

LIFE[®]
University



GRADUATION DAY!



Connecting

➤ New Student
Orientation Guide



teamwork



SUPPORT

CAMPUS MAP



LYCEUM PARK

LIFE
University

1269 BARCLAY CIRCLE
MARIETTA, GA 30060
(770) 426-2600
WWW.LIFE.EDU

CAMPUS MAP KEY:

1. LIFE Village Retreat
3. Auxiliary Building No. 7
4. Campus Center for Health & Optimum Performance (C-C-HOP)
5. Administration Building
 - Diagnostic Imaging Alignment (DIA)
 - Dr. Sid E. Williams Research Center
 - Operations & Finance
6. Lyceum Park (see Park Key)
7. Auxiliary Buildings No. 1-6
 - Campus Safety
 - Clinical Sciences
 - ESOL Services
8. Dr. Sid E. & Nell K. Williams Library
9. Learning Resource Center
 - Center for Excellence in Teaching & Learning (CELT)
 - Enrollment Services
10. Rose Krantz Memorial Garden
11. Center for Undergraduate & Graduate Studies
 - Financial Aid
 - Progressive Advisement for Student Success (PASS)
 - Registrar
 - Student Accounting
 - Purchasing/Receiving
12. Campus Bookstore
13. Socrates Café
14. Celebration Plaza
15. Center for Chiropractic Education
 - Chiropractic Studies Memorial
 - Post Graduate Continuing Education
 - Student Success Center
16. Center for Health & Optimum Performance (C-HOP)
17. LIFE Functional Neurology Center (FNC)
18. Sports Complex
 - Rugby Fields
 - Tennis Courts
 - Track & Field

Shuttle Stops Emergency Call Boxes Handicap Accessible

19. William M. Harris, D.C. Memorial
20. Fitness Trail
21. Center for Athletics & Sport Health Science
 - Alumni Relations
 - Gyms
 - LIFE Sport Science Institute (LSSI)
 - Student Services
 - TK Auditorium
 - University Advancement
 - Wellness Center
22. 19th Century Village
23. Bell Tower
24. Sidney E. Williams, D.C. Memorial
25. Tolerance
26. Ian Grassam Treehouse
27. The Commons
28. Auxiliary Services
 - Facilities & Grounds
 - Human Resources
 - Institutional Effectiveness, Planning and Research
 - Marketing

LYCEUM PARK KEY:

- A. Lasting Purpose
- B. Vitalism Pool
- C. Eight Core Proficiencies
- D. Fountain
- E. Reflection Pools
- F. Soap Box
- G. Wellness Portfolio
- H. Path of Heroes
- I. Standard Process Amphitheatre

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Welcome to Life University!

We are delighted that you have chosen to continue your education with us. Orientation is an integral aspect of your educational pursuit. Our orientation program is designed to provide you with relevant information and to help you make connections. We have several different areas on which we focus during our orientation program.

The first aspect is information. We provide you with the opportunity to meet with individuals from many different offices on campus who, if they are not already, will become important to you during your time at LIFE. You will have the opportunity to speak with individuals from Financial Aid, the Advocacy Center, Student Services, the Student Success Center and Athletics, among others.

Another component of your experience at LIFE is understanding why Life University is one of the premier, contemporary, vitalistic healthcare institutions in the country. During your orientation program, you will have the opportunity to learn more about our outstanding educational programs, as well as have the opportunity to arrange for chiropractic care in one of our clinics if you desire.

A vital component of our orientation program is helping you create connections. Not only will you have the chance to meet other incoming students, but also current students, faculty, administration and staff members. Life University is a warm, welcoming community of individuals who care about each other and want to see each other succeed in their chosen paths. You will find that the individuals you meet at orientation will be part of your educational experience for the next several years.

The final component of orientation is the opportunity to receive one-on-one advising and course registration. During the orientation program, you will have an opportunity to meet with a Progressive Advisement for Student Success (PASS) advisor assigned specifically to you. PASS advisors are dedicated to working with you to plan a challenging and rewarding academic experience aimed at maximizing your potential here at LIFE. PASS advisors are also a great resource for all things related to your experience on campus.

We look forward to working with you during your time at Life University. Welcome!

Sincerely,

Jennifer J. Valtos, M.S.
Executive Director of Student Services

Marc Schneider, D.C., M.Ed.
Vice President of Student Services

HAVE YOU DONE EVERYTHING YOU NEED TO DO?

- Check in with Student Services and the Enrollment Services teams and pick up your information packet and other paperwork at the registration table
- Complete the Supplemental Information in your orientation booklet and return it to a member of the Student Services staff at the registration tables (wearing red shirts)
- Verify you have your student ID number (this was in the information you received from the University and is also located on the label inside the booklet you received at orientation check-in)
- Did you get your clicker?
- If your PASS advisement meeting is scheduled for this day,
 - Meet with your PASS advisor to review your schedule options
- Check in at the registration table and pick up information regarding the daily schedule
- Visit the exhibit area to gather information about campus and community resources
- Get your student photo ID picture taken in the exhibit area
- Get your parking decal from Campus Safety
- Submit your orientation survey to the Student Services table in the exhibit area prior to departing the orientation program
- Complete and submit the experiential learning activity evaluation prior to leaving campus for the day
- Pick up your student ID and schedule





TO GIVE
TO DO
TO LOVE
TO SERVE

Lasting Purpose is the core value on which Life University was founded. It refers to a commitment to serve others as our highest personal value and is illustrated by the phrase, “To Give, To Do, To Love, To Serve, Out of Abundance.” When we live our lives out of abundance, we know that only when we give, do, love and serve without concern for how it will benefit ourselves can we be truly enriched by our service.

The Standards of Lasting Purpose represent a commitment to you, LIFE’s students, which every LIFE employee is asked to make. It is a reminder that helping our students reach their goals and be successful at LIFE is at the very heart of what we do. It’s also a reminder and commitment that, in order to best serve our students, we must also make sure that we serve and assist one another.



We like to acknowledge those who serve as examples of the four Service Standards of Lasting Purpose (Committing to Maintaining an Attitude of Helpfulness, Building Relationships, Managing to the Best Solution and Being User Friendly Always).

Help us serve you better by helping us acknowledge exemplary service when you receive it...and when you don’t...by emailing WeServe@LIFE.edu.

STANDARDS OF LASTING PURPOSE

EXPERIENTIAL LEARNING

In July 2008, we created an experiential learning activity for new students coming through orientation. During orientation, we try to focus on transformational learning and becoming different people after an experience than from prior to it. During critical transition points in students' academic progress, we are creating transitional experiences. The second experience will be at the mid-point in your educational experience and the third will be at graduation.

One of the most important things in an experiential learning exercise is to focus on bringing meaning to the experience. The four components to the experience are: awareness, learning, application and accountability. As students who are entering professions in which you need to personally engage your constituents, this activity will provide you with useful tools and helpful information to do just this.

We have four primary outcomes for the day. Please remember them and try to focus on them while you are participating in this activity:

- To feel welcome and a part of the LIFE community as a new student
- To create bonds between new students and University faculty, administration and staff
- To feel a sense of support from others in one's class and environment (the group is stronger than an individual)
- To feel the uniqueness of LIFE



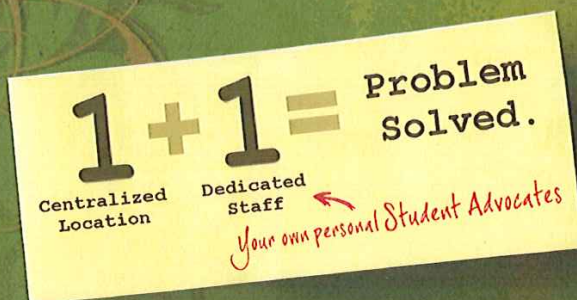
STUDENT ADVOCACY CENTER

Got Questions?



Ever wish there was one place
on campus you could go
to have all your
questions answered?

There is.



How can the Student Advocacy
Center help you today?

Let's find out.

The **Student Advocacy Center** is located
in the Enrollment Services and Learning Resource Center

StudentAdvocacy@LIFE.edu 770.426.2667

Top 10 Ways the Student Advocacy Center Can Serve You:

1. Completing Financial Aid, Registrar, and/or Student Accounting Forms
2. Scheduling PASS Advisement Appointments
3. Reviewing Graduation Records
4. Managing Payments on Your Student Account
5. Financial Aid Counseling
6. Requesting Transcripts, Address/Name Changes, and/or Deferments
7. Adding/Dropping Classes
8. Changing Your Major
9. Answering Questions about Your Student Account
10. Making Adjustments to Your Financial Aid Package

LIFE
UNIVERSITY

WELCOME TO ADVISING AT LIFE UNIVERSITY!

Advising is an educational process that facilitates students' understanding of the meaning and purpose of higher education. It fosters intellectual and personal development toward academic success and lifelong learning (NACADA, 2004). Advising at LIFE is in place to assist you as you make the most of your time at the University and move on to become engaged and active citizens. The advising relationship allows you to bounce ideas back and forth, make connections across the curriculum and begin to develop the ever-important network that will assist you after graduation...and that's just the tip of the iceberg.

ADVISING MISSION STATEMENT

In alignment with the mission statement of Life University, the advisement resources on campus are dedicated to creating an atmosphere in which students are empowered to pursue, and make meaning of, a Life University education and the skills and values needed for career success and personal fulfillment.

Advising assists students in:

- Evaluating progress toward the realization of academic goals
- Evaluating progress toward the realization of career and personal wellness goals
- Making decisions based on accurate information
- Comprehending institutional policies and procedures
- Understanding institutional support services available to them

REASONS FOR VISITING YOUR ADVISOR

At Life University, advising provides students with the opportunity to build interpersonal relationships with their advisor for the purpose of gaining assistance in planning their educational career, in learning the skills needed for academic success, and in learning how to access the personal wellness resources and services that are available to them on the LIFE campus.

- **Letters of Recommendation** – Your advisor can only write one if they know who you are!
- **Sharing Good News** – From acceptance into your program of choice, or simply positive feedback in class, etc.
- **To Find Resources** – Your advisor will be able to help you connect with the right people on campus.
- **Research Opportunities** – Interested in research, but don't know where to start? Start with a visit to your advisor.
- **Internships or Study Abroad** – Your advisor can help you make lasting connections.
- **Course Selection or Changes** – Make the most of your time by integrating classes and staying on top of deadlines.
- **Registration** – In order to register for classes each quarter, you will need to meet with your advisor at least once for a preregistration visit.

EXPECTATIONS FOR THE ADVISOR/ADVISEE RELATIONSHIP

Advising is a collaborative educational process whereby students and their advisors are partners in meeting and ensuring academic, career and personal wellness goals. This partnership requires proactive participation and involvement by both parties. This partnership is a process that is built over the student's entire educational career at Life University.

PASS ADVISEMENT

Advisement for students new to the institution is facilitated by our PASS Advisors. The PASS acronym stands for Progressive Advisement for Student Success. PASS Advisors help you as you make your way to Life University prior to Orientation, assist with schedule planning and registration, act as a liaison to other campus departments when needed and facilitate the Life University "First Year Experience" course. PASS Advisors work closely with faculty in each department to ensure your academic plan is best suited to your needs.

The PASS Advisors are located in the Learning Resource Center on campus and can be reached by phone, email or office visit Monday through Friday 8:00 a.m.–5:00 p.m.

**Student Advocacy Center • Learning Resource Center • Office Hours 8:00 a.m.–5:00 p.m. Weekdays
(770) 426-2667 Option 4**

BEGINNING THE PROCESS

Complete the **FAFSA** (<http://www.fafsa.gov>) every January. Don't wait! The University priority deadline is March 15. This means the FAFSA must be received in the Financial Aid Office by March 15 of each year to receive first consideration for limited funding; Federal Work-Study; Federal Perkins and SEOG Grant (if undergraduate).

The IRS Data Retrieval Tool is used during the FAFSA application process to automatically pull your tax return data reported to the IRS onto your FAFSA. As early as February 1, 2015, upon the processing and acceptance of your IRS tax return, you will be able to use this exciting tool when filling out your FAFSA.

