



# Campus Services Resource Guide



2011-2012

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# Administrative Services

## **Parking/Parking Stickers**

Administrative Services no longer distributes parking stickers. Parking applications can be found online at [http://www.regent.edu/admin/stusrv/parking\\_app/parking\\_reg.cfm](http://www.regent.edu/admin/stusrv/parking_app/parking_reg.cfm). Once the application has been completed, please go to Student Services located in SC 201 to pick up your parking sticker.

## **Special Events & Facility Use**

Administrative Services oversees special events on campus and stands ready to provide assistance as needed, such as trainings, room reservations, set-up form processing, reservations for Costco or Sam's Club membership cards, advice on set up details, contracts, etc. Call us if you have any questions about hosting an event! The Special Events Manual is on the web at [http://www.regent.edu/admin/admsrv/special\\_events.cfm](http://www.regent.edu/admin/admsrv/special_events.cfm); all policy and procedure is listed in this manual.

To obtain approval for all Student Organization events and table days complete the Special Event Application and follow the instructions at [http://www.regent.edu/admin/stusrv/student\\_life/onlineforms.cfm](http://www.regent.edu/admin/stusrv/student_life/onlineforms.cfm). If your student organization has a need for a meeting room for an internal meeting and not for an event including non-members, you will not need to complete the Special Event Application, but can complete the room reservation form directly at <http://www.regent.edu/admin/reservation/> (law students must contact Anna Becker, x4633 for reservations for internal meetings).

## **Food in Classrooms**

Please be aware that food is not allowed in any classroom, and the only beverage containers allowed are those that can be sealed, such as thermal-type coffee mugs with a lid. If you are planning an internal Student Org meeting in a classroom, you must email [adminfacilities@regent.edu](mailto:adminfacilities@regent.edu) to receive permission and request an extra trash can. You are responsible for taking out the trash after the meeting and cleaning the room for the next group. The full food in classroom policy is located at [http://www.regent.edu/admin/admsrv/facility\\_use.cfm](http://www.regent.edu/admin/admsrv/facility_use.cfm). Please remember that you **must** check out the key to the Robertson Hall Kitchen from Admin 116 if placing food in the fridge and/or have approval for food during an event or meeting.

## **Tape/Event Fliers**

No tape of any type is permitted on floors, walls, windows, or doors. Publicity materials shall be posted only on bulletin boards. Under no circumstances shall any publicity material be placed, written, or painted upon any surface (interior or exterior) including, but not limited to, trees or shrubs, poles, signs, doors, windows, walls, elevators, sidewalks or other campus structures.

**Administrative Services (757) 352-4442**

Email: [adminfacilities@regent.edu](mailto:adminfacilities@regent.edu)



***Please contact the office with any questions about the following:***

- General Student Account Questions
- Tuition Rates
- Payment Deadlines
- Payment Options
- Student Health Insurance
- Printing Account Credits
- Student Refunds/Direct Deposit

**Also, Students may visit the Business Office website to obtain information regarding the following:**

- Tuition Rates and Fees
- Tuition Installment Plan
- Payment Options and Payment Deadlines
- Student Health Insurance
- Refund Policy

**<http://www.regent.edu/admin/busoff/student.cfm>**

**The Business Office is located in the Administration Building, Suite 134**

**Phone: (757) 352-4059 or (877) 850-8434 (Toll Free)**

**Email: [busoff@regent.edu](mailto:busoff@regent.edu)**



## Campus Ministries

**Campus Ministries exists to encourage** Regent students in their spiritual journey. Like Barnabas in the Bible, we come alongside students to equip them to reach their divine destination. During this critical time in their lives, we will encourage the development of *faith* in their journey **up**, the growth of *love* in their Christian journey **together**, and the inspiration of *hope* for their journey **out** into pivotal professions of global leadership.

### Campus Ministry Programming



The Journey Up



*The two main chapel services led by Campus Ministries are University Chapel and UnChapel.*

*Other school based services are listed for informational purposes. For more information about Chapel services, contact the Campus Ministries office or the Chaplain from your school.*

- University Chapel is held on Wednesdays at 12:00 in the Moot Court Room. It typically lasts for 45 minutes and features worship, announcements of the Regent community, and a speaker.
- UnChapel is held on Thursday's at 8 PM in the Library Auditorium. It typically lasts for an hour and a half, and features more extended opportunities for prayer and worship. Often student leaders, Dr. Kidd, Dir. of Campus Ministries, and other guests will speak.
- Divinity Chapel is held on Tuesday's at 12:00 in the Moot Court Room.
- The Collective (Communications Chapel) is held periodically throughout the semester.
- Catholic Mass is held on Tuesdays at 12:15 in the chapel on the 2<sup>nd</sup> floor of the Library Building.
- Law Chapel is held on Thursdays at 12:15 in the Moot Court Room.
- School of Education Prayer: Mondays and Fridays 9:00-9:15 AM, Wed. 8:30 -9:00 AM  
Occasional Chapels for SOE students will be held Tuesday's at 6 PM before class.

- School of Psychology and Counseling : Weekly faculty and staff prayer, Friday 9:00-9:30 AM. Student Prayer weekly.
- Library Prayer: Tuesday at 9 AM, for library staff and GA's.
- Special Prayer events: "See Ya AT the Flame" coinciding with the National "See ya at the Pole" school prayer movement, Sept. 28, 2011 this year. Lenten Prayer. National Day of Prayer: First Thursday in May.
- Regular Prayer events: Prayer at 7:30 PM on Thursdays before UnChapel and 11:30 AM on Wednesday before University Chapel. Student-led prayer on Friday nights in the Student Center Lounge 9 PM – 1 AM.



## The Journey Together

- LIFE GROUPS exist to build Real Christian Community among Regent students. They typically consist of 3-12 students meeting regularly for the purposes of welcome, worship, the word, warmth, waiting, and work in the name of Christ. For an up-to-date list of LIFE groups, visit the Campus Ministries section of MyRegent (in the top left hand menu).
- Student Ministry Teams: Become a student chaplain, LIFE group leader, Media team member; join a worship team, a prayer team, you name it, we've got opportunities.

