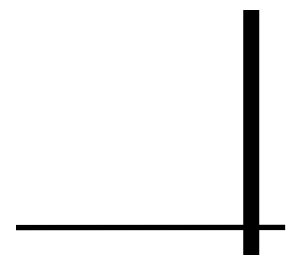




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CHECK LIST

Is all of your paperwork in order? Use this list to make sure.

Emergency Information

Please visit <http://www.letu.edu/orientation> to find all the forms needed prior to your arrival on campus.

Financial Aid

You have been sent a FAFSA (Free Application for Federal Student Aid) in a previous mailing. Submit the FAFSA online at www.fafsa.ed.gov as soon as possible for processing (if you have not already done so.) If you have questions about the process itself, call the Financial Aid Office at (903) 233-4350.

Health Record Form

A Health Record Form can be found online at <http://www.myletu.edu>. Complete and send the signed form to the Admissions Office. We must have this form **PRIOR** to your arrival on campus.

Housing Form

This form has been sent to you in a previous mailing. Complete your Housing Form for the residence halls, off campus housing, or married student housing. Housing is awarded on a first-come, first-served basis to those who have paid their fee/deposit and turned in a completed housing application. The earlier you pay your fee/deposit and get your form in, the more likely it will be that we can honor your request. Also, if you desire a specific roommate, please request that person in the appropriate space on your Housing Form.

Health Insurance Form

Complete and return the Student Insurance Acceptance or Waiver Form (found at <http://www.letu.edu/orientation>) prior to registration. Students are required to have proof of insurance or to purchase coverage through the University. For more information about student insurance, refer to page 11 of this book.

Student Arrival Information

Complete the Student Arrival Information at <http://www.letu.edu/orientation> by August 15, 2008. Here you will be able to advise us of anyone who will be attending Orientation with you, and if you need shuttle service from the airport, bus or train station. All new students, including commuting and transferring students, must complete this information. Detailed information on transportation to LeTourneau is found on page Z of this book. For more information regarding transportation, call (903) 233-4460 or e-mail futurestudent@letu.edu.

Transcript

Send an official copy of your final high school or college transcript. To be official it must come to LeTourneau University in a sealed envelope from your school, with either the school seal or a signature from a school official. In addition, send any Advanced Placement scores or CLEP scores you want to transfer for credit. Double check with your Admissions Counselor to make sure your file is complete.

Vehicle Registration

If you plan to bring a vehicle with you to campus, you will need to complete the Vehicle Registration information located under the Student orientation forms tab at <http://www.letu.edu/orientation>.

Campus Post Office (Mail Center)

Your campus post office (CPO) number will be sent with your housing assignment. Once you get your post office assignment, you may receive mail at that address. Feel free to send packages prior to your arrival. Instructions for doing so are in this book on page Z.

Housing Assignment

Watch for your housing assignment. The Residence Life Staff will begin making housing assignments in May for students who have turned in a housing application and paid the Housing Advance Reservation Fee and tuition deposit. You will be informed of your campus phone number with your housing assignment. You will also be given your roommate's name, address, and phone number so you will be able to correspond with him or her before the semester begins.

Registration

If you have not already registered for classes, you will meet with a faculty advisor and obtain a schedule of classes for the fall semester during the registration process on August 22, 2008. You will complete the registration process, including finalizing payment arrangements at this time.

Course offerings are available for your review on the university's web site, www.letu.edu/start under the academics section. If you have questions regarding registration for the fall semester please call the Office of Academic Records Services at (903) 233-4370.



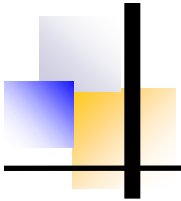
Our Mission Statement

LeTourneau University is a co-educational, interdenominational Christian university built upon a foundation of Biblical authority, which seeks to glorify God by integrating faith, learning, and living. Recognizing that all knowledge comes from the Creator, the University helps students develop a maturing relationship with God, encouraging them to know Him through His son, Jesus Christ.

LeTourneau is a comprehensive academic institution, setting standards of excellence in engineering, technology, the liberal arts, business, aviation, education, and the sciences. These programs are distinguished by an approach that provides students with the pure intellectual excitement of learning, coupled with real life problem-solving opportunities. At the core of all programs is an emphasis on developing communication and critical thinking skills.