If you are an undergraduate Georgia resident, set up your GACollege411 account at <http://GaCollege411.org>. Stop by the Advocacy Center to submit your Residency Documents or complete a HOPE evaluation.

If your FAFSA is selected by the federal government for verification, you will be required to submit **Verification Documents**. This will allow the Financial Aid Office to verify that the information on the FAFSA is correct. You will receive an email explaining what documents are required.

If the Financial Aid Office finds any apparent discrepancies during verification, you will be asked to submit **additional documents** to resolve these discrepancies.

NEXT STEPS

Approximately six weeks after all documents have been reviewed and you have been admitted to Life University, you will receive an **Eligibility Letter** informing you of your financial aid award for the year. If you wish to receive all aid that has been awarded, you don't need to take any action. If you wish to decline any aid, submit an adjustment form and turn it into the Advocacy Center.

You can apply for additional loans such as Federal Graduate Plus Loans (D.C. or GR students), Federal Parent Plus Loans (undergrad students) or Private loans. Check out the website for more information at www.LIFE.edu/FinancialAid.

If the total aid is more than your tuition and fees, determine, based on your own personal budget, if this amount is enough to meet your living expense needs. If not, contact your Financial Aid Counselor about ways to decrease your living expenses, other financing options or plans to cover the difference.

If your financial aid award includes Federal Stafford Direct Loans, you are required to submit a **Master Promissory Note (MPN)** online at <https://StudentLoans.gov>. Your loan funds cannot disburse until a valid, signed promissory note has been completed with the Department of Education. The MPN is good for 10 years. If you have received a Direct Loan at another school, you may not be required to submit another MPN.

If your financial aid award includes Federal Stafford Direct Loans, you are required to complete entrance counseling at <https://StudentLoans.gov>.

If you are receiving less financial aid than the total of your tuition and fees, **payment is due upon registration**, no later than Friday of the second week of the quarter.

WHAT CAN I GET?

There are three basic types of financial aid available:

Grants/Scholarships – Money given to you to use for your educational expenses. You don't have to work for these funds or repay them.

Loans – These funds are loaned to you by the Department of Education for Federal loans and Private lenders for Private educational loans and must be repaid according to the terms of the promissory note signed.

Work – These are part-time jobs you can do around your class schedule. You get paid every two weeks and can use these funds as needed for living expenses. You are limited to a certain amount that you can earn each quarter.

RECEIVING YOUR FUNDS

_____ Contact Student Accounts to sign up for *Direct Deposit*. This will allow your living expense monies to be deposited directly into your bank account.

_____ Provided all of the above have been completed, if you are a new student, you should receive your *living expense monies by Thursday of the first week of the quarter*. For subsequent quarters, you should receive them on Monday of the first week of the quarter.



FINANCIAL AID COUNSELORS

- Tara Atkins, TAtkins@LIFE.edu, (770) 426-2982
- Jessica Magazu, Jessica.Magazu@LIFE.edu, (770) 678-331-4376
- Channon Williams, Channon.Williams@LIFE.edu, (770) 426-2878
- Shaundy Thomas-Welch, Shaundy.Thomas@LIFE.edu, (770) 426-2747
- Teregi Coleman, Teregi.Coleman@LIFE.edu, (678) 331-4347
- Melissa Waters, MWaters@LIFE.edu, (770) 426-2826
- Financial Aid main number: (770) 426-2667

FINANCIAL AID WEBSITE

- <http://www.LIFE.edu/Admissions/Financial-Aid/>

DO NOT FORGET TO CHECK WEBADVISOR UNDER “MY DOCUMENTS” FOR MISSING INFORMATION.

SUSPENSION OF FEDERAL/STATE AID ELIGIBILITY FOR DRUG-RELATED OFFENSES

A student who has been convicted of any offense under federal or state law involving the possession or sale of a controlled substance is ineligible to receive any grant, loan or work assistance during the period beginning on the date of such conviction and ending after the interval specified in the following table:

	Possession of Illegal Drugs	Sale of Illegal Drugs
1st Offense	1 year from date of conviction	2 years from date of conviction
2nd Offense	2 years from date of conviction	Indefinite period
3rd Offense	Indefinite period	Indefinite Period

Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid. They do not count if the offense was not during such a period. A conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when he/she was a juvenile, unless he/she was tried as an adult.

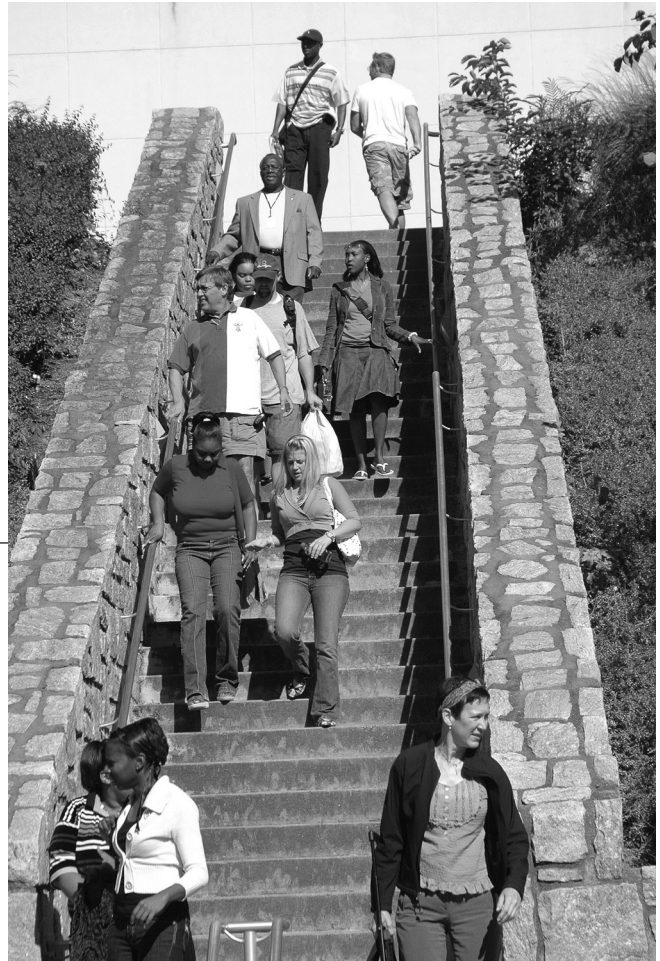
A student whose eligibility has been suspended can resume eligibility if at least one of the following has been met:

- The student satisfactorily completes a drug rehabilitation program
- The student successfully passes two unannounced drug tests conducted by a drug rehabilitation program
- The conviction is reversed, set aside, or removed from a student's record

For additional information regarding this policy, students may reference the Federal Student Handbook Volume 1, 1-12 at www.ifap.ed.gov, or contact the Office of Financial Aid.

DID YOU KNOW?

- Tuition and Fees are due on the **second Friday** of each quarter start.
- Our office accepts all forms of payments for any charges on your account.
- Direct Deposit is required; visit our office or go online for the forms.



STUDENT ACCOUNTS

SERVICES: DIRECT DEPOSIT REGISTRATION

- Living Expense Disbursements & Financial Aid Refunds
- Tuition Payments (**due no later than second Friday of each quarter)
- Accounting Statement/Invoices
- Third Party Billing (i.e. CH 33, FL Prepaid, external scholarships)
- LIFE Tuition Grants
- Perkins & International Student Loans
- Parking Ticket & Miscellaneous Fine Payments
- All Accounting questions answered
- Disenrollment
- Collections Accounts

LOCATION/HOURS

Learning Resource Center • Accessible through Student Advocacy Desk (near PASS Advisors)
Monday–Friday (8:00 a.m.–5:00 p.m.)

CONTACT

(770) 426-2626, option 3 (Student Accounts)

- Phyllis Shropshire, Director, Student Accounts, Phyllis.Shropshire@LIFE.edu
- Cynthia Brown, Collections Coordinator, Cynthia.Brown4@LIFE.edu
- Jennifer Steinbeck, Student Representative, JSteinbeck@LIFE.edu
- Khrystal Stanley, Institutional Loan Coordinator, KStanley@LIFE.edu

To enroll in Direct Deposit, simply fill out this form and fax to the Student Accounts office at (770) 426-2926 along with a copy of **your** voided check or return this form to the Student Advocacy Center with a voided check attached.

DIRECT DEPOSIT AUTHORIZATION

STUDENT NAME (Print) _____

ID NUMBER _____

DAYTIME PHONE NUMBER _____

Please check the quarter in which you will be **starting** at Life University: Summer Fall Winter Spring

I hereby authorize Life University to initiate credit entries to my checking account and financial institution indicated below.

This authority is to remain in full force and effective until Life University has received written notification from me of its termination in such time and in such manner as to afford Life University a reasonable opportunity to process requested action.

After a **year of absence** from the University, your bank account information will be **deleted**.

NAME OF FINANCIAL INSTITUTION _____
(Name of Your Bank)

ROUTING NO. _____ ACCOUNT NO. _____

I, (print name) _____, understand that, should I have a student account balance with Life University and fail to pay it in a timely manner, my account may be referred for collection activities. I acknowledge that, should this happen, I will be liable for all applicable collection agency fees and attorney fees necessary for the collection of these balances.

STUDENT'S SIGNATURE _____ DATE _____

ATTACH A VOIDED CHECK

Checking Account Only • No Starter Checks • Must be the registered student's account.

DEFINITIONS, RESOURCES AND INFORMATION FOR STUDENTS

“Life University reaffirms the principal that its students, administration, faculty and staff have a right to be free from harassment. Harassment in any form including sexual discrimination in the form of sexual harassment by or toward any member of the University community will not be tolerated. Sexual harassment in any situation is reprehensible. Sexual harassment is unwelcome conduct of a sexual nature. It includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature under the following circumstances: submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or a student’s status in a course, program or activity; submission to or rejection of such conduct by an employee or student is used as the basis for employment or academic decisions.”- Life University

SEXUAL OFFENSES AND HARASSMENT POLICY

Sexual misconduct includes all incidents of non-consensual sexual contact as well as sexual exploitation and sexual harassment. More detailed definitions of these terms can be found below and are also found in the Life University Honor Code and Standards of Student Conduct, both on the Life University website and the Student Handbook.

EXAMPLES AND DEFINITIONS OF GENDER BASED & SEXUAL MISCONDUCT

Sexual misconduct can occur in many forms, including, but not limited to, sexual harassment, nonconsensual sexual contact (or attempts to commit same), non-consensual sexual intercourse (or attempts to commit same), rape, sexual violence, intimate partner violence, sexual exploitation, and stalking. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by persons of any gender or sex, and it can occur between people of the same or different sex.

Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment may include, for example, an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention or advances; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence or sexual assault; intimate partner violence; stalking; and gender-based bullying. Sexual violence is a form of sexual harassment.

Non-Consensual Sexual Contact is any intentional sexual touching by a person upon a person that is without consent and/or by force. Sexual Contact includes, but is not limited to, intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice, with any object.

Non-Consensual Sexual Intercourse is any sexual intercourse by a person upon a person, which is without consent and/or by force. Intercourse includes, but is not limited to, vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

Sexual Exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another student;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in voyeurism;

- Any act that is sexual in nature when such an act is likely to threaten any party’s health and/or safety without his/her knowing and valid consent. This includes, but is not limited to, any act that may reasonably be expected to transmit HIV or other sexually transmitted diseases and is performed when either party has failed to divulge his/her infection with such a disease;
- Exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

Relationship violence (also known as “Intimate Partner Violence”) is physically, sexually and/or psychologically abusive behavior used by one individual to maintain power and control over an intimate partner. Intimate partner relationships are relationships between parties who are dating, cohabitating, married, separated or divorced. Relationship violence can occur in same- or opposite-sex relationships.

Stalking is behavior where a person follows, places under surveillance, or contacts another person without the consent of that person for the purpose of harassing and intimidating him or her. The term “contact” means to make or attempt to make any communication, including, but not limited to, communication in person, by telephone, by mail, by broadcast, by computer or computer network, or by any other electronic device. “Harassing and intimidating” refers to communication directed at a person that causes emotional distress because of a reasonable fear for the person’s safety or safety of others, and which serves no legitimate purpose. It does not require that an overt threat of death or bodily injury be made.