### Special Events

- Various seminars, workshops, and spiritual emphasis meetings are offered throughout the year. Some of these are presented in conjunction with the Center for Student Development. We make as many of these events available online in the form of audio, video, and/or streamed media to provide this resource to both on-campus and distance education students.
- Welcome Back Concert held in the fall, when a Christian recording artist welcomes students, staff and faculty back with a fun evening of music and fellowship. This year's concert is in the works.
- Seven Days Ablaze and Days of Prayer are two special times of year when the Regent community joins with our brothers and sisters at the Christian Broadcasting Network (CBN) in a week-long celebration of worship, prayer and inspirational messages. Seven

Days Ablaze takes place during the Jewish New Year Celebration of Rosh Hashanah while Days of Prayer occurs before the Spring telethon to commemorate the First Landing of English settlers in Virginia, April 26.

- (Joint Worship & Prayer Nights) is a night of worship and prayer where UnChapel collaborates with local young adult/collegiate ministries in the area to encourage one another. These nights could be centered on a theme/cause or could be to worship/pray with local friends in the faith.



## The Journey Out

- Service-Based Learning: Monthly outings sponsored jointly by Campus Ministries and the office of Community Life have included partnerships with Union Mission of Norfolk, People in Need (PIN) of Virginia Beach, Habitat for Humanity, Crisis Pregnancy Center, and others. Please watch for emails listing time and place of
- Second Saturday Service: On the second Saturday of the semester, Regent University plans a day of service to the community. This year's second Saturday will be on September 1, 2011.
- Evangelism Training: Periodic outings have included beach evangelism, student evangelism targeting
- Missions Trips:
  - Fall Break: For the fall semester this year, we will not hold a mission trip. Instead, Nov. 8 during the Global Week of Worship will be an all-campus Day of Service.
  - Spring Break: Washington, DC. Join us as we partner with various ministries who work in the government, homeless ministry, and sex-trafficking rescue. The trip will be from February 25-March 3, 2011. We are expecting this to be our largest trip we have ever taken, so please join us!

*Campus Ministries exists to encourage Regent students on their spiritual journey.*



## **CBN\Regent University Campus Police Department**

*The Campus Police Department is committed to serve and protect the university, providing a safe learning environment that advances the mission of Regent University. All campus police officers are sworn law enforcement officers certified by the Commonwealth of Virginia.*

**Patrol Services** – The campus police provide unified patrol services to the Christian Broadcasting Network, Inc., Regent University and affiliates.

**CCTV** – Forty-Eight surveillance cameras are strategically located throughout the campus. All cameras are continuously monitored and recorded by our police professionals.

**Access Control** – Campus facilities are secured daily through the use of magnetic locks and alarm systems. Access control cards are utilized for all areas requiring additional security.

**Fire Safety** – All buildings are equipped with enhanced technology, fire and smoke detection systems which are continuously monitored 24 hours a day, 7 days a week.

**Staff/Faculty/Student I.D. Program** – All personnel are required to wear Regent University Identification exposed on their outer garment at all times while on the campus.

**Facility Upgrades** – The University has implemented a comprehensive upgrade of campus exterior lighting with additional security features such as: security call boxes strategically located throughout the campus along with a new call box and improved security lighting for the new cross over bridge between the Communication Building and the Regent Commons. Campus Police along with Facility Management continuously monitor campus lighting issues.

With all of the effort and expertise applied to the campus security program, remember **the most important part of our program is YOU**. Well-trained, alert and observant students and staff are our best crime-fighting instrument. Visit our web site for more action points that will contribute to campus safety and security:

Campus Police Department

Dispatch (757) 226—2075, Emergency (757) 226—2911

[www.regent.edu/campus/police](http://www.regent.edu/campus/police)

# Regent University Career Services Office



## It's not too early to be thinking about:

- ✓ Career counseling
- ✓ How to create a successful network
- ✓ Connecting your calling and major
- ✓ Career assessments
- ✓ Internships
- ✓ Employment after graduation
- ✓ Resume assistance
- ✓ Job interview preparation
- ✓ Graduate school options

Our staff is here to provide career resources and support during your academic journey at Regent University.

You can call **757.352.4348**, email [rsucareerservices@regent.edu](mailto:rsucareerservices@regent.edu) or stop by **Student Center 201** to schedule an appointment.

*For I know the plans I have for you," declares the LORD, "plans to prosper you and not to harm you, plans to give you hope and a future.*

*Jeremiah 29:11*



## Central Financial Aid “Quick View”

Central Financial Aid  
1000 Regent University Drive, SC 241  
Virginia Beach, VA 23464

[www.regent.edu/admin/finaid/](http://www.regent.edu/admin/finaid/)

Phone: 757-352-4125

E-mail: [finaid@regent.edu](mailto:finaid@regent.edu)

The Central Financial Aid Office mission is to assist aspiring servant leaders by facilitating access to financial and informational resources related to educational costs. Central Financial Aid processes all university-wide aid. The individual schools at Regent process school specific aid.

