



Office of Residential Education & Housing

December 11, 2017

Dear LC Students:

This message is to inform/remind you of **college policy that requires you to take action** if you are enrolled as an **undergraduate, day student for the Fall 2018** semester. The policy was created to help the college better manage residential space and keep up with our students living off campus. To make sure that you understand how this policy applies to you, **CLICK and READ the link below that describes your expected designation in Fall 2018 and then TAKE the appropriate action based on your designation.**

[I. I will be returning in Fall 2018, will enroll in 12+ hours \[required to live in college housing\] \(Not a Graduate or Evening College student\)](#)

[II. I will be returning in the Fall 2018 and plan to live off campus \(Not a Graduate or Evening College student\)](#)

[III. I will not be a full-time student \(i.e., taking under 12 hours\) in the Fall 2018 semester \(Not a Graduate or Evening College student\)](#)

[IV. I will not be returning to LaGrange College \(transferring, etc.\) for the Fall 2018 semester \(Not a Graduate or Evening College student\)](#)

[V. I will graduate from LC this May/Summer 2018](#)

[VI. I will be a Graduate Student or Evening College student in the Fall 2018 semester](#)

A full copy of the college's policies pertaining to the room hold assessment (page 77) and residency requirement (pages 75 – 78) can be found in the [2017 – 2018 Student Handbook](#).

Again, the Office of Residential Education and Housing is committed to providing a safe environment that supports student learning both inside and outside the classroom. We hope to see each of you return to campus and enjoy all that our residential communities have to offer. Please feel free to contact me if you have any questions or concerns.

Have a great day!

Vernon

Vernon J. James
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Coordinator of Student Conduct
Division of Student Engagement
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706-880-8979 (phone)
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<http://www.lagrange.edu/campus-life/housing/index.html>
<http://www.lagrange.edu/index.html>

I. I will be returning in Fall 2018, will enroll in 12+ hours [required to live in college housing] (Not a Graduate or Evening College student)

- **Students taking 12+ hours during Fall 2018 [required to live in college housing]** are required to pay a \$200 residential room hold assessment to participate in the housing lottery (room selection process for 2018 -

2019). This room hold assessment permits the college to reserve your space for Fall 2018. If you return to campus for the Fall 2018 semester, this \$200 is credited back to your student account (depending on account balance, etc.) More information on the housing lottery will be sent when it gets closer to the date.

- **You must pay your \$200 assessment** to the Business Office located on the second floor of Banks Hall **before 5 PM on February 9, 2018**, to participate in the housing lottery. Save your receipt for the \$200 payment and bring it to the housing lottery as your proof of payment of the room hold assessment. No student will be able to hold a spot in a college residence hall until this assessment is paid (i.e., your friends cannot sign you up with them in the housing lottery). *If extraordinary circumstances exist that would affect your ability to pay this assessment, please contact the Director of Residential Education & Housing at vjames@lagrange.edu.*
- If you fail to pay your \$200 assessment or have not received a financial hardship waiver before 5 PM on February 9, 2018, a hold will be placed on your account that will not permit you to register for classes and/or receive a transcript. In addition to hold placed on your account for late payment/late approval, you will pick housing AFTER the students that have paid their \$200 assessment or have received a financial hardship waiver before the deadline of 5 PM on February 9, 2018.
- The **\$200 fee can be paid online**. If you go to the college's website <http://www.lagrange.edu/processing/bill-pay.html> > Click on "Submit Payment" under "Housing Lottery Hold Deposit – Returning Students" to complete the online payment option; make sure that you have your L number (student ID #).

Feel free to contact Mrs. Melissa Reeves in the Business Office to discuss other forms of payment (i.e. cash, credit/debit card, checks, etc.). Mrs. Reeves can be reached at mjreeves@lagrange.edu or 706-880-8231.

II. I will be returning in the Fall 2018 and plan to live off campus (Not a Graduate or Evening College student)

- As you are aware, the **college has a residency requirement prescribing that all students must live on campus unless they request and receive written permission to live off campus from the Office of Residential Education and Housing**. The specific justifications for living off campus is found on the [2018-2019 Request for Exemption from the LaGrange College Residency Requirement form found at this link](#). Each student currently approved to live off campus, is **required to submit an exemption form each year before 5PM on February 9, 2018**. Students who submit their exemption form and receive permission to live off campus will not be required to pay a \$200 room hold assessment.
- If you fail to submit your request and do not receive written permission to live off campus before 5 PM on February 9, 2018, a hold will be placed on your account that will not permit you to register for classes and/or receive a transcript. Students who are suspected of attempting to manipulate the college's residency requirement or housing policies (i.e., listing that you will be living with a parent, when you are actually living in an apartment or providing false information about your living address) may be subject to disciplinary action as well as the assessment of a full semester's tuition.

III. I will not be a full-time student (i.e., taking under 12 hours) in the Fall 2018 semester (Not a Graduate or Evening College student)

- Part-time students are not required to live on campus or pay the \$200 room hold assessment. **If you will be enrolled in less than 12 hours during the Fall 2018 semester, email the Director of Residential Education and Housing, at vjames@lagrange.edu to inform him of this information (also include your first name, middle initial, last name, L #, and the number of hours that you will plan to take) before 5 PM on February 9, 2018**. If you fail to inform the Director of Housing of your part-time status before 5 PM on February 9, 2018, a hold will be placed on your account that will not permit you to register for classes and/or receive a transcript. If you are enrolled in less than 12 hours, but want to live on campus, submit request to vjames@lagrange.edu to request to live on campus.
- Please know that, should you start the Fall 2018 semester under 12 hours and then add a class(es) to place you at/or above 12 hours academic hours (i.e., moving you from a part-time to full-time student status), you will be required to either live on campus or receive permission to live off campus; **you are required to provide**

immediate notification of your change from a part-time to full-time student status to vjames@lagrange.edu.

Students who are suspected of attempting to manipulate the college's residency requirement or housing policies may be subject to disciplinary action as well as the assessment of a full semester's tuition.

**IV. I will not be returning to LaGrange College (transferring, etc.) for the Fall 2018 semester
(Not a Graduate or Evening College student)**

- Students enrolled during the Spring 2018 semester and **NOT returning for the Fall 2018 semester need to email the Director of Residential Education and Housing, at vjames@lagrange.edu before 5 PM on February 9, 2018.** In your email, share that you are not returning and include your: first name, middle initial, last name, and L #; you will be held from the housing lottery and you will not be required to pay the \$200 room hold assessment. Since you are not returning, a "not returning" hold will be placed on your account to signify that you will not return to the college, however, you be able to still request transcripts from the Registrar's Office.
- If you change your mind and decide to return for the Fall 2018, you will be required to pay the \$200 room hold assessment to be assigned a room in the Fall 2018 semester or request to receive written permission to live off campus. Please review the applicable areas above, if you decide to return for the Fall 2018 semester.

V. I will graduate from LC this May/Summer 2018

- **Students that will graduate from LC this May/Summer 2018 are required to complete and return your graduation petition BEFORE 5PM on December 4, 2017.** If you have NOT completed your graduation petition, you will need to complete these documents immediately at the Registrar's Office (located on the 2nd floor of Banks Hall).

VI. I will be a Graduate Student or Evening College student in the Fall 2018 semester

- **Graduate Students and Evening College students are not subject to the college's residency requirement, and you are not required to provide any information to the Office of Residential Education and Housing.** If you are a Graduate Student or Evening College student who is interested in living on campus, please contact the Director of Residential Education and Housing at vjames@lagrange.edu to discuss possible options.

Message sent via campus-wide email on December 11, 2017 at 3:40PM