WHAT IS CONSENT?

Consent is defined as agreement that is informed and given freely. Consent must be clearly communicated through words and/or actions, to participate in each form of sexual activity. The following criteria further define consent:

- Silence cannot be interpreted as consent, nor can passivity or lack of resistance.
- Previous relationships or instances of consent do not imply future consent.
- By definition, there is no consent when there is a threat of force or violence or any other form of coercion or intimidation, physical or psychological.
- Impairment due to the use of alcohol or drugs does not excuse failure to obtain consent. Likewise, any person incapacitated by alcohol or drug use, or who is unconscious, asleep or physically impaired is incapable of giving consent.

(Adapted from NCHERM/ATIXA Model Campus Sexual Misconduct Policy. <http://www.ncherm.org/resources/free-mode/policies-and-protocols/>)

RESOURCES FOR STUDENTS

Life University is committed to providing support and resources for students who have experienced sexual misconduct. All services listed below are available to survivors of sexual misconduct, regardless of whether or not a student files a complaint.

Campus Safety	770-426-2911	
Title IX Coordinator, Jeremy Smith.....	770-426 -2930	JeremyESmith@LIFE.edu
Executive Director of Student Services, Jennifer Valtos	770-426-2700	JValtos@LIFE.edu
(Deputy Title IX Coordinator)		
Director of Student Conduct, Sarah Clegg	770-426-2708	Sarah.Clegg@LIFE.edu
Student Success Center (Counseling)	770-426-2725	
Student Assistance Program (SAP).....	800-869-0276	
www.eapconsultants.com (password: lifeu) • 24/7 phone and online resources		
Cobb County Police Department	770-499-3900	
* Reporting the incident to the police does not mean that a complainant must press charges		
Cobb County Rape Crisis (YWCA)	770-423-3589	
National Sexual Assault Hotline.....	800-656-4673	

REPORTING SEXUAL MISCONDUCT

Life University is committed to responding appropriately to incidents of sexual misconduct and makes every effort to ensure a safe and non-hostile environment for all students. The University strongly encourages all students to report incidents, and will not tolerate any form of retaliation for reporting. By reporting incidents, students can assist in our efforts to ensure a safe and welcoming environment for all.

While students are encouraged to report incidents of sexual misconduct directly to the Title IX Coordinator, students may report a sexual misconduct incident to any member of the Life University faculty or staff. Reports made directly to a licensed counselor are protected by confidentiality laws and will not be shared beyond that meeting unless threat to health or safety is imminent. All other reports, including those to Campus Safety, faculty, staff, coaches and Residence Life student staff members, will be referred to the Title IX Coordinator for appropriate action.

To the extent possible, Life will respect a student's request to remain anonymous and to keep the detail of the report confidential. However, the request for confidentiality will be weighed against the University's obligation to act on information it has received in order to provide a safe and nondiscriminatory environment.

Students who have experienced sexual misconduct may elect to take the following actions:

- File a criminal report with the Cobb County Police.
- File a formal complaint with the Title IX Coordinator
- Pursue informal mediation of the complaint conducted by the Title IX Coordinator (informal mediation is not appropriate in cases involving allegations of sexual assault.)

Students who elect not to pursue any of the above options may nonetheless do any of the following:

- Seek counseling.
- Request a rearrangement of class schedule or housing.
- Request a no-contact order
- Request other remedies
- Request that the Title IX Coordinator address the concerns with the accused.

TITLE IX COMPLIANCE

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex including sexual harassment and sexual violence- in education programs or activities which receive Federal financial assistance.

For more information about your rights under Title IX, contact the College's Title IX Coordinator, Jeremy Smith, (770) 426-2930.

You may also contact:

Department of Education
Office for Civil Rights
400 Maryland Avenue, S.W.
Washington, D.C. 20202-1100
OCR@ed.gov

PURPOSE

The purpose of the QEP is to enhance the environment for teaching and learning excellence by supporting faculty as effective facilitators of learning and engaging students with active learning strategies throughout the curriculum.

FOCUS

The focus of the Life University QEP is directed towards shifting from a teacher-focused interaction to a student-centered experience through the use of active learning strategies. Active learning is a process in which the course content is delivered through a blend of collaborative and cooperative engagements between the teacher and the student. This approach provides students with the opportunity to not only listen, but also read, write and reflect as they interact with course content using several active learning strategies. The expected outcome is that the learning environment shifts from students being passive listeners to being actively engaged in assimilating knowledge.

LIFE WITH “CLICKERS”

WHAT ARE “CLICKERS?”

“Clickers” (ResponseCard RF LCD) enable more interaction between students and faculty in the classroom. “Clickers” are keypads which wirelessly transmit student input to a receiver connected to a computer used by an instructor. Typically, faculty present questions interspersed throughout a presentation, receiving immediate feedback about student skills and knowledge. “Clickers” may also be used for attendance, quizzes, group activities and more.

WHY “CLICKERS” FOR ACTIVE LEARNING?

- **Anonymous participation**—You do not have to raise your hand in class to make your opinion count.
- **Instant feedback**—Instantly see the results of questions on a chart
- **Promote discussion**—Actively discuss the results of a question
- **Game approach to learning**—Interactive software that allows you to have fun while learning

WHERE TO GET YOUR “CLICKER?”

Model: ResponseCard RF LCD

ISBN: 978-1-934931-40-0

Office Student Services

Sport Health Science Center

Room 229

Contact: Wanda Metz

Phone: (770) 426-2702

Email: WMetz@LIFE.edu

Student ID is required at time of purchase

Clickers: \$32.00

Replacement batteries are available in Student Services

Online: TurningTechnologies

<http://Store.TurningTechnologies.com/>

You must enter Life University code: 7Yhn

Clickers: \$32.00+ shipping

STEP-BY STEP “CLICKER” REGISTRATION

1. Log into Blackboard and select one of your courses
2. On the sidebar, scroll down and select Course Tools
3. Under the Course Tools menu, scroll down and select TurningPoint Registration Tool
4. Locate the Response Device ID on the back of your “Clicker”
5. Enter the Response Device ID twice and click Submit

Important Notes: Once registered in Blackboard, the Response Device ID links to the student’s ID for the duration of their time at Life University. A “Clicker” can only be registered to one student.

THE STUDENT SUCCESS CENTER (SSC)

We would like to introduce you to the many special services that the SSC can offer you. Our goal is to help promote success throughout your collegiate years and beyond. The Center provides students with learning opportunities that develop skills and competencies to enrich the individual's educational experiences and assist them to achieve excellence throughout their career path. The Student Success Center at Life University offers academic, emotional and disability support.

Please contact us if we can help provide any of these above services, or just stop by to learn more about what the SSC can offer you (or call (770) 426-2725). The Center is located in the Center for Chiropractic Education building.

The following services are available at the Student Success Center:

COUNSELING

Life University is committed to the personal growth and life satisfaction of our students. We offer a variety of services and resources for all enrolled students. Our goal in counseling is to provide an environment where students can learn valuable life and coping skills to take proactive steps in improving their overall well-being. SSC Counseling offers a variety of services which cater to the diverse needs of our students.

Individual/Couples Counseling: Life University offers individual and couples counseling through the Student Assistance Program (SAP). SAP provides 24/7 availability of an off-campus counselor via phone. In addition, students can request face-to-face visits with an off-campus therapist and will be provided with six free sessions. This service allows students consistent availability including nights, weekends, and/or holidays with a licensed mental health professional outside of the University. In addition, the service can be utilized by students' dependents which includes spouses and/or children. You can contact SAP directly by calling 770.951.8021 or 1.800.869.0276. An SSC Counselor can also assist you in making contact with SAP.

Relaxation Techniques: For relaxation skills, students may stop by the SSC to inquire about relaxation, guided imagery and mindfulness based exercises which are structured to help students develop an awareness of their areas of growth and will serve as tools in helping them to manage daily stressors more effectively.

Workshops: Workshops are offered throughout the quarter which target some of the common concerns facing students today including stress, test anxiety and concentration difficulties. The workshops facilitated throughout the quarter offer a group educational environment as well as an interactive component to allow students to ask questions specific to their concerns while also practicing the skills so that they become a useful tool for each student to utilize in their daily lives.

To inquire or take advantage of these resources, students can call the Student Success Center at (770) 426-2725 or stop by the office located in the Center for Chiropractic Education (CCE) Building. Students will find a current calendar of events each quarter which outline the workshops offered throughout that quarter. In addition, students will find various community resources and can also speak with a counselor who will help them navigate through the process of connecting to the most valuable resource, whether that is a workshop, relaxation training or connecting to an SAP therapist or other resources within the community.

CRISIS INTERVENTION

A student in crisis should contact Campus Safety at (770) 426-2911 or 911 immediately. The Behavioral Health Line also has a 24/7 crisis line at 1-800-715-4225. All are available 24/7.

RESOURCES

*Please note that the resources listed are not affiliated with Life University. They are provided as a courtesy, and the information is accurate to the best of the SSC's knowledge.

- SAP – six free sessions per year for currently enrolled Life University students, 24/7 phone and online resources; Call 770.426.2725 or stop by SSC for more information.
- Cobb Recover Center: 770.422.0202
- Behavioral Health Line: 24/7 availability; 1-800-715-4225

- National Sexual Assault Hotline: 1.800.656.HOPE
- Rape Crisis/Sexual Assault (Grady Hospital): 404.616.4861
- Cobb County Rape Crisis (YWCA) – 770.423.3589
- Ridgeview Institute: 24 hour Access Center; 770.434.4567
- Marietta Vet Center: 1.800.905.4675
- Suicide Hotline for Vets: 1.800.273-TALK (Press 1 for Veterans)
- Suicide Hotline: 1.800-SUICIDE
- Alcoholics Anonymous <http://www.atlantaaa.org/meetings.php>
- Narcotics Anonymous <http://www.midtownatlantana.com/meetings.html>
- Emotions Anonymous <http://allone.com/12/ea/>
- Sexual Addictions <http://www.aasg.info/find>
- Overeaters Anonymous <http://atlantaoa.org/>
- Gamblers Anonymous <http://www.gamblersanonymous.org/mtgdirGA.html>

DISABILITY SERVICES

Students with documented disabilities may request reasonable accommodations, which will afford them equal access to all educational programs and activities of the University. Requests for reasonable accommodations must be made to the Student Success Center. The University complies with all state and federal regulations regarding the provision of reasonable accommodations to education programs and services in accordance with the Americans with Disabilities Act, Section 504 Rehab Act and the ADA.

DOCUMENTATION REQUIREMENTS FOR ACCOMMODATIONS

A disability is defined as a physical or mental impairment that substantially limits one or more major life activities. The disability must be clearly documented with information confirming that the student is substantially limited by the impairment and that a need exists for the accommodation.

A student will not automatically be provided with accommodations based on a diagnosis alone. Evidence must be presented that the disability is significantly interfering with the student's academic performance. Each accommodation is individualized to the particular student, as supported by the student's documentation.

All students must meet and follow all Life University rules, Student Handbook, Course Catalogs and Technical Standards, with or without approved accommodations. The University will make such modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate, on the basis of disability, against a qualified student with a disability. Academic requirements that the University can demonstrate are essential to the instruction being pursued by such student or to any directly related licensing or accreditation requirement will not be regarded as discriminatory. Please check with the Student Success Center if you are declaring, adding, or changing a major or program to determine (a) whether the Student Success Center requires additional documentation or (b) whether other **Technical Standards apply to the major or program. Please check with the sse for the following: (a) If you are declaring a new major or adding or changing a program of study or (b) To determine if documentation is necessary for any updated accommodation requests. Please be aware that Technical Standards may apply to a new program or major.

****For Technical Standards see the Life University Catalog**

All students are responsible for providing adequate documentation. Life University is not required to conduct or to pay for any evaluation to document a disability or need for an academic adjustment. Life University does not provide any evaluations or documentation for disabilities. These documentation requirements should be taken to the student's evaluator and the evaluator is required to make recommendations for academic accommodations in each of the following categories (when applicable): written examinations, technique classes, lab classes/examinations, and clinical experience.