### University-wide Resources (Central Financial Aid Office)

- ◆ Virginia Tuition Assistance Grant Program (VTAG) is for degree-seeking, undergraduate-level and some Psychology graduate-level students who have lived in Virginia at least one year prior to enrolling in school. Students must be enrolled in at least 12 credits (Undergraduates) or 9 credits (Graduates) each semester. Applications are available in January 2012 and due July 31, 2012 for the following academic year beginning in August 2011. [www.regent.edu/admin/finaid/forms.cfm](http://www.regent.edu/admin/finaid/forms.cfm)
- ◆ Loans (Federal Stafford Loans, Graduate PLUS Loans, Parent PLUS Loans (for Undergraduate Students) and Private Loans) [www.regent.edu/admin/finaid/loans.cfm](http://www.regent.edu/admin/finaid/loans.cfm).
- ◆ Federal Pell Grant (Undergraduate Students Only) [www.regent.edu/admin/finaid/pellgrant.cfm](http://www.regent.edu/admin/finaid/pellgrant.cfm)
- ◆ Academic Competitiveness Grant (Undergraduate Students Only) [www.regent.edu/admin/finaid/acg.cfm](http://www.regent.edu/admin/finaid/acg.cfm)
- ◆ TEACH Grant Program is for both graduate and undergraduate students who will teach at least 4 years in a high need field in school serving low income students. [www.regent.edu/admin/finaid/teach.cfm](http://www.regent.edu/admin/finaid/teach.cfm)
- ◆ University-Wide Endowed Scholarships (Azusa, Beazley, Stallings, Dooner, and Miller) are for degree-seeking, graduate level students who are enrolled in at least 6 credit hours per term. Applications are available in mid-January 2012 and due March 1, 2012 for the following academic year beginning in August 2012. Students must be accepted for admission by March 1, 2012. [www.regent.edu/admin/finaid/endowed.cfm](http://www.regent.edu/admin/finaid/endowed.cfm)
- ◆ Privately Funded Scholarships (From Sources Outside of Regent University): [www.regent.edu/admin/finaid/privschol.cfm](http://www.regent.edu/admin/finaid/privschol.cfm)
- ◆ **Counselor Assignment:** You are assigned a financial aid counselor based on the first letter of your last name.

<b>First Letter of Last Name:</b>	<b>Financial Aid Counselor:</b>
A - B	Joseph Cicero
C - F	Karen Sprague
G - K	Kledia Shahini
L - P	Kenyatta Lawrence
Q - R; T - Z	Rachael Wright
S	Shannon O'Leary

- ◆ **Office Hours:** Monday 8 AM – 5 PM; Tuesday 8 AM – 6 PM; Wednesday – Friday 8 AM – 5 PM;

### School-Based Resources (School of Enrollment at Regent)

Contact your school of enrollment at Regent University for more information on academic scholarships, need-based grants, church-matching programs, military discounts, and fellowships or visit [www.regent.edu/admin/finaid/schoolbased.cfm](http://www.regent.edu/admin/finaid/schoolbased.cfm).

### Veteran's Benefits (Registrar's Office)

Contact the Registrar's Office for more information or visit [www.regent.edu/admin/registrar/veteranbenefits.cfm](http://www.regent.edu/admin/registrar/veteranbenefits.cfm), 757-352-4124, [heatren@regent.edu](mailto:heatren@regent.edu)

**Business Office-** Contact the Business Office for more information on the tuition installment plan, student health insurance, military tuition assistance, student account refunds and other billing questions at [www.regent.edu/admin/busoff/](http://www.regent.edu/admin/busoff/), 757-352-4059 or 877-850-8434, [busoff@regent.edu](mailto:busoff@regent.edu)

# *OFFICE of COMMUNITY LIFE*

**Roger Cheeks, Director of Community Life ~ [rogeche@regent.edu](mailto:rogeche@regent.edu)  
757-352-4486**

The Office of Community Life serves to enhance student involvement through student activities, programs, events, volunteer opportunities, and experiences for students that allow for the practical application of what is learned in the classroom and as the key facilitator of community life for on-campus and commuter students. The mission is to assist Regent students to mature as Christians and to enhance the growth of student character, spirituality, personal well-being, and leadership skills.

## **Intramural Sports**

Throughout the year, Student Life hosts various sports seasons and tournaments for students, alumni, faculty, and staff. Seasons include: flag football, basketball, and sand volleyball. Tournaments include: pool, ping pong, soccer, tennis, and softball. To see the schedule or to register to play, visit [www.regent.edu/intramurals](http://www.regent.edu/intramurals).

## **Community Life Student Activities Board**

The purpose of the Community Life Student Activities Board is to provide Regent University with student initiated, positive entertainment and activities that create an atmosphere of community and promote Christian growth, creativity, self-understanding, and social responsibility in order to create dynamic Christian leaders who can serve in the global community.

## **Regent Goes to Town**

### **What is there to do in Hampton Roads?**

Find out by seeing Hampton Roads for yourself. Regent Goes to Town is a series of events that gives you the chance to see and do the great things of Hampton Roads. Past and current events include athletic events, concerts and Broadway performances, shows at the Chrysler Museum. Want to go see sporting events, theatre performances, or festivals? Allow us to put you where the fun is. Events are scheduled regularly during each semester. Many events are family friendly, so bring the kids!

## **Culture & Diversity**

Learning about the world around us involves more than just collecting information about other *cultures*. At Regent, we hope to engage our community in exploring the various cultural values, traditions, practices, and issues facing various groups in our society.

Celebrate diversity and cultural enrichment at Regent. The Office of Community Life has a variety of events, resources, and initiatives that will educate you about diversity on our campus and in our world today.

- **Events & Programs:** Take advantage of the programs we have related to diversity each semester. We have general cultural enrichment programming, and we celebrate specific cultural heritage months each year including, Martin Luther King Day in January, Black History Month in February, Women's History Month in March, Hispanic Heritage Month in September, and National International Education Week in November.

## **Volunteer & Service Opportunities**

Students who volunteer gain valuable skills, make new friends, and are more marketable to employers. As one of the best campuses in the country to be involved in community service, service learning, and civic engagement, there are numerous ways for students; faculty and staff to get connected our community. The mission is to involve students, faculty, and staff in service activities that mutually benefit the campus and community. The Office of Community Life serves to support and connect students, faculty and staff with volunteer projects in the greater community. Students, faculty and staff are urged to contact our office for assistance in finding and planning educationally meaningful community service project.

### **Student Emergency Assistance**

The Student Emergency Fund is available to assist enrolled students who are experiencing a financial emergency, excluding tuition-related expenses. The fund is sustained by monetary contributions made by students, staff, alumni, and friends of the Regent University community. For more information and an application, please visit the Student Services website at [http://www.regent.edu/admin/stusrv/student\\_life/sef.cfm](http://www.regent.edu/admin/stusrv/student_life/sef.cfm) or telephone 352-4103.