This integrated philosophy of education extends to all aspects of student life at LeTourneau, providing tangible opportunities for intellectual, spiritual, emotional, social, and physical development. LeTourneau helps students mature and develop leadership skills, self-sufficiency, and self-discipline by providing a campus community that enables faculty, staff, and students to interact on a uniquely personal level. In addition, the University encourages the faculty and staff to serve as role models in spiritual, personal, and professional growth.

Beyond its campus, the University is mindful of the need for service and Christian witness in the broader community and throughout the world. LeTourneau serves its community by responding to needs for educational programs and research. It encourages in its students the qualities of ingenuity and entrepreneurship that contribute to free enterprise and the democratic process. In addition, LeTourneau attracts students from many nations, sensitizing all students to other cultures. And it encourages students to responsibly communicate their views, values, and Christian faith to the world.



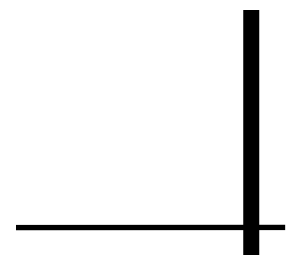
ORIENTATION

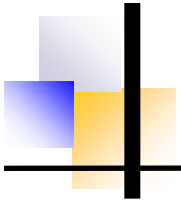
This section contains detailed information about LeTourneau University's orientation program for new students and their parents. You will find detailed information for making travel arrangements.

Parents will be receiving a detailed brochure about Parent Orientation activities that will contain lodging and meal information helpful in planning their trip.

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WELCOME

from the Student Orientation Committee



What an exciting time this is for you! You are beginning to take the first steps toward an important part of your life, your college experience. Themelios is a student orientation committee whose purpose is to be your traveling companion as you begin this educational journey. Our orientation program is designed to make those first steps easier, fun and spiritually beneficial.

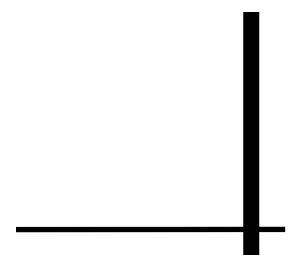
Here at LeTourneau, you will continually be striving to set goals in each area of your life. You will be challenged and encouraged in the setting and achieving of these goals. But even with encouragement and challenges, it will be up to you to decide that growing in these areas is an important part of your college experience.

As you prepare to join the LeTourneau University community, think about this broader perspective of what college is all about. Come excited and prepared to grow in all areas of your life, to “press on toward the goal”. Join us on this lifelong journey toward the image of Christ.

Sincerely yours,

Themelios

“Jesus Christ Being the Chief Cornerstone”





ORIENTATION

for New Students

“But seek first His kingdom and His righteousness, and all these things will be given to you as well.” Matthew 6:33 (NIV)

Life verse of LeTourneau University founder R. G. LeTourneau

We are eagerly anticipating your arrival on campus and are making preparations that will help you settle in, become more familiar with the LeTourneau community, and make new friends. Orientation will be an exciting time of fun, worship, information, and inspiration. It is designed to make the first steps of your college experience smooth and comfortable. There is also a special time planned for parents who wish to see you off as you begin your journey of higher education (they will receive a brochure in the mail about this program). Read over the following agendas to get an idea of the special activities being planned just for you! You will be given more detailed schedules with locations when you arrive for orientation.

TRAVEL CONNECTIONS



BUS: Greyhound bus line has a terminal in Longview. Trailways bus line offers service to Longview through a connection with the Kerrville bus line. Greyhound and Trailways/Kerrville share a terminal in Longview.



TRAIN: Amtrak has service into Longview.



AIR: Several major airlines fly into the **Shreveport Regional Airport** (Louisiana located approximately one hour east of Longview. From the **Dallas/Fort Worth International Airport**, American Eagle flies into the **East Texas Regional Airport** located 15 minutes from campus. Longview Regional Airport identification code for travel agents is GGG. It is wise to check on joint fares within this airline when deciding which airline to use. LeTourneau University does not provide transportation from Dallas or Houston since these cities are a long distance from Longview.

SHUTTLE SERVICE

Important!

ALL SHUTTLE SERVICE MUST BE ARRANGED FOR IN ADVANCE BY REGISTERING ONLINE AT www.letu.edu/orientation, SENDING AN E-MAIL TO futurestudent@letu.edu, OR CALLING 903-233-4467.

ARRIVING AT THE LONGVIEW REGIONAL AIRPORT OR THE LONGVIEW BUS OR TRAIN STATION

Shuttle service will be provided at no cost from the Longview Regional Airport, Longview bus station, or Longview train station on August 18, 2011. Pick-up times from these locations are arranged as needed based on the request submitted online at www.letu.edu/orientation. Return trip for parents is also available as arranged at the same time a requesting pickup.

