-in furniture from the walls of your room or take furniture (including hot plates) from public areas to your room. Pets (except small fish) are not allowed in university housing.
Keys	You are responsible for your keys. You will be charged a replacement fee for the lock if you lose a key. If a key is locked inside a room, an extra key may be checked out from the receptionist, but must be returned within 15 minutes. Under no condition may you copy a key. Student Life staff members are permitted to enter any student room at any time if they believe a community living standard is being broken, or have other valid concerns. Student Life staff members are also permitted to search for and/or confiscate materials not permitted by university housing regulations.
Overnight Guests	As a resident in university housing you are permitted to have overnight guests. You must pre-register your guest(s) the day before they arrive. They may stay for a maximum of two days, unless special arrangements are made with an RD. A fee of 20 Lt/ per night for overnight guests who are not current LCC students must be paid (this includes LCC students on Academic Leave). Over-



	night guests who are current LCC students pay a reduced rate of f 15 Lt/per night. All guests must leave an additional 20 Lt deposit for their linen-it will be refunded when they return the linen.
Quiet Hours	University housing is a place where people not only have fun, but also study and rest. Therefore, there are designated quiet hours from 23:00 to 08:00 Sunday through Thursday and 24:00 to 08:00 on Friday and Saturday. Outside of these quiet hours, you and your guests are asked to be considerate of your neighbors living closely around you. Music should not be played at a volume that interferes with the lives of others in the facility or neighbors outside (at any time of the day or night).
Sexually Intimate Behavior	Pornography and erotica of all kinds including both electronic and paper copies are not allowed. Posters with nudity may not be displayed. You may only have overnight visitors of the same gender. You may not spend the night in the room of someone of the opposite sex. Acts of sexual intimacy and inappropriate public displays of affection are also forbidden.
Visiting Hours	Day visitors to university housing are permitted from 08:00 until 23:00 from Sunday to Thursday and from 08:00 until 24:00 on Friday and Saturday. All guests must sign in and leave an ID document at the reception desk at all times. Non-student staff and faculty may enter without leaving a document, but must sign in. Visitors who disregard the community standards will be asked to leave the dorm and may lose visiting privileges. If you host a guest, you are responsible for their behavior.
Campus Housing during breaks	Housing is available for students who are unable to go home during school breaks (Fall, Winter and Spring). Housing during Fall and Spring break is included in the cost of your room fees each semester and is in your own room. Winter break housing is at an additional cost and all students staying on campus for winter break will be expected to consolidate into rooms as assigned by the housing coordinator.
Winter Break Room Usage	It is a privilege to keep your personal belongings in your room while it is unoccupied during Winter Break. Your room will be used to house conference participants (Saltshaker Youth Conference, etc) and/or students staying on campus during the break.



University Housing Behavioral Violations Chart

These consequences apply to any LCC student living in or visiting LCC housing.

OFFENSE	1 st Violation	2 nd Violation	3 rd Violation	4 th Violation
Dorm/room damage or inadequate cleaning *	Charge for damage repair/inadequate cleaning charge	Additional Charges	Official Warning with Consequence	University Housing Eviction
Visitation hours violation	Warning	Warning with Consequence	Official Warning with Consequence	University Housing Eviction
Using a computer without anti-virus software on LCC network	Warning	Warning with Consequence	Official Warning with Consequence	University Housing Eviction
Failure to clean the kitchen	Warning	Warning with Consequence	Official Warning with Consequence	University Housing Eviction
Failure to pass room inspection	Warning	Warning with Consequence	Official Warning with Consequence	University Housing Eviction
Acts of sexual intimacy	Official Warning with Consequence	University Housing Eviction		
Failure to abide by dorm policies (multiple warnings in different areas)	Official Warning with Consequence	University Housing Eviction		

* Please see a RD for a list of damage/cleaning charges. Some repair costs may be subject to the discretion of the LCC maintenance department.

Grace

Grace will be part of the discipline process as Student Life staff members take into consideration your attitude and past behavior. Student life staff members have the option of giving grace at any point in the discipline process.

Questions regarding these policies

We are glad to talk to you about the expectations of our community and why we have them. The Academic Vice President, Student Life Vice President, and Director of Community Life welcome your questions and interaction on these policies. A qualified counselor is available to work through issues of confidential or personal concern.