### **King's Pantry**

The King's Pantry is an emergency food source for students who are in need. It is located in the Community Building at Regent Village, and is open every Wednesday from 5:00pm – 6:00pm. The pantry is sustained by donations from the university, the university community, the Food bank of Southeastern Virginia, and alumni of Regent University. If you have a need for food items, or if you have any questions, please contact Student Services at 352-4927.



Regent University's

# Copy Services

**Copy Services benefits Regent University students** by providing a myriad of services. Not only can we assist with black and white copying (from one page to thousands), but did you know we also provide professional color copying, folding, laminating and faxing?

We can duplicate your project on a **wide variety of paper colors** and special papers, such as card stock, three-hole paper, resume paper, acid-free thesis paper and on tabloid-size paper. We can provide stapling and collating as well as single and double sided copies. You can bring your copy job to us as a hardcopy original, on a CD or flashdrive or via e-mail to [copies@regent.edu](mailto:copies@regent.edu) (be sure to include your phone # in your e-mail). Our rapid duplicating service provides quick turnaround. Many jobs can be done while you wait!

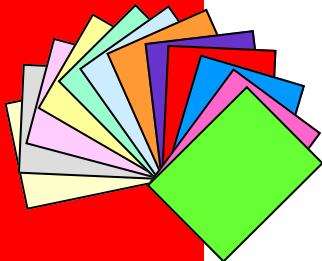
We also offer GBC and Velo binding. GBC, sometimes called "comb binding", is a good choice for larger manuals or books. **GBC Binding** allows the pages of a book to lay flat while in use. This binding can be used for original documents, as well as rebinding paperbound volumes. It will bind documents from 0.25" to 2" thick.

**Velo Binding** attaches the pages of a document together using narrow strips of plastic on the front and back of the book. The strips are attached through small holes punched through the sheets, and heat is used to "weld" them together. Velo binding can bind books up to 2" thick. Plastic covers are available or cardstock can be used in an assortment of colors for both GBC and Velo binds.

If you need to make copies yourself, Copy Services also provides Regent University with copiers all over campus. You can use money in most of the machines or come by Copy Services to purchase a copy card.

**Monday through Friday  
9:00 a.m. to 5:00 p.m.**

***We provide quick  
turnaround!***



**Conveniently located in the Library, to the left of the circulation desk.  
Just ring the bell and we will be happy to serve your many copying needs!**

# Information Technology Quick Start Guide

This Quick Start Guide is designed as an introduction to Information Technology and highlights some of the technologies and services available to you at Regent University. Please visit us at [www.regent.edu/it](http://www.regent.edu/it) for more information.

## Information Technology Mission

The mission of the Information Technology department is to provide the technology infrastructure and tools which increase the productivity of faculty, staff and students. We provide leadership, technical expertise and support.



MyRegent is your portal into many of the systems and services available to you at Regent University. We recommend using the MyRegent Portal for integrated access to all of your online Regent resources. After logging in to the MyRegent Portal, you can access Blackboard, Webmail, and Genisys without having to provide your username and password again. The MyRegent Portal is accessible via [my.regent.edu](http://my.regent.edu).

When you were accepted to Regent, you should have received an email with instructions on how to initialize your MyRegent account. If you never received this email, please go to [www.regent.edu/myregentid](http://www.regent.edu/myregentid).



RegentAlert is an Emergency Notification System (ENS). Its primary purpose is to notify Regent faculty, staff and enrolled students in the event of an emergency on campus, such as a man-made or natural disaster. Be sure to update your RegentAlert contact information the next time you logon to [my.regent.edu](http://my.regent.edu).

## Help Desk

The Help Desk is your initial point of contact for the Information Technology Department. If you are having problems accessing any Regent systems (MyRegent, Genisys, Blackboard, Email, etc.), need your password reset, or are having difficulties with a Regent University computer, the Help Desk is here to help!

**Call:** 757-352-4076, 8am-10pm Monday - Friday

**Email:** [helpdesk@regent.edu](mailto:helpdesk@regent.edu)

**Click:** [www.regent.edu/it/helpdesk](http://www.regent.edu/it/helpdesk)

**Visit:** COM 300, 8am-5pm Monday – Friday

The Help Desk will be glad to assist you with Regent-owned computers and systems, but we cannot provide repair support for personal computers.

## Computer Labs

There are four computer labs at the Virginia Beach campus for student and staff use. They are located in COM 154, SC 119, LIB 327, and CRB 239. Printing is available in the labs for 5 cents per page. Each new student is given an initial \$5.00 credit in their account and additional printing credit is available for purchase online. Go to [www.regent.edu/it/labs/](http://www.regent.edu/it/labs/) for more information.

## Blackboard Content System

Use your 'My Content' area in Blackboard to store your personal files, such as documents, spreadsheets, images, or any other content. You can access these documents from anywhere in the world with an internet connection! This area is a secure personal space and is only accessible by you. You can choose to share any of your documents with others at Regent or elsewhere. Each student has 500MB of space available in the Blackboard Content System. For more information, see the Content System and Portfolios area under the HELP tab in Blackboard.

## Wireless

Wireless Local Area Network (WLAN) access points are available in many areas of the Regent University campus. The network names are **regent\_public** for most of the campus and **regent\_resnet** at the Regent Commons. These are the only authorized WLAN networks supplied by Regent University.

The wireless network is open to all students, faculty, staff, and campus visitors. There are no mechanisms in place to restrict usage of the wireless network such as WEP encryption or password-based authentication. All access points on campus are based upon IEEE 802.11b/g technology, which specifies an 11/54 Mbps shared transmission speed.

Be sure to enable your wireless antenna on your laptop or mobile device. See your device manufacturer's specific instructions and troubleshooting for ensuring that your wireless antenna is enabled. Please visit <http://www.regent.edu/it/helpdesk/document/wireless.cfm> for more information.

# Regent University Information Technology

## Computing at Regent University

### Our Systems

Our lab computers are connected via a Local Area Network (LAN) which is controlled by multiple network servers.