ARRIVING AT THE SHREVEPORT REGIONAL AIRPORT The university provides shuttle service from the **Shreveport Regional Airport** on August 18, 2011 for a charge of \$35.00 per student at the times indicated below. The return trip for parents from campus to Shreveport is also \$35.00.

Upon arrival at the Shreveport Regional Airport, go to the Baggage Claim Area, where a LeTourneau University representative will meet you.

SHREVEPORT REGIONAL AIRPORT SHUTTLE SERVICE PICK-UP

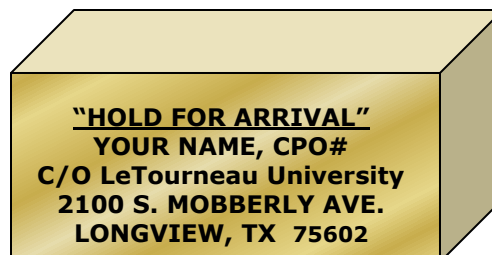
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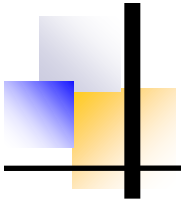
10:00 AM, 2:00 PM AND 4:30 PM

TRANSPORTING YOUR BELONGINGS If you need to send packages ahead of your arrival, please address all parcels using the complete address as listed at the bottom of this page.

Please be sure to add your campus post office number (CPO) if you know it.

Be sure to mark all parcels:





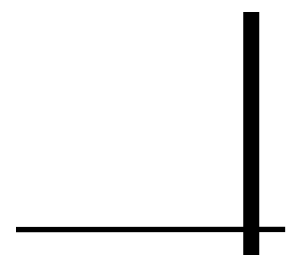
CAMPUS LIFE

Essential facts and information to help make your transition to LeTourneau University as smooth as possible.

From financial essentials to health essentials to services and facilities vital to your life at LeTourneau, this section contains facts and information that will help make your transition easier. Read this section carefully, as it is filled with fundamental information you must know.

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PAYMENT OF ACCOUNTS

The "Cost and Payment Calculation Schedule" on the following page may be used to estimate your cost for the semester. Payment may be made:

- ◆ In person to the Cashier's Window in the Business Services Building
- ◆ via the web at www.letu.edu/studentpayments
- ◆ By mail to: LeTourneau University
Student Accounts Office
P. O. Box 7001
Longview, TX 75607-7001

All payments should be made by personal check, credit card (Visa, MasterCard, or Discover), cashier's check, or money order payable to LeTourneau University.

Payment Options

Payment in Full : At the due at time of registration or on or before 8/18/2011 for Fall 2011.

Installment Payment Plans through Tuition Management Systems (TMS) www.afford.com/letu

Notice: Plans are limited to students that are US Citizens and students enrolled full-time (12 hours or more) in the Traditional undergraduate studies. All Payment Plan Arrangements should be completed, activated, and current 7 (seven) days before classes start and should be paid-in-full no later than the week before final exams are scheduled for the semester.

Payment Plans –Offered through Tuition Management Systems. TMS has plans for paying the "net estimated balance" you derive from the "Cost and Payment Schedule" (on the following page). Visit the TMS website at www.afford.com

Five-Month Payment Plan

(\$40 Enrollment Fee)

One-fifth of the total will be due on each of the following dates:

Spring Semester

Dec. 10, Jan. 10, Feb. 10, March 10, April 10

Fall Semester

July 10, Aug. 10, Sept. 10, Oct. 10, Nov. 10

Four-Month Payment Plan

(\$40 Enrollment Fee)

One-fourth of the total will be due on each of the following dates:

Spring Semester

Jan 10, Feb. 10, March 10 and April 10

Fall Semester

Aug. 10, Sept. 10, Oct. 10, Nov. 10

There are NO Payment Plans for the Summer Sessions.

All payments for payment plans should be made to TMS at www.afford.com or 800-722-4867.

NOTICE:

Payment Arrangements for International Students must be made directly with Student Accounts 7 days before classes start for the semester :

Trad-StudentAccounts@letu.edu

Statement of Account

Each month a statement of the account is sent to the student's CPO or address of record. The statement reflects any outstanding balance due and any credit balance. The statement will include charges or assessments, payments, refunds, adjustments, applied and pending* financial aid credits. A late charge will be assessed to the account for any scheduled payment that has not been received in accordance with the payment plan. All charges must be paid in full prior to pre-registration for the next semester and prior to issuance of a transcript or diploma.