Documentation from an outside independent (non-Life University) licensed professional must be provided to the Student Success Center. Students are responsible for all funding to pay for appropriate professional documentation. Your state vocational rehabilitation agency through the Department of Education Web page may be able to assist: <http://www.ed.gov/parents/needs/speced/resources.html>.

Documentation must include the following: (Please refer to Documentation Guidelines located in the SSC)

1. Be provided by a qualified licensed professional with the ability to diagnose the specific disability and must abide by the Conflict of Interest Policy for Disability Services as stated:

Students who request accommodations and provide documentation to the Student Success Center (SSC), must use a qualified licensed professional that is independent of Life University; therefore, the following cannot be utilized: faculty or staff member whether full-time, part-time, adjunct, extension faculty or preceptor. This is to avoid a conflict of interest to the dual role of providing services at the University.

This policy for documentation provided by the licensed professional is for the following but not limited to:

- 1) the student's use in helping support whether the request for accommodation under the ADA, Section 504 Rehab Act of 1973, or the ADAA should be granted, 2) the purpose of updating documentation or adding accommodation recommendations and 3) documentation for extenuating circumstances related to Disability Services. There is a formal grievance process available through the Grievance Committee (Chair, Dr. Tim Gross at TGross@LIFE.edu).
2. If the student is 18 years or older, documentation must be current adult based (18 years or older, post high school). Individualized Education Program (IEP), Section 504 plan, and/or a prior history of accommodations are not necessarily sufficient documentation for postsecondary education, since different demands are required and the nature of a disability may have changed due to maturation. (**Note: If you are a Chiropractic student or plan to go into the Chiropractic program, please review National Board of Chiropractic Examiners documentation requirements at www.NBCE.org**)
 3. Be on professional letterhead with address and telephone number.
 4. Original signature of professional with listed degree and specialty.
 5. Dated.
 6. Assessment data must be included. Comprehensively and clearly define the impact of the disability on the student's functioning in daily life. Clearly define the limitations imposed and the support data verifying the impact of the condition. Single sub-tests or checklists are not acceptable as a sole source of documented data. Standard or scaled scores from all tests and sub-tests must be included in your diagnostic report.
 7. Recommendations for accommodations must be listed with support diagnostic information. Documentation must be specific in listing practical and written exam based accommodations, if appropriate. ***For Chiropractic Students, please see National Board of Chiropractic Examiners website for further details ("Test Accommodation Guidelines")***

**For Grievance Process Information see the Life University Catalog*

ACADEMIC SUPPORT SERVICES

SSC offers a variety of services to support students in achieving their academic goals. In addition to helping students improve their study skills and develop learning strategies to enhance academic achievement, assistance is also made available through these services:

- Tutoring
- Supplemental Instruction (SI)
- College of Chiropractic Open Learning Lab
- Undergraduate Math, Writing, and Science Lab
- Nutrition Learning Lab
- Workshop

SUPPLEMENTAL INSTRUCTION

Supplemental Instruction (SI) leaders act as facilitators by helping students develop and strengthen study skills and integrate effective learning strategies that are content specific. All students are encouraged to attend as many SI sessions as possible, as it is a voluntary program. Please see SI schedule for specific times and locations. If SI services are not offered, students will be informed and referred to the appropriate learning lab(s) for assistance and/or encouraged to contact their faculty for further assistance.

TUTORING

Tutors act as facilitators by supporting their peers in strengthening study skills, such as time management, academic goal setting, and note-taking while studying specific course content. Tutoring sessions are drop-in format. Please see the Tutoring schedule for specific times and location of the tutoring sessions.

If tutoring services are not offered, students will be informed and referred to the appropriate learning labs for assistance and/or encouraged to contact their faculty for further assistance.

PROJECT SUCCESS

Project success is an academic support enrichment program designed to assist students in achieving their academic goals. The program focuses on helping students develop effective learning strategies, identify their learning style, and improve their study, goal setting, and time management skills through interactive workshops and individual one-on-one appointments. Please refer to the workshop schedule for workshop dates, times and location.

Alternately, a copy of the schedule can be collected from the SSC in the CCE building.



Take Note...

When calling SAP, you will be asked a few brief questions in order to determine the counselor who will best suit your needs.

You must cancel any appointment 24 hours in advance or it will be counted toward your six total sessions.

STUDENT ASSISTANCE PROGRAM

Counseling information and services in a setting of your choice. Includes phone, face-to-face, and/or counseling resources online.



770-951-8021 | 800-869-0276
WWW.LIFE.EDU



Emotional issues



Relationship issues



Academic problems



Marital/family concerns



Stress/anxiety



Life adjustments



Crisis



Substance abuse

770-951-8021 | 800-869-0276
WWW.EAPCONSULTANTS.COM

STUDENT ASSISTANCE PROGRAM

What is SAP?

The SAP is designed to offer counseling services to students of Life University. Counseling is available in a variety of settings including phone counseling, online resources and face-to-face counseling. As a student, you have access to six free face-to-face and/or phone counseling sessions in a year (October 1–September 30). Mental health counselors are available by phone 24/7. You may also access information and assistance online at: www.eapconsultants.com and click on Member Access. Password: **lifeu**

What are the costs of SAP?

SAP is free for you and your dependent family members for up to six counseling sessions within a year (October 1–September 30). Access to online resources is also free of charge. Scheduled phone counseling sessions count toward your six total yearly sessions. However, other nonscheduled phone calls (20 minutes or fewer) do not count toward your yearly allotted sessions.

How can SAP help me?

SAP can help with many personal concerns both large and small. These concerns can include:

- Stress
- Time management
- Emotional concerns
- Marital and family concerns
- Relationship issues
- Crisis
- Alcohol and drug problems

Online Resources

SAP has extensive online resources to help with most of life's common issues and concerns.

To access these resources, visit www.eapconsultants.com and click on Member Access. Your password is: **lifeu**.

How do I contact SAP?

To obtain services or information, please call 800-869-0276 or 770-951-8021.

Mental health counselors are available at the above numbers 24/7. You may also request information or services at www.eapconsultants.com.



WORK-STUDY & PART-TIME STUDENT EMPLOYMENT

Federal Work-Study provides funds that are earned through part-time employment to assist in financing the costs of post-secondary education.

WORK STUDY

To determine if the student has been awarded Work-Study funds:

- Check Web Advisor to determine award status.
- If funds have been awarded, the amount of funds awarded will appear on the award letter for each quarter for the entire financial aid year (summer-spring).
- Print the award letter and check the HR website to review a current listing of available work study jobs. To check the HR website, go to www.LIFE.edu, click “Faculty and Staff” at the top of the page, scroll down to Human Resources and click on “Employment.” Look to the right of the screen and click “Student Opportunities” to view all open work study and part-time student positions. You must create a profile in the application: NEOGOV in order to apply for a position. If you apply for a work study position, attach your award letter and resume (resume is optional). Both documents will be forwarded to the hiring supervisor. Once you have completed the application, someone from either the hiring department or HR will contact you either by phone or email.

WORK-STUDY AND PART-TIME STUDENT EMPLOYMENT:

- Most jobs are on campus, but there are some off the university campus.
- Jobs are hourly and range from \$7.50- \$12.00/hr. based on the job requirements and location. Some off campus positions pay for travel.
- Student workers cannot work more than 20 hours in a week.
- Student workers **should not** go over their award limit or work during scheduled class times.
- All jobs are posted as they become available.
- All positions require an interview and drug screen and some require a criminal background check.
- Students can have only one job at time.
- Students must adhere to the rules of the program.
- All positions are working positions.

WORK-STUDY CHECKLIST (THINGS NEEDED BEFORE COMING TO HR)

- Award Letter
- Any approved I-9 form or identification (must present actual document)
- Social Security Card (needed for payroll purposes and must present actual card)
- If you cannot locate your Social Security Card, you may apply for a new one at the following location:

Social Security Administration
1415 Franklin Road, S.E.
Marietta, GA 30067
(770) 859-0123
Monday–Friday, 8:30 a.m.–4:30 p.m.

- If you have any questions, please email the HR department at HR@LIFE.edu or call (770) 426-2930.

■ CAREER SERVICES

- Resume/CV Assistance
- Interview Preparation
- Job Search Assistance
- Career Fairs
- Off-Campus Employment

■ LOOKING FOR A PART-TIME JOB?

CHECK OUT OUR ON-LINE JOB POSTING BOARD: CAREERS4LIFE!

We have a process in place that will allow you to search a variety of jobs and practice opportunities. While many of the posted opportunities are for employment after graduation, we also encourage local employers to utilize this site to connect with LIFE students who are interested in part-time employment.

Prior to searching the Classified Ads/Job Board for the first time, you must register for a new account. Your username is your student ID number as listed on your Student ID and on file with the University (including the leading zero).

If you cannot register or log-in, please call or email Sue Dudt, Director of Career Services, for assistance at (770) 426-2767 or SDudt@LIFE.edu.

In order to register to use the system:

1. Go to www.LIFE.edu.
2. At the top of the page select “Students.” Under the Campus Life header, select the “Student Services” button.
3. Under Academic Resources select “Career Services.”
4. This will bring you to the Career Services pages.
5. On the left hand side, select your student type (Undergraduate, Graduate, Chiropractic). On your page, click on the “Search for a Job” button.
6. This will bring you to our Nacelink Career Services Manager.
7. Then click on Students/Alumni Register Here and complete the information.

Important Note: After registering, you will receive an email asking you to confirm your registration. As a security precaution, we will be unable to approve your account until you click on the confirmation link in your email.

■ THE OFFICE OF CAREER SERVICES (A DIVISION OF STUDENT SERVICES)

STUDENT INFORMATION

Name: _____

Quarter of Entry: _____

Phone: _____ Email: _____

PROGRAM OF STUDY

Undergraduate

- Biology Biopsychology Business Administration Computer Information Management
- Dietetics Nutrition Exercise Science General Studies
- Coaching Psychology Psychology Health Coaching
- Pre-Doctor of Chiropractic

Do you plan on receiving your Bachelor’s degree from Life University? Yes No

If not, what are your educational goals? _____

What are your career goals? _____

Master of Science

- Chiropractic Sport Science Exercise Sport Science Nutrition Sport Science
- Sport Coaching Sport Injury Management Clinical Nutrition
- Athletic Training Positive Psychology

Doctoral

- Doctor of Chiropractic

What are your career goals? _____

LIFE UNIVERSITY WELLNESS CENTER

HOURS OF OPERATION

5:30 a.m. to 9:00 p.m. Monday through Thursday

5:30 a.m. to 8:00 p.m. Friday

10:00 a.m. to 5:00 p.m. Saturday and Sunday

ABOUT THE CENTER

For more information, call us at (770) 426-2870.

The Life University Wellness Center offers a wide array of activities and fitness programs to meet the needs of students, faculty and staff on campus. Fitness classes are held daily with differing levels of intensity. Come enjoy our fitness center and have fun!



USING THE CENTER

In order to use the Life University Wellness Center, you must complete the following liability form. Everyone who utilizes this facility is required to complete this form in full.

Everyone must present a scannable ID each time you use the facility.



LOCKER RENTAL

LOCKERS

- **One-day locker**

For all Wellness Center users. Free of charge. Must remove items when leaving.

- **Long-term locker**

Students, staff, faculty. Per-quarter charge.

\$20.00 (For the larger lockers, women's room only) • \$15.00 (for the smaller ones)

A one-day-locker rental means that you can use the locker at the Wellness Center for one day. Personal items should be removed each day before leaving the facility. Items left in lockers overnight will be removed. We will not be responsible for personal items left overnight. In order to request a locker rental, please pick up a copy of the Locker Rental Agreement Form at the Wellness Center.

Lockers will be issued only after we have received both the rental fee and a completed copy of the Locker Rental Agreement Form. Please make a photocopy of your valid LIFE ID card before submitting your application. Rentals will operate on a quarterly basis. All lockers will carry a quarterly rental fee of \$15 for the smaller lockers and \$20 for the larger lockers (women's room). This fee can be paid by cash, check or money order (made payable to Life University). Lockers will be assigned in the area of choice when possible, but there is no guarantee that a particular locker area will be available, and the final decision for the location of the locker assignment rests with the Director of the Wellness Center.