Each lab computer requires you to log in with your MyRegent ID and password, but they are considered public workstations. Lab computers are reloaded daily, and any documents, customizations, or Internet favorites that you save on the C drive or My Documents folder will be erased. You are responsible to save your documents in an external storage device, such as a USB flash drive, or your Blackboard content folder.

We also have wireless networks available for Internet access in specific areas of each building on the Virginia Beach Campus.

For more information, view our online wireless documentation at:

<http://www.regent.edu/it/helpdesk/document/wireless.cfm>

### Obtaining Computer Access

You will receive your MyRegent login information once you have been accepted and paid your enrollment deposit. This information will be sent to you via the email address that you used when you filled out your online application. It is a violation of University policy to share your username and password with someone else. You can lose your computer privileges if you share this information with others.

**Note:** If you need assistance with changing your password, call the Computer Help Desk at 757-352-4076.

### Computer Labs Information and Hours

There are four computer labs for student use on the Virginia Beach Campus. For more detailed information on each lab, go to: <http://www.regent.edu/it/labs> and click on the Lab Specifications link.

#### **Law Library Lab - 3<sup>rd</sup> Floor Library Room 327:**

(12) Pentium 4 Windows XP PCs (4 with DVD burners) with Office 2007 and a HP LaserJet 4250 printer.

#### **CRB Training Lab - 2<sup>nd</sup> Floor Room 239:**

(21) Core 2 Duo Windows XP PCs with DVD burners and Office 2007, 6 laptop stations, and HP LaserJet 4250 printer.

#### **COM Training Lab - 1<sup>st</sup> Floor Room 154:**

(12) Pentium 4 and (4) Core 2 Duo Windows XP PCs (8 with DVD burners) with Office 2007, 1 laptop station, HP LaserJet 4250 printer, and a color scanner.

#### **Student Center Lab - 1<sup>st</sup> Floor Room 119:**

(21) Core 2 Duo Windows XP PCs with DVD burners and Office 2007, 1 Lab Assistant PC, 2 laptop stations, and a HP LaserJet 4200 printer.

The Labs are open during regular building hours for each respective building. The Library observes reduced hours during the summer and Holidays.

### Saving Your Work in the Labs

One of the most frustrating things a computer user can face is losing work because it was not properly saved. Therefore, we recommend that you save your work often and in several places while using the computer labs on campus.

- ◆ Do **NOT** save your documents to the C drive, My Documents folder, or any other location on a lab computer. Lab computers are erased and reloaded nightly, and you will not be able to recover deleted files.
- ◆ Use a portable USB flash drive to transfer files.
- ◆ Save your work to your **My Content** folder in Blackboard. You can access the work saved to Blackboard from anywhere in the world, as long as you have access to the Internet.

### Accessing Email and the Internet

Lab PCs offer web-based email and Internet browsing with Microsoft Internet Explorer and Mozilla Firefox.

#### Checking your Email

Login to the MyRegent portal at <http://my.regent.edu> and click the Email icon at the top of the screen **or** select the Email option from the Quick Links menu on the Regent University web page at <http://www.regent.edu> **or** click the email icon located on the desktop of the lab computers. You will need your MyRegent ID and password. Your email can also be accessed from home or anywhere you access the Internet. For more information on email, go to: <http://www.regent.edu/it/helpdesk/document/exchange/students.cfm>

#### MyRegent Portal

The MyRegent portal is a web page where student centered information, tools and links are available at any time during the day or night, provided you have access to the Internet. You login to your portal page once and only have to remember one username and password. Once you have done this, you will be able to use any of the tools, information and links that you have on your page. The web page can be personalized by selecting the tools that you want to use and the information that you want to display, based on your personal preferences – similar to how you would set up an Internet portal such as *my.yahoo.com* or *my.msn.com*. The portal includes links to Genisys, Blackboard, Email, iTunes U, and other important University information resources. You can access the portal at: <http://my.regent.edu>.

#### Help with Computer Problems

If you encounter problems while using the lab computers, you can report problems or get assistance in several ways.

##### **1. Call the Computer Help Desk**

You may call the Computer Help Desk at ext. 4076 on campus or 757-352-4076 from off campus. Hours are Monday – Friday 8:00 AM – 10:00 PM. An answering service answers calls after hours. A receptionist will obtain information from you about your problem so a Help Desk Operator can follow up with you on the next business day.

##### **2. Email for Help**

You can request help via email by sending a message to [helpdesk@regent.edu](mailto:helpdesk@regent.edu).

##### **3. Web Page for Lab Problems**

Report problems with computer lab equipment by submitting a service ticket, located at:

<http://www.regent.edu/it/helpdesk>

### **Software Help**

If you are having problems with a software application, you should first try using the Help feature within the application. The Help feature is usually located on the right side of the menu bar at the top of the application. You can easily access information about a particular problem by using the Search function within the Help feature.

### **Printing in the Labs**

Each student has an account for printing. New students are given an initial \$5.00 credit (100 pages) in their accounts the first semester that they are enrolled for classes. Each time you print black and white documents, 5¢ per page will be deducted from your account. Once the credit in your account has been used, you may purchase additional printing credit online or from the Business Office. If you try printing once and are unsuccessful, call the Help Desk at ext. 4076. Multiple attempts to print will result in deductions from your account for each print job. For more information, see:

<http://www.regent.edu/it/labs/labprinting.cfm>

### **About Information Technology**

The Regent University IT Department provides computing services to the students, faculty, and staff of the University. Our department is committed to the effective and appropriate use of information technology as an instrument for accomplishing the University's mission.

**The Information Technology Department will be glad to assist you with Regent-owned computers and systems, but we cannot provide support for personal computers.**

# Office of International Student Services (OISS)



## “Making a World of Difference”

### Our Mission

The mission of the Office of International Student Services (OISS) is a three-part mission. The OISS strives to provide vital services that support the cultural, immigration, and academic needs of Regent’s international student community. We strive to educate and advise University employees on student immigration rules, procedures, and benefits. And, we maintain University compliance with government regulations and reporting requirements.