FINANCIAL INFORMATION

The **STUDENT FINANCIAL SERVICES** office oversees everything related to your tuition account and financial aid (scholarships, grants, loans, etc.). For full SFS policy descriptions and further information regarding financial aid types, please see the LCC website: <http://www.lcc.lt/financing-options>.

2011–2012 TUITION AND FEE SCHEDULE

STATEMENT ABOUT TUITION

Student tuition covers around 50% of the total cost of the student's education. The LCC tuition rate is set annually by the Board of Directors at no less than 2% and no more than 6% above the average of Lithuania's inflation level (HCPI rate published by the Ministry of Finance on August 31). Please refer to the table below for the tuition rates for 2011–2012 academic year.

Tuition*

6-ECTS credit course	833.00 Lt	
3-ECTS credit course	416.50 Lt	
Tuition rate for IEP students for academic year 2011–2012		7,350.00 Lt

* Tuition is the same for international students from Commonwealth of Independent States countries. Please contact SFS office for the rates for other countries.

STATEMENT ABOUT FEES

LCC International University charges differentiated fees for housing based on who lives in the residence halls and the purpose of their stay. LCC considers students to be the primary group of residents and their accommodation during study periods to be the primary purpose. Below you'll find student residence fees for 2011–2012.

Housing Fees*

Neumann Hall		
4 person room		1 500.00 Lt/semester
5 person room (2 bed side)		1 460.00 Lt/semester
5 person room (3 bed side)		1 260.00 Lt/semester
Enns Hall		
2 person room		1 500.00 Lt/semester
4 person room		1 300.00 Lt/semester



5 person room	1 100.00 Lt/semester
6 person room	900.00 Lt/semester
Christmas break charges:**	
Neumann Hall	35 Lt/week
Enns Hall	30 Lt/week
May, June and July sessions***	
Neumann Hall	
4 person room	375.00 Lt/month
5 person room (2 bed side)	365.00 Lt/month
5 person room (3 bed side)	315.00 Lt/month
Enns Hall	
2 person room	375.00 Lt/month
4 person room	325.00 Lt/month
5 person room	275.00 Lt/month
6 person room	225.00 Lt/month
Off season charges:****	
Neumann Hall	15 Lt/day
Enns Hall	10 Lt/day
Housing deposit *****	100 Lt

*** Housing fees**

Housing is charged for each semester. NOTE: this does not include Christmas break season. It is charged separately.

**** Christmas break charges**

Christmas break season is the period between Fall and Spring semesters. Students are charged weekly. * The fee might be changed during the year.

***** May, June and July sessions**

Summer sessions are charged monthly. Students can stay in the dorm for the whole month.

****** Off season charges**

Every year Student Life announces dates when student residence opens and closes for each academic session. Different dates exist for freshmen, returning students and student leaders. Any stay prior or past opening/closing dates falls into an off season category. Off season fees are charged per day for any stay lasting up to 25 nights. In case a person stays longer, he/she must pay a monthly fee. Check student residence opening and closing dates with the Academic Calendar and Student Life. * The fee might be changed during the year.

******* Housing deposit**

Fall Housing deposit is 100% refundable till July 1, 50% refundable till August 1, and 0% refundable after August 1.



Other Fees

Payment Schedule fee	60 Lt/semester
Overdue fee charge	3% per month
Summer session non-refundable deposit	100 Lt/course
Transcript fee (if no mailing required)	8 Lt/copy
Transcript fee (if mailing is required)	20 Lt/copy
Library fines	1.25 Lt/day/book
Late Textbook return	10 Lt/copy
Late Reserve item return	5 Lt/day-item
Lost library item	Full replacement value of the item
Lost library item processing fee	15 Lt/item
Alumni library card fee	10 Lt/card
Thesis binder fee	10 Lt/binder
Michealsen gym card (1 visit)*	1 Lt
Michealsen gym card (1 month)*	15 Lt
Michealsen gym card (4 months)*	45 Lt
Michealsen gym card (1 year)*	120 Lt
Photocopying & computer lab printing (50 credits) **	3.50 Lt
Photocopying & computer lab printing (100 credits)	6 Lt
Photocopying & computer lab printing (200 credits)	11 Lt
Photocopying & computer lab printing (500 credits)	26 Lt

* Students can buy cards (min. 5 sessions) in the Michealsen Center.

** Students need to buy print cards for all photocopying and computer lab printing in the library.

* Fees might be changed during the year.