Please be mindful that lockers are not automatically renewable. Students, staff and faculty must notify our office two weeks prior to the end of each quarter if they would like to renew their contract and continue usage each quarter. If all lockers become occupied, students/staff/faculty may be placed on a waiting list until the next locker becomes available. Names placed on the waiting list will be called in numerical order while the vacant locker is temporarily reserved for them. Students/staff/faculty who are called from the waiting list will have two full business days to respond to our offer before the next listed person is contacted.

By signing the Locker Agreement Form, you agree to abide by the terms and conditions set forth by the Office of Student Services, outlined below:

TERMS & CONDITIONS

Only one locker per person with valid student ID card. *No exchanges of lockers once locker is assigned. * Everyone must secure their locker with their own lock. * Life University will not accept responsibility for damage or loss of the contents of any locker. * Upon assignment and during use, students/staff/faculty are held responsible to report any damage or needed repairs to Pat Banks, Director of the Wellness Center. (If your locker door does not open or shut properly, do not force it; report it immediately). * Life University reserves the right to open a locker with or without the consent of the renter in instances where locker procedures are being abused or in the case of an emergency. * Flammable materials, dangerous chemicals, explosives or weapons of any kind are strictly prohibited inside the lockers. * Illegal or controlled substances such as drugs or alcohol are also strictly prohibited. * Locker rentals operate on a quarterly basis, and there is no automatic renewal. Proceeds from locker rentals will be utilized to purchase new equipment and maintain the current equipment in the Wellness Center.

PERSONAL TRAINING INFORMATION

45-minute to 1-hour sessions

Faculty and Staff:

- Training four people at the same time - \$10.00 each person
- Training three people at the same time - \$15.00 each person
- Training two people at the same time - \$15.00 each person
- Training one person - \$20.00

Students, student's families and seniors: \$10.00

Student's significant others may use the facility for no charge. Please see Pat Banks, Director of the Wellness Center, for more information.

GENERAL INFORMATION

Drs. Sid E. & Nell K. Williams Library: 1269 Barclay Circle, Marietta, GA 30060

(770) 426-2688 • www.LIFE.edu/Library • Email: Library@LIFE.edu • www.Facebook.com/LifeULibrary

Hours	
Mon-Thurs	7:00 a.m.–11:45 p.m.
Friday	7:00 a.m.–6:45 p.m.
Saturday	10:30 a.m.–6:45 p.m.
Sunday	1:30 p.m.–11:45 p.m.

Break and holiday hours will be posted in the Library and on our web page.

The library is open at 6:45 a.m. Monday through Friday for computer access, printing and copying only.

LIBRARY POLICIES

- **All students are required to show their student ID at the entrance. Visitors must sign in with a government-issued photo ID.**
- Each student is given a \$7.50 printing credit each quarter. A PIN is required to access student computers. See the reference desk to obtain a PIN.
- As a courtesy to fellow students, there is no cell phone use within the Library. Please turn phones off when entering the Library.
- A student ID is required to enter the Library and check out materials. Circulating books can be borrowed for four weeks with one renewal.
- Circulating audio and video materials are available for two-week check-out with two renewals.
- Materials that are not overdue can be renewed online through the library catalog—<http://LIFE.Sirsi.net> with your PIN.
- All Library communication will be done through Life University email.
- The Library is not responsible for items saved on Library computers. To maintain informational security, the computers are reset after every session. If you wish to save your work, please bring your own memory device. The library does not sell any devices.

FINES

- **Overdue books**—10¢ a day/item
- **Reserve material**—\$1.00/hr/item
- **Damaged item**—Replacement cost plus \$20.00 processing fee per item. Overdue notices are emailed weekly. After the third notice, library privileges and class registration will be blocked.

NEW BOOKS

New books are on display in the circulation area and are available for checkout.

RESERVES

Reserve materials, including reference materials for National Board of Chiropractic Examiners (NBCE), are at the circulation desk and can be checked out with a student ID for three-hour segments (in-house use).

JOURNALS

The Library subscribes to 75 journals in print and can access over 20,000 titles online through full-text databases. Print journals can only be used in the library.

SPECIAL COLLECTION

The Library houses a special collection of unique and valuable technique manuals, conference proceedings and other chiropractic texts. Supervised access only. Special Collection materials can be searched from the Library's electronic catalog.

INTERLIBRARY LOAN (ILL)

Materials that are not owned by the Williams Library may be requested for borrowing from other libraries. Course textbooks are not eligible for interlibrary loan. Forms are available at the reference desk or on the library web page. Email requests to: LifeU.ILL@gmail.com.

MICROFICHE

Request forms for microfiche articles are available at the reference desk or on the Library web page. Submit requests to the reference desk. Articles will be emailed within 24-48 hours.

AUDIO VISUAL

Models and X-rays can be checked out with student ID for three-hour segments of in-house use. Reserve material fines will apply. Reserve videos are available for in-house viewing. Dry erase markers can be checked out from the A/V window to use in the study rooms.

PLAYAWAYS

The Library has a collection of digital audiobooks (Playaways) available for check-out. Fiction and nonfiction titles are available. The user can skip to the next chapter or fast forward through content, as well as skipping back to the previous chapter or rewinding. The speed of the narrator's voice can also be adjusted without changing the pitch. One AAA battery is required. The user is responsible for headphones and any replacement batteries.

CATALOG

<http://LIFE.Sirsi.net/>

The Library Catalog is online and can be accessed through any computer. A link is provided on the Library web page. The Williams Library follows Library of Congress Classification.

COPY/PRINT

Photocopying and printing are available at the following rates:

- Black/white copy/print—5¢ for letter/legal, 10¢ for ledger
- Color copy/print— 30¢ for letter/legal, 60¢ for ledger

COMPUTER LAB

Computers are equipped with Microsoft Office to support coursework, as well as internet access. Student ID and PIN are required to use a computer. As an option, computers can be reserved for a future time.

EBOOKS ON EBSCOHOST

EBSCOhost provides access to a collection of electronic books owned by our Library. Set up a free account while on campus to be able to access the e-contents from anywhere. Visit GALILEO on the Library web page to get started.

REFERENCE

General reference service is provided at the reference desk. Group or classroom instruction is provided upon request. Online Resources Workshops are provided each quarter. Check the schedule and sign up on our webpage.

STUDY ROOMS

Study rooms are available for use by individuals and small groups. Priority for TV viewing is given to those who have A/V needs over study needs. Keys can be checked out from the A/V window for a three-hour period. Student ID is required for study room check-out.

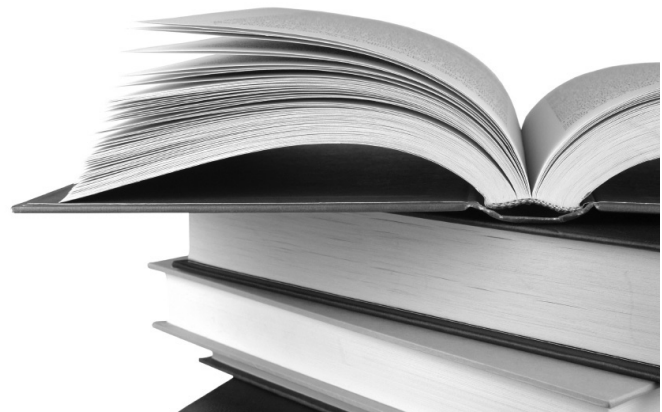
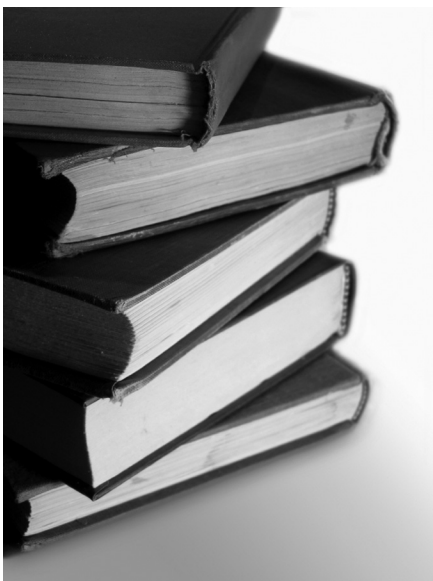
ONLINE RESOURCES

Links are provided on the Library web page for the following resources:

- Index to Chiropractic Literature (ICL)
- PubMed—Biomedical literature index
- GALILEO**—Multiple databases in a variety of subjects
- Alt-Health Watch (thru GALILEO)**—Complementary and alternative health research
- SPORTDiscus (thru GALILEO)**—Sports and fitness research
- MANTIS*—Index of manual and natural therapy
- Scopus**—Science, medicine, technology and social science index
- Full-Text Journal List—Life University's E-Journal holdings (*some resources only available on campus)
- an@tomy.tv (Primal Pictures)**—3D Human anatomy online
- Anatomy & Physiology Online**
- LOCUS—contains demographic information for chiropractors
- Multifit AAST*—Musculoskeletal anatomy and kinesiology (available only to library computers)
- Natural Standard**—Evidence-based complementary and alternative health care database
- Learning Express Library**—Basic skills practice tests and e-books

* Only on campus

** Use Off campus link from library web page



Welcome

Welcome New Students!

Auxiliary Services at LIFE oversees the operation of our Bookstore, Café, Shuttle Service and Eagle Dollars. Find more details about these services at LIFE.edu under the Campus Life tab.



Socrates Café and Plato II Go

The Cafe is a gathering place for all members of the LIFE community. Located at one end of the Center for Undergraduate Studies building, the Cafe dining area is an active place and opens up to an inviting outdoor patio area with shaded seating areas near reflection pools, live plants, a fire pit and soothing streams.



The indoor seating areas are comfortable, with “smart” booths and flat screens, high ceilings, natural lighting, and the ability to use the huge screen for events such as LIFE rugby and basketball games.

Affordable, healthy menu options are designed to provide something for everyone and, as much as possible, include organic produce and protein from local farmers and other vendors committed to sustainability and humane treatment of animals.

Plato II Go is a Starbucks...with all your favorite beverages, both hot and cold. Questions? Write to Cafe@LIFE.edu.

SOCRATES CAFÉ

The Café is open Monday – Friday from 6:30 a.m. – 3:00 p.m.; Plato II Go is open Monday – Thursday from 6:30 a.m. – 6:30 p.m. and from 6:30 a.m. – 3:00 p.m. on Friday.

Bookstore

The Bookstore has everything you need from books and equipment to supplies and LIFE swag! It is located in the Center for Undergraduate Studies, next to the Café, and open Monday – Friday from 7:00 a.m. – 3:00 p.m. Questions? Write to Bookstore@LIFE.edu



Shuttle Service

Life University offers shuttle service throughout the campus and to nearby Ashborough and Bexley condominiums. On Saturday morning the shuttle provides a local “Shopping Route” for students living on campus. Questions? Write to Shuttles@LIFE.edu.



Shuttles are equipped with the TransLoc GPS system; download the TransLoc app (for iPhone and Android) to view routes and estimated time to your stop.

Eagle Dollars

An Eagle Dollars declining balance money account is an easy way to plan and spend at LIFE. Add funds to your LIFE photo id card several ways, and then present the card for services at the Library, Café, Plato II Go and Bookstore. Questions? Write to Eagledollars@LIFE.edu.

LIFE[®]
University

Default Password for Students (BlackBoard, Web Advisor & Email)

You have been given a temporary password for your LIFE University online account. If you have reset your password in the past to access WebAdvisor, continue to use that password; otherwise, you **MUST** reset your password by following these directions:

1. Find Your User Name

- Go to <http://directory.LIFE.edu>
- Enter your last name in the Search Student Email box
- Click on the Search Button. (fig 1)
- This displays your last name, first name and student email address. (fig 2)

Student Directory

Last Name	First Name	Quarter	Email
Doe	John	Spring 2012	john.doe@student.life.edu

Remember: Your Life Student user name is the part preceding @Student.LIFE.edu
For example: If your Life Student E-mail address is John.Doe@Student.LIFE.edu, your Web Advisor, Student E-mail & BlackBoard user names would be "john.doe".