### Our Goals

- To meet the cultural, immigration, and academic needs of the international student community through a variety of services.
- To educate the F-1 and J-1 international student populations about their immigration rules, responsibilities, and benefits through pro-active immigration advising and services.
- To maintain institutional compliance with federal immigration requirements and to educate University personnel on immigration policies and procedures.
- To provide a friendly and welcoming environment for our international student community.
- To promote the University’s mission of training Christian leaders to change the world.

### Our International Community

There are approximately 300 students from about 60 nations around the world studying at Regent University. Many of these students come to the United States on an F-1 student visa or a J-1 Exchange Visitor visa. Other non-immigrants may be studying on other types of visas. Many other international students study from their home countries while enrolled in one of Regent’s several distance education degree programs. These students are also an important part of the University’s international community!

### OUR SERVICES

New Student Orientations & Airport Pick-Ups	Student Immigration Seminars
Activities & Special Events	Advising to the ISO (Intl. Student Organization)
Immigration Advising & Processing	Liaison with Admissions & CEM
Employment Benefit Workshops	Tax Filing Assistance
Personal Support	Coordination of the Library Flag Display
Monthly Newsletters	Resources on Adjustment Issues

OISS - Student Center- Suite 201  
Phone: (757) 352-4130 [www.regent.edu/oiss](http://www.regent.edu/oiss)  
Office Walk-in Hours: 2-5 p.m., Monday–Friday  
*Leviticus 19:31-37*

*Confidential Services for Students*

## ***Psychological Services Center***

*at*

### **Regent University**

*Classroom Building Suite 188*

[www.psc@regent.edu](mailto:www.psc@regent.edu)

*Phone 352-4488*

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#### ***Who we are...***

The Psychological Services Center (PSC) is the training clinic for the Doctor of Clinical Psychology program at Regent University. Doctoral students offer services reflecting the highest professional quality from a Christian worldview and are supervised by licensed psychologists. Within our training mission, the PSC provides therapy and testing services to the Regent community and the local community.

#### ***About our services...***

The center complies with ethical standards for the psychology profession and provides confidential services. We provide the following types of treatment and testing options:

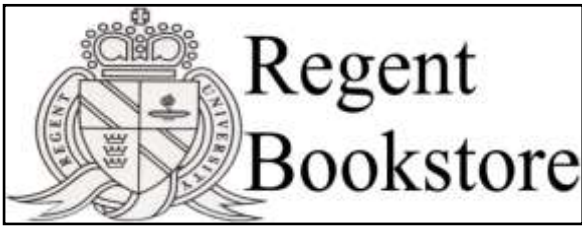
- Individual Counseling
- Couples Counseling
- Family Counseling
- Group Counseling
- Counseling for Adolescents and Children
- Elder Clinic/Caregiver Counseling & Testing Services
- Psychological and Intellectual Testing
- Enrichment for the Recently Married
- Career Exploration and Testing

#### ***Fee Schedule...***

- No counseling fee for Regent students and their immediate families
- Testing fees at a reduced rate

#### ***To set up an appointment...***

The PSC is located in Classroom Building, Suite 188. The office hours are 8:30 a.m.– 5:00 p.m., Monday – Friday. Evening appointments are also available. For more information concerning appointments, please call (757) 352-4488. The receptionist will ask you a few questions to help us better serve you or the person you are referring.



## Bookstore Services *Benefitting Students, Faculty and Staff*

### TEXTBOOK AVAILABILITY:

- Textbooks are available for students to **pre-order 4 weeks** before classes start. They are **available in-store and can also be shipped 3 weeks** before classes start.
- Looking for a book that we do not have in stock? Please check with an employee who can assist you and/or provide information on the desired text.

### ON-LINE ORDERS

- Ordering online is easy and convenient. Just go to our website at: **www.regentbookstore.net**
- Choose store pickup for **no extra charge**, or select one of several shipping options

### TEXTBOOK BUYBACK

- Sell your books back (**IN STORE & ON-LINE**) for cash at any time during the semester!! At the end of each semester, we also conduct our retail buyback. At that time you can earn as much as 50% of the retail value for your book.

**We offer more than just textbooks! Both in-store and on-line you will find:**

PRODUCTS:	SERVICES:
<p><b>Regent Insignia Gifts &amp; Clothing</b>  <b>Expanded School References</b>  <b>General Reading Books</b>  <b>Bibles</b>  <b>Greeting Cards</b>  <b>Postage Stamps</b>  <b>School Supplies</b>  <b>Snacks &amp; Sodas</b>  <b>Software</b>  <b>Gift Certificates</b></p>	<p><b>Mail Services</b>  <b>Special Orders</b>            (books and clothing)  <b>Textbook Buy Back</b>  <b>Class Rings</b>  <b>Diploma Frames</b></p>

<p><b>Bookstore Hours:</b>            Mon., Wed. - Fri. 9:00 am - 5:00 pm            Tues. 9:00am – 6:00pm            With extended hours at the start of each semester.  <b>LOCATION:</b> First floor of the Student Center.</p>	<p><b>Visit us online:</b>  <b>www.regentbookstore.net</b>            1000 Regent University Drive            Virginia Beach, VA 23464  <b>Phone: 757-352-4065 / Fax: 757-352-4289</b>  <b>Email: bkmanager@regent.edu</b></p>
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Regent Ordinary provides Students, Staff, Faculty, CBN employees and campus visitors with a variety of food, snacks and beverages. Come visit us!

**Monday – Friday 7:00 am – 8:00 pm**

**Closed**

**Saturday & Sunday**

**Regent Ordinary provides something for everyone:**

Plated breakfast, breakfast sandwich, muffins  
pizza, hamburgers, salads, fresh fruit and vegetables, ice cream, Coke products,  
juice, daily plated lunch specials and much, much more!

For the coffee lover's on campus, Regent Ordinary serves **STARBUCKS**  
(espresso, cappuccino, latte, mocha).

**Also...enjoy special events in Regent Ordinary with the following:**

Chef's Palette

Picnic on the Patio

Monthly Coffee Specials

Pizza "to go" both personal or large

**Having a special event?** Contact Regent Ordinary. We can reserve a room (Fountain View room or the Loft) and provide food for any special function (weddings, school activities, church functions).