Damaged / lost library materials

Any learning resource is a property of LCC International University Library. Student is responsible for the borrowed library material. If the items is lost or returned damaged (highlighted, written over, ripped pages, spilled , etc.), library staff will ask a borrower to compensate for loss or damaged material not resulting from normal use.

Payment Options

Please make all your payments through a bank! Our bank details:

Bank name: AB SEB bankas

Bank code: 70440

Account number (LTL or EUR only): LT53 7044 0600 0054 4963

SWIFT (for international payments): CBVILT2X

Or:



Bank name: AB Swedbank
Bank code: 73000
Account number (LTL or EUR only): LT43 7300 0100 3490 5217
SWIFT (for international payments): HABALT22

Please make sure your bank transfer includes the following information:

- Your full name
- LCC ID
- Payment code
- The amount of the payment
- The description of the payment
- The date of the payment

LCC provides students with **two payment options:**

Students may pay their semester tuition and dorm fees in full no later than **August 20, 2011** (Fall Semester) and **December 20, 2011** (Spring Semester).

Students may also choose the Payment Schedule option, which allows covering semester tuition and dorm fees in three equal installments. The 60 Lt Payment Schedule fee is payable with the first installment. Students who choose this payment option are required to fill in an online Payment Schedule Registration Form (available on LCC website) and send it to Student Financial Services by e-mail no later than July 31, 2011 / Dec 1, 2011. Payment Schedule due dates are the following:

Due dates for Fall 2011

August 15, 2011

September 15, 2011

October 15, 2011

Due dates for Spring 2012

December, 15, 2011

January 15, 2012

February 15, 2012

NOTE: Late payment schedule registration forms require 80 Lt Payment Schedule fee.

Students are required to follow established deadlines and pay their fees on time. If LCC does not receive a payment by the required deadline, the students will be withdrawn from that semester's class lists. The student will be able to register and attend classes only when ALL fees will be paid. Please remember that all overdue amounts are subject to 3% monthly late fee.

Also, please note that if you have not registered during the Registration week and want to register during the Add/Drop week, you first need to bring the payment slip to Registrar office showing the proof of the payment for the upcoming semester. Only then you will be allowed to proceed with your registration.



We strongly urge students to make payments on time. Any outstanding balances are subject to **3% monthly interest** and students are not permitted to attend classes. If you have not made necessary and timely payments to your student account (for tuition, library fines, student card and other fees) the following penalties result:

- » No registration for future terms
- » Your transcripts are not released if requested
- » You will not receive semester grade reports

Housing Registration and Deposit Payment

In order to secure a place in the dorm, all students are required to pay a deposit prior to Fall, Spring and Summer Housing Registration. All housing deposits are credited to the student's account. Spring and Summer housing deposits are non-refundable. Fall housing deposit is 100% refundable till July 1, 50% refundable till August 1, and 0% refundable after August 1.

Fall and Summer Housing Registration starts in March; Spring Housing Registration takes place in November. The Housing Coordinator finalizes the registration results after verifying that due payments have been made. Below is the summary of the Housing registration and deposit payment process:

Spring 2012 Registration

Nov 21 Apply
Nov 21 Pay 100 Lt
deposit

Summer 2012 Registration

March 26 Apply
March 26 Pay 50 Lt
deposit

Fall 2012 Registration

March 26 Apply
March 26 Pay 100 Lt
deposit

Course Withdrawal 2011–2012

Students who wish to withdraw from a course after the beginning of the first day of classes must complete the course withdrawal process. See LCC Registrar for more details. Tuition fees will be refunded according to the following schedule:

Fall 2011 Semester	Refund
August 29 - September 4	100%
September 5 - September 18	50%
September 19 - October 2	25%
After October 2	0%
Spring 2012 Semester	Refund
January 9 - January 15	100%



January 16 - January 29	50%
January 30 - February 12	25%
After February 12	0%
Summer Sessions	Refund
Calendar Day 1 of the class	100%
Calendar Days 2-7 of the class	50%
After calendar day 7 of the class	0%

Tuition refund is based upon the day the withdrawal process is complete, not the day the student ceases to attend the course.