2. Create Your Password

- Go to <http://pwd.life.edu>
- Click on "Change My Password" (fig 3)
- Enter the following information
 - User Name: (everything before the @ sign in your email address. For example: john.smith)
 - Current (or temporary) Password: (Your initial "temporary" password is your first initial, last initial and the last four digits of your **Student ID Number**, followed by two exclamation marks "!!". For example: js1234!!)
 - New Password (and Confirm Password), which must meet the following requirements
 - at least 8 characters
 - include both upper and lower case letter
 - include numbers or symbols
 - cannot include your name or username
 - cannot be a password you have used at LIFE before
- Click on "Change Password"

3. Create Your Password Recovery Profile

- Go to <http://pwd.life.edu>
- Click on "Create or Update My Recovery Profile" (fig 4)
- Enter the following information
 - User Name
 - Current Password
 - Pick 3 security questions, and enter their answers
- Click on "Update Profile"
- Now, if you ever forget your password, click on the "I Forgot My Password" link and you will be able to reset it.

Your email, Web Advisor and BlackBoard passwords are the same, and changes to one will affect the others.

Life University Technology Guide for Students: The complete IT Guide for Students is available on BlackBoard in the Academic Quarterly Course.

The college experience goes way beyond academics. That's not to say that academics aren't important - they are, but immersing yourself in college life means being involved in extracurricular activities.

Recognizing that well-balanced students are infinitely more prepared for life after college, Life University offers opportunities for students to express themselves, contribute to their talents and develop new friendships and relationships both on campus and in the community.



LEADERSHIP OPPORTUNITIES

Student Services provides a supportive environment encouraging students to explore their interests and develop leadership skills.

Student Services featured leadership programs include quarterly Lunch and Learn, the Student Leadership Summit and the Annual Student Leader Awards Night.

Looking for ways other ways to lead at LIFE? Consider joining the Campus Activities Board, Life Student Council, Student Ambassadors, Orientation Leader, Resident Assistant and the Conduct Review Board. For more information or to get involved, please email Jennifer Jones Stroble at Jennifer.Stroble@LIFE.edu.

TRANSFORMATION PROJECT

Recently, Student Services began the Student Transformation Video Project. We selected six students from each class entering into Life University. If selected you record three short videos as you progress through Life University. In addition, you will meet with a peer mentor at least once a quarter. The peer mentor will be in the same program as their mentee and also a part of the transformation project. Once the mentee reaches Clinics for College of Chiropractic or half way through their program for College of Graduate and Undergraduate Studies, they will become a mentor to a new student in the transformation project.

There is an application process to be selected into the Student Transformation project. Student Services will select

two undergraduate, one graduate and three doctoral students from every class entering Life University. If you are an emerging leader, please apply. More information can be found on the Student Involvement and Leadership website under Student Transformation Project.



GET INVOLVED

Go to www.LIFE.edu/services-involvement/clubs-a-organizations and click on "Get Involved." You will complete a short questionnaire to help Student Services link you with an organization that is a perfect fit or help you start your own organization.

CONTACT

Jennifer Stroble, Director of Student Involvement & Leadership (770) 426-2700 Jennifer.Stroble@LIFE.edu

Facebook, Instagram and Twitter: Follow Us! @STULIFEU

Life University offers various clubs and organizations which you can join. From nutrition clubs and organizations to sports clubs, and from Student Council to chiropractic technique clubs, there is something for everyone. For a listing of officially recognized clubs and organizations, click on the links to the left to find out how to join and whom to contact.



Technique Organizations

- Activator
- Applied Kinesiology (AK)
- Biogeometric Integration (BGI)
- B.E.S.T. Club
- Clinical Biomechanics of Posture (CBP)
- Full Spine Club
- Functional Neurology
- Gonstead Club
- Motion Palpation
- Network Spinal Analysis
- Neuro Mechanical Innovations (NMI)
- N.E.T. Technique
- Pierce Results Club
- Sacra-Occipital Technique (S.O.T.)
- Sport Chiropractic Club
- Thompson Technique
- Torque Release
- Upper Cervical Student Society

Chiropractic Clubs

- 100% Ignite
- Alpha Delta Upsilon
- A.M.P.E.D.
- Clinical Biomechanics of Posture
- Clinical Chiropractic

- Applications
- Essential Health and Wellness Club
- Elevation Health Student Club
- Innate Enterprise
- ICPA Family Wellness Club
- League of Chiropractic Women
- Maximized Living
- New Beginnings
- New Renaissance
- North Carolina State Club
- Ohio Club
- Practice Development Club
- Reach The World
- Save The Planet
- Student American Black Chiropractic Association (SABCA)
- Student (ICA)
- Student IFCO
- Student American Chiropractic Association (SACA)
- Student LifeForce
- Student Philosophy Alliance
- Virginia State Club
- World Congress of Chiropractic Students

Other Interests

- Athletic Training Student Assoc.
- Better Half of Life
- Circle K Intentional
- Functional Nutrition
- Gay Straight Alliance
- Hispanic Club
- International Student Association
- Jewish Life
- Life 24 hours Missionary
- Kappa Omicron Nu
- Mediation Club
- Natural Sciences
- Nutrition Club
- Psi Chi
- Psychology Student Assoc.
- Student Ambassadors
- Student Council
- Students Team Up to Fight Hunger
- Vital Source



The Campus Activities Board is housed in the Office of Student Services with the expressed purpose of providing entertainment, recreation and educational programs for Life University's student body. CAB, which is comprised of six student part-time Campus Activities Monitors, helps to plan student events on campus.

If you like planning and participating in events designed for students such as concerts, parties, bands/ DJs, holiday festivals and dinners, open mic nights and other fun gatherings, the Campus Activities Board is a great way to get involved and get your friends and colleagues involved as well!

MEMBERSHIP

Any student with a cumulative Grade Point Average (GPA) of 2.5 or higher can become a member of the Campus Activities Board.

For more information or to join CAB or its membership, please email Jennifer Stroble (JJ) at Jennifer.Stroble@LIFE.edu or CAB@Student.LIFE.edu

- Fall Fest/ Spring Fling
- Movie Nights / Stress Breaks
- Casino Nights / Trivia Nights
- Coffee House/ Game Night
- Summer Concert Series
- Intramural Sports
- Late Night Breakfast
- Holiday Craft Fair
- Healthy Relationship Week
- Open Mic Nights
- Halloween Parade
- Leadership Development and Brown Bag Lunches
- Zumba and Wellness
- Events
- Earth Day Celebration
- And so much more!



INTRAMURAL SPORTS

Intramural Sports are designed to provide an opportunity for all students, faculty and staff to participate in organized recreational activities. Structured leagues and tournaments are offered in a diverse array of sporting activities such as: Flag football, Basketball, Softball, Soccer, Volleyball, and much more. It is simple to get involved, register at www.imleagues.com/ Life and click "create account."

On the IMleagues site you will find an Intramural Sports manual that is designed to serve as an informative and procedural guide for all sports participants. Team captains are expected to familiarize themselves with and abide by the information contained in this manual. We encourage all participants with questions concerning this manual to contact Student Services Office.



RECREATIONAL SPORT ORGANIZATIONS

Club Sports require more commitment than Intramurals, as they involve practices, games and even some travel. To sign up for a RSO or for more information, email recprogrms@LIFE.edu.

Volleyball, Cycling, Golf, Karate, Tennis, Flag football, Basketball, Soccer

AMAZING
ON-CAMPUS
LOCATION



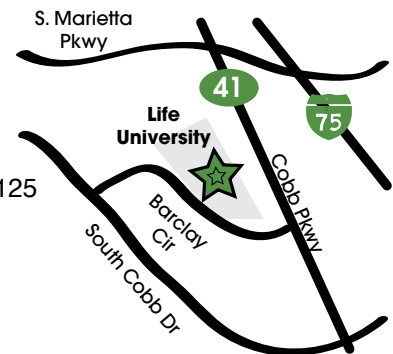
Love Life LIVE WELL AT
LIFE'S VILLAGE RETREAT

Life's Village Retreat

Student Apartments

PRIVATE BEDROOM & BATHROOM • FURNISHED LIVING ROOM • LUXURY KITCHEN

- Washer/Dryer in Every Unit
- Complimentary Cable & Internet
- Live-in Resident Assistants
- Student Lounge & Game Areas
- Zen Garden & Meditation Wall
- Computer Lab
- LEED Certified
- Energy & Water Efficient Community
- Card Access to Building & Apartment
- Assigned Resident Parking Garage
- ADA Accessible Apartments
- Elevator for Convenience



1135 BARCLAY CIRCLE, APARTMENT 125
MARIETTA, GA 30060
770.419.5554
LIFE@PLACEPROPERTIES.COM

MANAGED BY:
Place Properties
An Affiliated Group of Companies

LivesVillageRetreat.com

DWELL

This is the place. This is the life. Check out our fantastic apartment features - all included for no extra charge!

PRIVATE BEDROOM

- Private Bathroom
- Keyed Bedroom Entry
- Full-Size Bed with under-bed storage
- Desk with 2-Position Study Chair
- Closet
- Wall-to-Wall Carpeting
- 9-Ft Ceilings with Ceiling Fan
- High-Speed Internet
- Cable with HBO

FURNISHED LIVING ROOM

- 9-Ft Ceilings with Ceiling Fan
- Micro-Suede Sofa
- Entertainment Center
- Cable with HBO
- Phone Hook-up
- Faux Wood Floors

LUXURY KITCHEN

- Stainless Steel Appliances
- Modern Cabinets
- Refrigerator with Icemaker
- Stove
- Built-In Microwave
- Dishwasher
- Garbage Disposal
- Pantry
- Breakfast Bar with Barstools

FLOOR PLANS

You've got big plans for this year. And we've got big plans for you.

MIX

LIFE's Village Retreat isn't just a place to live. It's a place to live it up! Our amazing amenities make it possible:

- Computer Lab
- ADA Accessible Apartments
- Elevator
- Reserved Parking
- Furnished/Unfurnished Units
- Student Lounge
- Game area
- Card Access to Building and Apartment

IMPACT

- At LIFE's Village Retreat, making a difference matters. And so do you.

LIFE'S VILLAGE RETREAT

1135 Barclay Circle, Apt 125 • Marietta, GA 30060
(770) 419-5554 • LIFE@PlaceProperties.com

Chiropractic Services

LIFE[®]
University

In addition to chiropractic, your care may include:

- Physical Examination
- Digital X-rays
- Nutritional Counseling
- Functional Rehabilitation
- Custom Orthotics (by Foot Levelers)

CC-HOP Funded by Foot Levelers

The Campus Center for Health and Optimum Performance (CC-HOP) is where all Life University students, their spouses, dependent children and parents can receive chiropractic healthcare services under faculty supervision at no charge.

Location:

Administration Building
(by Lyceum Park)
1269 Barclay Circle

CC-HOP Hours:

Monday & Friday 8:30am – 7:00pm
Wednesdays 9:00am – 1:00pm, 5:00pm-7:00pm
Tuesdays & Thursdays 8:00am – 7:00pm

Call 770-426-2664 to schedule an appointment.

C-HOP

Life University students' spouses, dependent children and parents may receive chiropractic healthcare services at our outpatient clinic, the Center for Health and Optimum Performance (C-HOP) for a nominal fee.

Location:

1415 Barclay Circle
(Across from the rugby field)

C-HOP Hours:

Monday- Friday 8:00 am – 7:00pm
(closed daily from 1:30pm-3:00pm)
Saturday 8:00am – 1:00pm

Call 770-792-6100 to schedule an appointment.

CAMPUS SAFETY DEPARTMENT**Mod 2 (behind the Learning Resource Center (LRC))**

The safety of every member of the Life University community is our top priority. Life University maintains a well-staffed Campus Safety Department consisting of trained security officers. Our highly-motivated and trained staff work diligently to ensure that you are safe and secure. Campus Safety is charged with responding to all types of emergency and non-emergency events, as well as enforcing University parking regulations. The campus is patrolled 24/7/365, and we work with local emergency response agencies such as Marietta Police Department, Cobb County Sheriff and Marietta Fire Department.