**Visit Us:** Student Center – 1<sup>st</sup> Floor

**Website:** <http://www.regent.edu/campus/ordinary/>

**Contact:** 352-4924 or [regentordinary@regent.edu](mailto:regentordinary@regent.edu)

## **Registrar's Office Fast Facts**

The mission of the Registrar's Office is provide effective academic support services to the Regent community with accuracy and integrity, modeling Christian service in action. If we can assist you during your time here as a student, please let us know. We are located on the Virginia Beach campus, Student Center, Suite 235.

Office Hours: Monday, Wednesday, Thursday and Friday: 8:00 am-5:00 pm; Tuesday: 8:00 am-6:00 pm. Closed each Tuesday from 9:00 to 9:30 for staff devotions and each Wednesday from 12:00 to 1:00 for chapel.

Telephone: 757-352-4094, Fax: 757-352-4033

Visit our website for additional information: <http://www.regent.edu/admin/registrar/>

### **Registration:**

- Students may register for classes online via the Genisys Student Information System, once registration opens for each term. Online registration continues until **the day before the start of each term**.
- Law students will be given special registration instructions by the Law School records office.
- As of the first day of each term, any registration changes must be made through the registration office of your individual school. See the "Yellow Pages" for registration personnel contact information.
- Contact your academic advisor for assistance in selecting courses to fulfill your prescribed degree plan.
- The official University Add/Drop period is the first two weeks of each term for graduate programs, and the first week of each 8-week session for undergraduate programs.
- The deadline to withdraw is the mid-point of each term. (see academic calendar for specific dates)

### **Loan Deferments/Enrollment Certifications:**

- Contact our office at 757-352-4871 for assistance with paperwork for deferments of student loans.
- We also provide certification of enrollment letters for loans, insurance, student discounts, etc. Just submit the form found on our website <http://www.regent.edu/admin/registrar/onlineforms.cfm>

### **Transcripts:**

- Students may request transcripts by submitting the Transcript Request form available either on the web at <http://www.regent.edu/admin/registrar/transcripts.cfm>, or in person in the Registrar's Office.
- Transcripts are \$5 each, with additional charges for special services such as overnight delivery.

### **Veterans' Benefits:**

- Contact Heather Renninger at 352-4124 to apply for VA benefits.
- You must apply for certification each term using the form online: <http://www.regent.edu/admin/registrar/veteranbenefits.cfm>

### **Right to Privacy:**

- The Registrar's Office is committed to safeguarding the privacy of your student records and complies with federal law in this regard. You will be notified each fall of your right to request confidentiality of your records under FERPA (Family Educational Rights and Privacy Act).
- Visit our website for forms to request confidentiality or to permit release of protected information. <http://www.regent.edu/admin/registrar/onlineforms.cfm>

### **Graduation:**

- It's not too early to think about graduation! Plan to submit your graduation application by September 15 if you will complete your studies in the fall (Dec.), and by December 15 if you will finish in either the spring (May) term OR the summer (Aug.) term.
- Graduation fees apply whether or not you will be participating in commencement, and must be paid at the time you submit your application. See our graduation info online for further information. [http://www.regent.edu/events/commencement/graduation\\_preparation.cfm](http://www.regent.edu/events/commencement/graduation_preparation.cfm)

# Regent University Shuttle



**Welcome new and returning Regent students!** The Regent Shuttle exists to help meet your daily transportation needs between Regent Village, Regent Commons, and the main campus locations. If you have any questions, please ask our friendly drivers or contact the shuttle coordinator at 635-7690. You may also email the shuttle coordinator at [shuttle-service@regent.edu](mailto:shuttle-service@regent.edu). Please note that the shuttle serves Regent Commons between the hours of 5:00 pm to 6:30 pm and 9:00 pm to 10:30 pm

## **Hours of Operation**

Mon–Fri between the hours of 7:30 a.m. to 9:00 a.m.; 11:30 a.m. to 1:00 p.m.

**Stop 1 - Village West - :01, :16, :31, and :46 after the hour**

**Stop 2 - Village East - :03, :18, :33, and :48 after the hour**

**Stop 3 - Robertson Hall - :06, :21, :36, and :51 after the hour**

**Stop 4 - Administration Building - :07, :22, :37, and :52 after the hour**

**Stop 5 - Student Center - :09, :24, :39, and :54 after the hour**

**Stop 6 - Communications Building - :11, :26, :41, and :56 after the hour**

**Stop 7 - Classroom Building - :13, :28, :43, and :58 after the hour**

**Stop 8- Founders Inn Upon Request**

Mon- Fri between the hours of 5:00 p.m. to 6:30 p.m.; 9:00 p.m. to 10:30 p.m.

**Stop 1 - Village West - :01, :21, :41, and :01 after the hour**

**Stop 2 - Village East - :03, :23, :43, and :03 after the hour**

**Stop 3 - Robertson Hall - :06, :26 :46, and :06 after the hour**

**Stop 4 - Administration Building - :07, :27, :47, and :07 after the hour**

**Stop 5 - Student Center - :09, :29, :49, and :09 after the hour**

**Stop 6 - Communications Building - :11, :31, :51, and :11 after the hour**

**Stop 7- Commons Buildings- :13, :33, :53, and :13 after the hour**

**Stop 8- Founders Inn Upon Request**

# STUDENT HOUSING

Thank you for your interest in Regent University Student Housing. Our mission is to provide students a safe, clean, and well-maintained environment that is conducive to academic excellence, individual accountability, community development and living a Christ-centered life.

Student Housing is dedicated to providing housing to full-time (9 credits per term for graduate students, 12 credits per term for undergraduate students) on-campus students. Two housing facilities are available to serve the housing needs of the Regent student community. Apartments in Regent Village are reserved primarily for graduate students with families or married couples. Housing for single undergraduate students without children between the ages of 18 and 24 is available in Regent Commons.