Payment Calendar

FALL 2011	
March 30	Fall 2011 Housing Registration
March 30	100 Lt Fall 2011 Housing Deposit due
August 1	Fall 2011 Payment Plan Registration Form due
August 15	1 st Fall 2011 semester payment + 60 Lt Payment Schedule Fee due (for those on Payment Schedule)
August 20	Full Fall 2011 semester payment due (when paying in full)
September 15	2 nd Fall 2011 semester payment due (for those on Payment Schedule)
October 15	3 rd Fall 2011 semester payment due (for those on Payment Schedule)
November 21	Spring 2012 Housing Registration Begins / 100 Lt Spring 2012 Housing Deposit due *
November 21	Winter 2012 Housing Registration Begins
SPRING 2012	
December 1	Spring 2012 Payment Plan Registration Form due
December 15	1 st Spring 2012 semester payment + 60 Lt Payment Schedule Fee due (for those on Payment Schedule)
December 20	Full Spring 2012 semester payment due (when paying in full)
January 15	2 nd Spring 2012 semester payment due (for those on Payment Schedule)
February 15	3 rd Spring 2012 semester payment due (for those on Payment Schedule)
SUMMER 2012	
March 2	100 Lt non-refundable deposit for each summer course
March 26	Summer 2012 Housing Registration Begins / 50 Lt Summer 2012 Housing Deposit due *



March 26	Fall 2012 Housing Registration Begins / 100 Lt Fall 2012 Housing Deposit due **
April 30	Payment for May 2012 session (tuition & housing)
May 28	Payment for June 2012 session (tuition & housing)
June 25	Payment for July 2012 session (tuition & housing)

* Spring and Summer housing deposits are non-refundable.

** Fall Housing deposit is refundable: 100% till July 1; 50% till August 1; and 0% after August 1.

2012–2013 Financial Aid

Financial Aid applications for 2012-2013 academic year are due on **November 15, 2011**. Students can pick up application forms from Student Financial Services office after October 1, 2011. Late applications are not accepted. More detailed information about Financial Aid types may be found on the LCC website: <http://www.lcc.lt/student-financial-services>.

LIBRARY INFORMATION

Circulation policy for Undergraduate Students

All students enrolled in undergraduate courses at LCC International University are given library privileges. Each is given a personal account in the library automated system through which they can view and renew their checkouts and place holds on items checked out by other patrons.

LCC ID card must be presented to check items out from the library. The card is valid for the student's academic stay at the university. Library patrons take responsibility for checked out items and in case of their loss or damage (handwriting, highlighting, missing pages, water damage, etc.) will have to pay their replacement cost plus a processing fee.

Each student may have a maximum of 20 items checked out at one time.

Final project students are granted special permission to check out up to 30 items for an entire term.

Regular loan period for books is 4 weeks and for DVDs and videos it is 3 days. Reference books (REF) and periodicals do not circulate.

It is the student's responsibility to be aware of the due date of checked out items. This can be done by accessing the student's account in the library catalog.

Fines for overdue items are calculated beginning the day after the due date and are not charged for days when the library is closed. Fines for overdue items are 1.25 Lt per item per day, with a maximum of 10 Lt. per item. The library system



will email overdue alerts the day after an item is due, and again when it is 5 days overdue.

A patron's account is blocked and borrowing privileges are suspended if items are overdue for 10 days, or if fines exceed 5 Lt.

Library fees and fines are reviewed annually.

The library reserves the right to recall any checked out item if there is a compelling reason to do so.

Course textbooks are checked out for the entire term to students registered in the class. Textbooks returned after examination week will incur a fine.

Textbooks for students registered in online classes and residing outside the Klaipeda region will be mailed to them at library expense and have to be returned at the student's expense.

Reserved readings (RES) are to be checked out at the Circulation desk. The checkout period is indicated on each item. Fine for late return of Reserve items is a flat rate of 5 Lt per item per day.

Overnight rule. Reserve items may be checked out overnight one hour before the library closes and must be returned not later than one hour after the library opens.

Weekend and holidays rule. Reserve items may be checked out one hour before the library closes for a weekend or holiday, and must be returned not later than one hour after the library reopens.

Summer loans. For students not enrolled in summer term courses, borrowing non-academic library resources over the summer is at the discretion of the library staff. Borrowing textbooks over the summer is at the discretion of the instructor.



LOCAL INFORMATION

Transportation

Bus station	Butkų Juzės str. 9, tel. 411547 www.klap.lt	Discount with student ID
Train station	Priestočio str. 1, tel. 296385 www.litrail.lt	Discount with student ID
Taxi	311211, 345345, 355514, 211411, 340034, 232323, 311311, 311006, www.etaksi.lt	
Ferries to Smiltynė	Nemuno str. 8, for timetables visit www.keltas.lt/eng/Ferries/Timetable	2,90 Lt (return ticket)

City bus & mini-bus to the city

City bus: 9, 14, 17 (from Treko)
5, 9, 14, 17 (from Kretingos)

Mini-bus: 3, 7, 9, 15.