Our security officers encourage the community to get involved by participating in safety briefings and classes, as well as becoming a member of the Campus Watch Program. Personal and community safety is everyone's responsibility. You can do your part by being aware and vigilant, and reporting any suspicious activity as soon as you see it.

All students, faculty and staff are required to wear University identification on campus and to register their vehicle and display the appropriate parking sticker. Visitors to campus must obtain a parking permit either by visiting the Campus Safety Department or displaying a valid decal supplied by the department they are visiting.

We enjoy a beautiful and secure campus. Still, we remain highly vigilant in patrolling the campus and educating students and staff about the importance of crime prevention and personal protection. The student services staff also educates students on such issues as responsible alcohol use for those over the age of 21 and self-protection against crimes such as date rape.

In compliance with The Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act, annual statistics are available on the University's website regarding all criminal activities. We publish and make available the Annual Campus Safety Report, which summarizes incidents on campus. The contents of the Student Right To Know information are contained in the Student Handbook and on the Internet. It lists each required violation by type and frequency. For incidents of concern that occur between the yearly reports, we post interim information in the student publications on campus and post informational fliers throughout the campus that inform students of the incident(s).

In the event of a rapidly unfolding campus emergency, the University will use a multi-pronged approach to alert all faculty, students and staff of the situation and advise them of appropriate responses. Notification is conducted and supported by a mass email, text and voice message (for registered individuals) to the campus community, posting of information on the website, and posting broadcast notices on inter-campus televisions throughout the campus. In addition, campus safety officers may broadcast emergency notifications over the public address systems of the security vehicles or handheld megaphones. Additionally, we have an excellent partnership with other local agencies (Cobb County Police, Marietta Police and Dobbins Air Reserve Base) and area hospitals.



LICENSED DRIVERS FROM OUT OF STATE

DRIVER'S LICENSE

Georgia law requires you to obtain a Georgia driver's license within thirty days of moving to Georgia Unless; you are enrolled as a fulltime student in an institution that does not charge a separate tuition for out of state students. (GA code 45-5-20)

Since Life University does not charge a separate out of state tuition, as long as you are enrolled as a fulltime student and have a valid driver's license from your home state, you do not have to obtain a Georgia Driver's license. This requirement is separate and distinct from the vehicle registration statute described below.

DMV CONTACT INFORMATION

Department of Driver Services/Driver Licensing

- Atlanta Metro Area & Out-of-State: (678) 413-8400; (678) 413-8500; (678) 413-8600
- Outside the Metro Atlanta Area: (866) 754-3687
- Title/Registration: (404) 362-6500
- Motor Vehicle Division (MVD) Office Hours: 8:00 a.m. to 4:30 p.m. Monday through Friday, excluding state holidays
- www.DDS.GA.gov

TRANSFERRING A LICENSE

If you have moved to Georgia from another state and need to transfer your license, you must do so within 30 days. Present the following documentation to your local driver's license office:

Most US Citizens need to bring these four documents:

- An original or certified document to prove **WHO YOU ARE** such as a birth certificate or passport (certified birth certificate, valid passport, military ID card, certified naturalization papers, or immigration ID card).
- Your **SOCIAL SECURITY CARD**.
- Two documents showing your **RESIDENTIAL ADDRESS** (current utility bill, rental receipt, bank statement or lease agreement).
- If you've had a **NAME CHANGE**, then you'll also need to bring a document to prove that (marriage license or court order)

To assist with collecting your documents, DDS has created a checklist wizard at www.DDS.GA.gov that will allow you to print a custom checklist of your documents or you may choose to print the full list of acceptable documents.

Additionally, you must:

- Be 18 years or older.
- Surrender your out-of-state license.
- Pass an eye exam.
- Pay the fee for a new license.

APPOINTMENTS

Appointments are encouraged, but not required, for out-of-state license transfers. To make an appointment and reduce the time you'll wait in line, call (678) 413-8500 and select option 3. If you live outside the metro Atlanta area, instead call (866) 754-3687 and select option 3. If you get a fast busy signal, please call (678) 413-8500.

MARIETTA CUSTOMER SERVICE CENTER # 56 (CLOSEST CENTER TO CAMPUS)

Office Hours: Tuesday–Saturday from 7:30 a.m.–5:00 p.m.
 Address: 1605 County Services Pkwy., Marietta, GA 30008
 Driver's License Offices are open Tuesday–Saturday. Tuesday is typically a very busy day, so please plan ahead.

GEORGIA VEHICLE REGISTRATION

WHAT, WHEN AND WHERE TO REGISTER

O.C.G.A. 42-2-90 requires non-residents to register their vehicles after 30 days. A non-resident student who is a resident of the following states are exempt (note: this list is updated annually): Alabama, Connecticut, Delaware, District of Columbia, Florida, Indiana, Iowa, Kentucky, Louisiana, Maine, Maryland, Minnesota, Mississippi, Missouri, Nebraska, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Pennsylvania, South Carolina, South Dakota, Texas, Virginia, West Virginia.

WHAT IS NEEDED TO REGISTER AND/OR TITLE MY VEHICLE IN GEORGIA?

Generally, 1986 and newer year model vehicles require a Georgia certificate of title. Unless you already have a Georgia title issued in your name for your vehicle or the vehicle does not require a Georgia title, you must apply for a Georgia title at the same time you register your vehicle at your County Tag County's Office. A Georgia title will not be issued for a vehicle based on a registration certificate from a non-title state or country when the vehicle does not require a Georgia title (1963-1985 year model vehicles).

County Tag Offices in this state have varying rules for new residents. Most require a new resident to appear in person at their office with the following:

- Show your valid Georgia driver's license or state-issued identification card when applying in-person.
- A completed MV-1 tag and title application—typed, completed on-line and printed or completed legibly by-hand in blue or black ink, except for the signature, in the vehicle owner's full legal name and signed. If jointly owned, each owner's name must be entered and each owner must sign.
- If all owners go in person to their County Tag County's Office with their valid Georgia driver's license or Georgia identification card, the required documents, fees and applicable motor vehicle and valorem taxes, this application can be completed online and printed for your signature and processing. This application can be used to apply for both a tag and title at your County Tag County's Office.
- Original valid out-of-state title; manufacturer's statement of origin; or a registration from a non-title state, if your vehicle is a 1986 or newer year model vehicle currently registered in a state or country that does not issue titles for this type and/or year model vehicle, must be submitted.
- A completed and signed T-22B Certification of Inspection form must accompany an application for registration of a vehicle that is not eligible for a Georgia title, i.e. A 1963-1985 year model vehicle.
- Proof of insurance.
- Submit proof that your vehicle has passed an emission's inspection when required for your vehicle in your county of residence.

Pay all fees and applicable taxes* with cash, check or money order payable to the Office of the Tag County. **Please do not remit cash through the mail!** Some counties accept credit cards. Generally checks must be imprinted with a local bank's address and out-of-state checks are usually not accepted.

Please be sure to verify the above procedures prior to going to the County Tag Office as policy and process may change from time to time.



LIFE UNIVERSITY VEHICLE REGISTRATION & PARKING

In order to register your vehicle on campus, you must complete the vehicle registration form. Students must complete the vehicle registration form and provide copies of their driver's license, vehicle registration from the state of issue and their student ID.

You have several options to obtain your parking decal.

- **Option One**—bring your license and vehicle registration form to Exhibit Hall during orientation.
- **Option Two**—go to the Campus Safety during the first week of classes and collect your parking decal.

PARKING & DECALS

Students and Employees must park only in areas designated for student parking as indicated below and must have valid decals. Failure to comply will result in fines.

Parking Lots are designated as follows:

- Faculty and Staff must have a GREEN & WHITE Eagle decal and must park in WHITE lots or the OVERFLOW parking lot.
- Village Retreat Residents must have a RED decal and must park in their assigned reserved space in the parking deck only .
- Commons Residents must have an ORANGE decal and must park in the reserved spaces in the COMMONS parking lot only .
- Students not residing in the Village Retreat or Commons must have a GREEN decal and must park in the GREEN designated lots, or non-reserved spaces in the parking deck or in The Commons.
- Patients, Faculty/Staff lot must park in the designated spaces at CHOP. Student Parking is prohibited at CHOP,
- The OVERFLOW Parking Lot is located across the street from the 1085 Barclay Circle. The lot is open to students, faculty/staff and visitors.

HOSPITALS

WellStar Kennestone Hospital

677 Church Street • Marietta, GA 30060
(770) 793-5000

WellStar Cobb Hospital

3950 Austell Road • Austell, GA 30001
(770) 732-4000

WellStar Douglas Hospital

8954 Hospital Drive • Douglasville, GA
(770) 949-1500

WellStar Paulding Hospital

2518 Jimmy Lee Smith Parkway • Hiram, GA 30141
(470) 644-7000

WellStar Windy Hill

2450 Windy Hill Road • Marietta, GA 30067
(770) 644-1000

Northside Hospital-Cherokee

201 Hospital Road • Canton, GA
(770) 720-5100

Piedmont Hospital

1968 Peachtree Road NW • Atlanta, GA 30309
(404) 605-5000

CHILDREN'S HOSPITALS

Children's Healthcare of Atlanta

at Scottish Rite Hospital

1001 Johnson Ferry Road • Atlanta, GA
(404) 785-5252

Children's Healthcare of Atlanta at Eagleston Hospital

1405 Clifton Road • Atlanta, GA 30322
(404) 785-6000

HEALTH CARE CENTERS

Kennesaw Urgent Care

3805 Cherokee Street • Kennesaw, GA
(770) 426-5665

WellStar Urgent Care, Delk Road

2890 Delk Road • Marietta, GA
(770) 955-8620

WellStar Urgent Care, Shallowford

3600 Sandy Plains Road • Marietta, GA
(770) 977-4547

WellStar Urgent Care, Town Lake

120 Stone Bridge Pkwy., Suite 310 • Woodstock, GA
(678) 494-2500

CHILDREN'S IMMEDIATE CARE CENTERS

Children's Healthcare of Atlanta

24-Hour Pediatric Nurse Advice Line

(404) 250-KIDS

Children's Healthcare of Atlanta, Kennesaw

2985 George Busbee Parkway • Kennesaw, GA
(404) 785-8010

Children's Healthcare of Atlanta—West Cobb

625 Big Shanty Road • Kennesaw, GA 30144
(404) 785-8900

WellStar Pediatrics—East Cobb

3747 Roswell Road, Suite 201 • Marietta, GA
(770) 578-2868

WellStar Medical Group Family Medicine

3747 Roswell Road, Suite 216 • Marietta, GA 30062
(770) 973-2272

PHYSICIAN REFERRAL SERVICE

Physician matching and Healthcare Information

Service for Emory Healthcare

(404) 778-7777

Dentist Referral Service

1 (800) DENTIST

STUDENT INSURANCE STORE.COM

CALL US or EMAIL US NOW:

O 770.751.6460 ~ F 678.868.1892

Chase@StudentInsuranceStore.com



C. Chase Carey, MBA

EM: Chase@StudentInsuranceStore.com or Chase@CareyBenefits.com

Please let me introduce myself. My name is Chase Carey, and I have a family owned insurance business in Metro Atlanta, Georgia. I help individuals and business with their medical, dental, vision and other insurances. I started in insurance in 1982 and have been self-employed since 2001. Because of my logo, everyone calls me THE CAREY BEAR.

We've been helping students at Life University since 2006 and market to them through our website: www.StudentInsuranceStore.com. Students and parents can run free quotes here, check docs and hospitals or they can email or call me to do so. I work with both students and parents.

Are you a student or parent of a student either without medical insurance or you are coming off your parents plan? We can help you. The Affordable Care Act now controls when people can enroll in medical plans (please see The Affordable Care Act tab of our website). **We do both ON and OFF EXCHANGE POLICIES.**

We work with the six major carriers in Georgia for medical, two carriers for dental, and one for vision (private vision policies can be tricky): **Medical:** Aetna, BCBSGA/Anthem, Cigna, CoventryOne (an Aetna company), HumanaOne, and Kaiser Permanente.