**Regent Village** has two and three bedroom apartments. The kitchens include a refrigerator, stove, garbage disposal, and dishwasher (in Phase II there are also electric washer/dryer hook-ups). There are laundry facilities, a grilling area, playground, and a basketball and volleyball courts on the premises. Activities for students and their family members are planned by both members of the residential community and Student Housing staff. In the past, parents have coordinated youth sports seasons open to children of the Regent University community.

- All apartments are unfurnished.
- Utilities included in rental rates are water, sewer and garbage. Electricity and phone are the responsibility of the lessee.
- Pets are not allowed (except fresh water fish in 5 gallon or smaller tanks).
- Families with children must live downstairs.
- Virginia Law prohibits more than two persons per room.
- Children of different genders cannot share a room.

**Regent Commons** housing assignments are available to single undergraduate students without children between the ages of 18 and 24. This facility is comprised of two residence halls, Constitution Hall and Foundation Hall, with elevators and contains fully-furnished housing assignments. The floor plans include shared studios, shared one-bedrooms, and four-bedroom suites. Regent Commons is conveniently located on campus and easily accessible to all campus facilities.

Housing assignment amenities include: fully-furnished apartments, all utilities (electricity and water), basic cable television and wireless internet service are also included in the semester student housing fees. Kitchens include refrigerator, stove/oven, dishwasher, and microwave oven. The Regent Commons also includes a 24 hour accessible state-of-the-art fitness center, 24 hour secured buildings accessible by keycard only, and regularly facilitated programs by Resident Assistants (RAs).

## ***Off-Campus Housing***

The Student Housing website provides information on a number of apartment complexes and privately owned rental properties which are close to the University. The listing of privately owned properties includes rooms, apartments, townhouses and houses for rent. For more information on off-campus housing, please visit the following website: [www.regent.edu/campus/housing/off\\_campus.cfm](http://www.regent.edu/campus/housing/off_campus.cfm)

For more information on Student Housing, visit the website at [www.regent.edu/housing](http://www.regent.edu/housing). For additional information, contact the housing office by emailing [studenthousing@regent.edu](mailto:studenthousing@regent.edu) or by telephone at 757-352-4890.





**Office of Student Life**  
**Contact information**  
**757-352-4867**

Student Life is the arm of the Student Services division that is actively engaged with maintaining vibrant student organizations, coordinating events and activities with student organizations, and providing leadership development for student leaders. This office is also responsible for coordinating disability services, and helps manage the university-sponsored student health insurance program with Aetna Student Health.

**Disability Services**

Student Life can assist students who have a documented disability with reasonable and appropriate academic accommodations through the development of a learning support plan. In order to receive accommodations, students with disabilities must register with the Office of Student Life. This process can be started by completing an online form at

[http://www.regent.edu/admin/stusrv/student\\_life/disabilities\\_form.cfm](http://www.regent.edu/admin/stusrv/student_life/disabilities_form.cfm).

**Health Insurance**

Graduate students taking 6 or more on-campus credits and undergraduate students taking 9 or more on-campus credits are required to have health insurance coverage. Students meeting these enrollment criteria will be automatically enrolled in and billed for the university-sponsored health insurance plan through Aetna Student Health. Students who have coverage through alternate means can waive the university-sponsored plan. For details on health insurance, visit

[www.regent.edu/healthinsurance](http://www.regent.edu/healthinsurance).

**Student Organization and Honor Society Opportunities**

With over 45 active student organizations, the University has ample opportunities to help students develop skills as Christian leaders to change the world. Involvement in campus organizations provides opportunities for students to be connected to the campus and local communities and for real-world applications of the knowledge and skills that students are learning in their coursework. For a descriptive list of student organizations, visit

[http://www.regent.edu/admin/stusrv/student\\_life/documents/StudentOrganizationsList.pdf](http://www.regent.edu/admin/stusrv/student_life/documents/StudentOrganizationsList.pdf).

# University Writing Center

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■ Student Center, Suite 135 ■ (757) 352-4925 ■ [writing@regent.edu](mailto:writing@regent.edu)



The University Writing Center offers free, one-on-one assistance to Regent students working on university writing assignments. Writing Center staff and coaches are trained to offer individualized guidance in applying principles of effective writing rather than merely focusing on “fixing” a paper. Coaches help writers evaluate the sources of problems they encounter by reading segments of the work together, eliciting the writer’s ideas, and suggesting solutions for the current work and for future assignments.

The Writing Center supports writers at the undergraduate, graduate, and doctoral level. Regent faculty and staff are also welcome.

## Description of Services

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**Individual Coaching Sessions** offer guidance for each stage of the writing process, including

- ❖ Selecting a topic
- ❖ Establishing a clear thesis statement
- ❖ Organizing, drafting, and revising papers
- ❖ Creating effective and varied sentence structures
- ❖ Evaluating the logical flow of ideas
- ❖ Developing argumentative support
- ❖ Identifying appropriateness of content and sources
- ❖ Discovering effective proofreading strategies
- ❖ Formatting papers according to the appropriate style (APA, MLA, Turabian, etc.)
- ❖ Avoiding unintentional plagiarism

Each 45-minute coaching session is available in person or over the phone, benefiting both local and distance education students. Most sessions are by appointment, but some drop-in hours are available.

**The Academic Writing Seminar** is offered each semester for both local and distance education students. This semester-long course is designed to improve a writer’s level of proficiency in academic discourse. The AWS covers skills that incoming students will find useful, including proper use of punctuation and grammar, clear organization and structure, advanced sentence clarity, correct use of style manuals, and steps to avoid plagiarism. The AWS is a one-credit course available for undergraduate (ENG 100) and graduate (ENG 500) students.

**Writing Workshops** are provided throughout the fall and spring semesters. Available workshops are listed on the Writing Center website and the University Events Calendar. Workshops are offered free of charge, but writers must register in advance to ensure a space. UWC Workshops cover a wide of range of writing topics, including *The Most Common Errors in Writing*, *Style Guide Formatting*, *Clear & Coherent Writing*, and *Avoiding Plagiarism*.

**See Our Website for More Information:** [www.regent.edu/writing](http://www.regent.edu/writing)

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