Rates:

City-bus: 1.80 Lt in kiosk/ 2.40 Lt in the bus. Considerable cost savings available if you buy a monthly electronic ticket in any kiosk.

Mini-bus: 2.50 Lt (from 6:00-23:00); 3.40 Lt (from 23:00-6:00)

Discounts with student ID:

City bus: 50% discount for single fare; 80% discount on a personal monthly card.

Train: 50% discount from September 1st to July 1st

Inter-town Buses: 50% discount

Bus route map: http://www.klaipedatransport.lt/kltrans/m/m_images/wfiles/ii6o8m277.jpg

Bus schedule: http://www.marsrutai.info/klaipeda/?a=p.routes&transport_id=bus&t=xhtml&l=en

Bus E-ticket top-up: www.transportobilietas.lt

Emergency Numbers

Single Emergency Call Number 112

24 hour emergency number for all networks. Does not require SIM card. From LCC dial 0 in front.

	On campus	Bite & Tele2	Omnitel
Fire Department	(0) 01	011	101
Police	(0) 02	022	102
Ambulance	(0) 03	033	103



Other Useful Info:

Klaipėda city municipality	www.klaipeda.lt
Curonian national park	www.nerija.lt
International Vilnius airport	www.vilnius-airport.lt
International Kaunas airport	www.kaunasair.lt
International Palanga airport	www.palanga-airport.lt
Restaurant, club, bar and entertainment catalogue	www.menu.lt
Museums	www.muziejai.lt
Sea museum and Dolphinarium	www.juru.muziejus.lt
Cinema „Forum Cinemas“	www.forumcinemas.lt
Lithuanian tourism directory	www.viskasturizmui.lt/en
Rural Tourism	www.countryside.lt

Local church info

	Address	Telephone no.	Services
Services in Lithuanian			
St. Kazimieras Church (Catholic)	Kretingos str. 40	8 46 350300	Sun. Mass: 9:00, 10:30, 12:00, 18:00
Christ the King Church (Catholic)	Bokštų str. 10A	8 46 313110	Sun. Mass: 9:00, 10:30, 12:00, 18:00
Klaipėda Evangelical Baptist Church	Vytauto str. 38	8 46 314475	Sun. Service: 11:30
City Church	Molo str. 38	8 644 96829	Sun. Service: 11:00 (English and Russian translation available)
Klaipėda Free Christian Church	Vytauto str. 38 2 nd floor	8 676 60336	Sun. 13:00 (English translation available)
Klaipėda Gospel Church	Šviesos str. 3 (2 nd floor)	8 46 342603	Sunday 11:00 (English translation available)
Services in Russian			
Orthodox Church Of All The Saints	Liepų str. 45A	8 46 412715	Sun. Service: 8:30
Orthodox St. Nicolas and Virgin Mary's Church	Smiltelės str. 14A	8 686 83523	Sat. Service: 8:30, 17:00. Sun. Service: 8:30



Klaipėda Evangelical Baptist Church	Vytauto str. 38	8 46 314475	Sun. Service: 9:00
The Way of Life (Pentecostal)	Naikupės str. 25	8 46 273604	Sun. Service: 11:00
Services in English			
International Christian Fellowship	Tiltų str. 18, 2 nd floor (Salvation Army building)	8 656 37341	Sunday 17:00

LCC travel partner

For the past six years LCC International University has a working arrangement with a local travel agency WEST EXPRESS which offers a set of services and special discounts:

- Plane ticket booking – up to 20% discount for agency service payment
- Vacation and tour planning – 3% discount
- Ferry ticket booking – 2% discount
- Hotel reservation - 4% discount
- Visa arrangements
- Bus ticket booking

Contact information:

S. Daukanto str. 20, LT-92135 Klaipėda
 Phone +370 46 310311. Fax +370 46 310488
 E-mail klaipeda@1312.lt

Main headquarters' office hours:

Monday-Friday 9 a. m.-6 p. m. and Saturday 10 a. m.-4 p. m.

Urgent calls can be made after office hours until 10 p. m. every day to "West Express" office in "Akropolis" (maxima@1312.lt, phone +370 46 340980).