Dental: BCBSGA/Anthem and Cigna **Vision:** HumanaOne

Please let us keep you safe during your time at Life University. Also, please see our website, on the right, for auto, renters and homeowner's policy Partner Agencies.



2014 Monthly Medical Premium Rates for Plans In Georgia, Zip 30062 (Non_Tobacco)

Catastrophic Level Plans				
Age/Either Gender	Aetna Basic PD	BCBSGA Cat Direct Access	CoventryOne (Aetna) Cat 100% POS Plan PD Plan	HumanaOne National Preferred 6300
22	\$148	\$166	\$104	\$134
24	\$148	\$166	\$104	\$134
26	\$152	\$170	\$107	\$137
28	\$161	\$181	\$113	\$146
30	n.a.	n.a.	n.a.	n.a.
32	n.a.	n.a.	n.a.	n.a.
34	n.a.	n.a.	n.a.	n.a.
36	n.a.	n.a.	n.a.	n.a.
38	n.a.	n.a.	n.a.	n.a.
All Other Ages	By Request	By Request	By Request	By Request
Bronze Level Plans				
Age / Either Gender	Aetna Advantage 5750 PD	BCBSGA Core Direct Access caae	CoventryOne (Aetna) \$20 Copay POS PD \$5,000 100%	HumanaOne National Preferred 4850
22	\$194	\$214	\$179	\$188
24	\$194	\$214	\$179	\$188
26	\$199	\$219	\$183	\$193
28	\$211	\$232	\$194	\$205
30	\$221	\$242	\$203	\$214
32	\$230	\$253	\$213	\$202
34	\$236	\$259	\$217	\$208
36	\$239	\$263	\$220	\$232
38	\$242	\$266	\$223	\$235
All Other Ages	By Request	By Request	By Request	By Request
Silver Level Plans				
Age / Either Gender	Aetna Classic 3500 PD	BCBSGA Direct Access cbds	POS PD \$3,500 100%	National Preferred 4250
22	\$225	\$254	\$215	\$197
24	\$225	\$254	\$215	\$197
26	\$231	\$260	\$220	\$201
28	\$245	\$276	\$234	\$214
30	\$256	\$288	\$244	\$223
32	\$267	\$301	\$254	\$233
34	\$274	\$308	\$261	\$239
36	\$277	\$312	\$264	\$242
38	\$281	\$317	\$268	\$245
All Other Ages	By Request	By Request	By Request	By Request

VOLUNTEER OPPORTUNITIES

YOU'RE INVITED

You have a standing invitation to actively serve as a member of the LIFE community of service.

OUR COMMUNITY SERVICE MISSION

To express LIFE's Lasting Purpose by creating a cycle of community good that is continually perpetuating and amplifying itself.

EXPECTED OUTCOMES

To provide support for and promote community and public activities that are consistent with a vitalistic approach to health and optimum performance within individuals, communities and the environment.

HOW WE SERVE

Our campus community participates in a wide variety of local community service projects, such as cleaning up roadways, creating parks, refurbishing schools, assisting with 5K races and serving as hosts for Boys and Girls Clubs events. Details about scheduled service projects can be found under "Service Opportunities" found on the LIFE online Academic Calendar, accessed from the main webpage. You will receive notification of upcoming service opportunities in LIFE News emails; they can also be found in LIFE News online (www.LIFE.edu/News).

And, each quarter, LIFE's Student Council commits to a Saturday of Service as a way to create relationships and connections among students in all of our programs. Typically, this service event happens on the seventh week of each quarter but it can vary due to holidays and other factors. Again, you'll find the info in LIFE News and on the Service Opportunities calendar.

QUESTIONS

Anytime you have questions, comments or suggestions about community (or customer) service, please feel free to contact Rebecca Koch, our Director of Service Initiatives at WeServe@LIFE.edu.



IF YOU NEED ASSISTANCE WITH:

Academic Advising Advocacy Center, Learning Resource Center (770) 426-2667	Academic Support Student Success Center, Center for Chiropractic Education (770) 426-2725	Books Bookstore, Center for Undergraduate Studies (770) 426-2686	Building & Grounds Grounds and Custodial Services, 1085 Barclay Circle (770) 426-2952
Campus Clubs & Organizations Student Services, Sport Health Science Center (770) 426-2700	Change of Name or Address Advocacy Center, Learning Resource Center (770) 426-2667	Chiropractic Care Public Center for Health & Optimum Performance 1415 Barclay Cir. (770) 792-6100	Disability Services Student Success Center, Center for Chiropractic Education (770) 426-2725
Dropping a Course Advocacy Center, Learning Resource Center (770) 426-2667	ESOL International Programs (770) 426-2734	Tuition Fees Advocacy Center, Learning Resource Center (770) 426-2667	Honor Code Student Services, Sport Health Science Center (770) 426-2725
Housing Information Student Services, Sport Health Science Center (770) 426-2700	Identification Cards Student Services, Sport Health Science Center (770) 426-2700	Intramurals Student Services, Sport Health Science Center RecSports@LIFE.edu	Loans Advocacy Center, Learning Resource Center (770) 426-2667
Lost & Found Campus Safety, MOD2 (770) 426-2911	On-Campus Housing LIFE's Village Retreat, 1135 Barclay Circle (770) 419-5554	Orientation Student Services, Sport Health Science Center (770) 426-2911	Parking Decals Student Services, Sport Health Science Center (770) 426-2700
Parking Fines Campus Safety, MOD2 (770) 426-2911	Personal Problems Student Success Center, Center for Chiropractic Education (770) 426-2725	Petition for Graduation Advocacy Center, Learning Resource Center (770) 426-2667	Readmission Admissions, Learning Resource Center (770) 426-2884
Registration Problems Advocacy Center, Learning Resource Center (770) 426-2667	Schedule Changes Advocacy Center, Learning Resource Center (770) 426-2667	Scholarships Advocacy Center, Learning Resource Center (770) 426-2667	Security Campus Safety, MOD2 (770) 426-2911
Social Events Student Services, Sport Health Science Center (770) 426-2700	Student Council LSC@ Student.LIFE.edu	Student Handbook Student Services, Sport Health Science Center (770) 426-2700	Student Insurance Information Student Services, Sport Health Science Center (770) 426-2700
Library Study Library, Learning Resource Center (770) 426-2688	Study Skills Student Success Center, Center for Chiropractic Education (770) 426-2725	Transcripts Advocacy Center, Learning Resource Center (770) 426-2667	Transfer Credits Admissions, Learning Resource Center (770) 426-2884
Veteran Affairs Advocacy Center, Learning Resource Center (770) 426-2667	Wellness Wellness Center, Sport Health Science Center (770) 426-2870	What's Happening Student Services, Sport Health Science Center (770) 426-2700 CAB@Student.LIFE.edu	Withdrawal Advocacy Center, Learning Resource Center (770) 426-2667

PERSONAL INFORMATION

Full Name: Last _____ First _____ M.I. _____

Address: Street Address _____ Apartment/Unit # _____

City _____ State _____ ZIP Code _____

Home Phone: (_____) _____ Alternate Phone: (_____) _____

Student ID Number: _____

BIOGRAPHICAL INFORMATION

Ethnic Status

- American Indian or Alaska Native
- Black or African American
- Asian
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander
- Caucasian

Marital status (select one) Single Married Divorced Separated Widow(er)

Preferred First Name: _____

PERSON TO NOTIFY IN CASE OF EMERGENCY

Name _____

Street Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____

Email Address _____

FAMILY AT LIFE UNIVERSITY

Family members who have attended or are attending Life University:

Relation Codes: P-Parent S-Sister B-Brother C-Child A-Aunt U-Uncle O-Other

Relation Code	Family Member Name	Graduated	Program of Study
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

WHO REFERRED YOU TO LIFE UNIVERSITY?

Name: _____ Relationship: _____

Street Address _____

City _____ State _____ Zip Code _____

STUDENT INFORMATION

Name: _____

Quarter of Entry: _____

Phone: _____ Email: _____

PROGRAM OF STUDY

Undergraduate

- Biology Biopsychology Business Administration Computer Information Management
- Dietetics Nutrition Exercise Science General Studies
- Life Coaching Psychology Health Coaching
- Pre-Doctor of Chiropractic

Do you plan on receiving your Bachelor’s degree from Life University? Yes No

If not, what are your educational goals? _____

What are your career goals? _____

Master of Science

- Chiropractic Sport Science Exercise Sport Science Nutrition Sport Science
- Sport Coaching Sport Injury Management Clinical Nutrition

Doctoral

- Doctor of Chiropractic

What are your career goals? _____

**LIFE UNIVERSITY WELLNESS CENTER
ASSUMPTION OF RISK AND RESPONSIBILITY
& RELEASE OF LIABILITY FORM**

LIFE[®]

Please read this form carefully

Print Name _____

Life University Student Student Family Member Employee

Employee Family Member Faculty Senior

Student ID # _____ Marital Status: M S D

Address _____

City _____ State _____ Zip _____

Phone Number (_____) _____ DOB _____

If Family Member, please check one: Husband Wife Child Partner Guest

I, _____ understand that my use of the Life University Wellness Center shall be undertaken at my own risk. I understand the risks of injury associated with using the equipment at the Wellness Center and assume those risks. I choose to proceed with the activities at the Wellness Center and expressly assume and accept full responsibility for the consequences of my exposure to all risks, hazards and dangers that I may encounter at the Life University Wellness Center.

I am aware that Life University does not require submission of a physician's certification of physical fitness in order to use the Wellness Center. As such, I appreciate the fact that Life University is without knowledge to my level of fitness and that Life University will not evaluate my fitness level. I assume and accept full responsibility for determining my own level of physical condition and evaluating my exercise abilities and limits.

I fully understand that Life University, its trustees, officers, agents, instructors and employees shall not be liable for any claims, injuries, damages, actions or cause of action whatsoever to me or my property arising out of or connected with my use of the Life University Wellness Center, whether caused by the negligence of Life University, its trustees, officers, instructors, agents and employees, or otherwise. I do hereby expressly forever release and discharge Life University, its trustees, officers, instructors, agents and employees and their heirs, representatives, successors and assigns from all such claims, demands, actions or cause of action. The provisions of this agreement shall bind my heirs, representatives, successors and assigns.

This release is given in consideration for access to Life University's Wellness Center. This release has no expiration date and shall be deemed reaffirmed each time I enter the premises of the Wellness Center.

I HAVE READ THE ABOVE ASSUMPTION OF RISK AND RESPONSIBILITY & RELEASE OF LIABILITY. I SIGN VOLUNTARILY AND KNOWINGLY THEREBY GIVE UP SUBSTANTIAL RIGHTS.

Signature _____ Date _____

**NO ONE UNDER THE AGE OF 18 ALLOWED
TO USE THE WELLNESS CENTER**

STUDENT VEHICLE REGISTRATION FORM

Decal #: _____

Name: _____

Date: _____

Student ID #: _____

Phone: (____) _____

Vehicle Year: _____ Make: _____

Model: _____ Color: _____

License Plate #: _____ State: _____

Student Status: Undergraduate Master's Doctor of Chiropractic LIFE Ctr. Seniors

Residence: LIFE's Village Retreat LIFE's Commons Apt. Off

Life University provides parking for student vehicles that display a valid parking decal that is properly affixed on the **Lower Left Hand Rear Window**. For motorcycles, the decal must placed on the stationary portion of the fork, and for convertibles—on the outside of the rear side window. Decals can be obtained in Campus Safety Monday through Friday from 7:00 a.m.–10:00 p.m.

Decals must be affixed to vehicle by Friday of the first week of classes.

By registering this vehicle, I accept responsibility for the same.

Signature _____

DL Information
State of Issue _____
DL# _____

STUDENT VEHICLE REGISTRATION FORM

Decal #: _____

Name: _____

Date: _____

Student ID #: _____

Phone: (____) _____

Vehicle Year: _____ Make: _____

Model: _____ Color: _____

License Plate #: _____ State: _____

Student Status: Undergraduate Master's Doctor of Chiropractic LIFE Ctr. Seniors

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