*Financial Aid is considered pending until all required documentation for application of the credit is completed (this includes signed documents and submission of any applicable financial information).

Financial Aid

Financial Aid awards include grants, scholarships, and loans as listed on your Offer of Financial Assistance letter from LeTourneau University. It also includes awards from other sources if the Financial Aid Office has official notification on file. The estimated funds from work-study eligibility are not deducted from the semester balance, as these proceeds are paid directly to the student only after they are employed and working. Those who are depending on work-study earnings should seek employment on campus as soon as possible (see Career Development section of this book for details).

Excess Financial Aid

LeTourneau University uses the HigherOne Easy Refund Card to refund excess financial aid. The Easy Refund Card is tied to a "FREE" online bank account. An ATM is furnished on campus in the MSC for your convenience (free with your Easy refund Card). For FAQ's and more information visit www.letu.edu/student-accounts and select the Easy Refund Card option.

CAMPUS LIFE

COST AND PAYMENT CALCULATION SCHEDULE

Tuition	
1-6 hours	\$420 per hr
7-11 hours	\$922 per hr
12-18 hours	\$11,560
Room and Board	\$4340
General Fee	\$110
Infrastructure Fee	\$75
Rec Fee	\$50
CPO Deposit	\$20
New Student Orientation	\$80
Estimated Lab fees	\$250

PLEASE NOTE: Fee amounts are subject to change.

Additional Costs

In addition to costs already stated, students should be aware of the following additional fees and costs:

Books and supplies (approximate)	\$550—\$900
Aeronautical Science Tools (freshman year)	\$400—\$800
Aeronautical Science Tools (sophomore year)	\$1,000—1,500

Aeronautical Science Related Fees	
Required courses	Course Fee
AERF 1111 - Primary Flight I	\$ 5,965.00
AERF 1121 - Primary Flight II	\$7,335.00
AERF 2311 - Commercial Flight I - Tailwheel Operations	\$5,225.00
AERF 3412 - Advanced Flight III (Instrument)	\$7,255.00
AERF 2411 - Commercial Flight II - Multi-Engine Operations	\$12,385.00
AERF 3512 - Commercial Flight III - Transport Emphasis	\$6,655.00
AERF 3522 - Commercial Flight III - Missions Emphasis	\$9,195.00
Elective Courses	
AERF 1201 - Standardization	\$3,645.00
AERF 4201 - High Performance	\$985.00
AERF 3211 - Upset Recovery	\$1,855.00
AERF 4602 - Flight Instructor Initial-MEI Transport	\$7,740.00
AERF 4612 - Flight Instructor Initial-MEI Missions	\$9,780.00
AERF 4601 - Flight Instructor Single Eng - CF1	\$1,825.00
AERF 4611 - Flight Instructor Single Eng - CF2	\$1,935.00

HEALTH ESSENTIALS

STUDENT HEALTH INSURANCE

It has become increasingly important for students to have a measure of basic health and medical protection. Frequently, proof of insurance or payment in advance is needed to avoid any delay in receiving medical treatment. For the benefit of the entire university community, LeTourneau University requires that **all** students enrolled for six semester hours or more maintain and provide proof of health/medical insurance coverage.

Students covered under their parent's medical policy or a separate individual policy will need to provide proof of that coverage. A Proof of Insurance form should be completed. If you do not have insurance coverage and are not purchasing a private policy, you are required to enroll in the university's policy. Please go online at <http://www.letu.edu/orientation> to complete the proper forms required to provide proof of private health insurance coverage or to enroll in for insurance coverage through the university's vendor. For more information visit www.letu.edu/student-accounts and check the Health Insurance menu.

REMINDER: You must furnish proof of existing personal health insurance coverage to Student Accounts online or deliver it in person to the Business Services Office (no interoffice mail or delivery to other departments is acceptable). Any assessment (charge) for the university's vendor's policy will be removed from the student's account if proof of private insurance is provided up until the 12th class day. After the 12th class day, the insurance charges cannot be removed.

WARNING: Insurance coverage through a parent's HMP plan does not necessarily mean you have coverage while away from home. Check your HMO plan to see if it will provide coverage of services in the Longview, Texas vicinity before submitting proof of insurance to the university.

NOTICE: If you are participating in athletic events, you must have sports coverage. Please see the trainer in the Athletic Department.

HEALTH RECORDS AND IMMUNIZATION REQUIREMENTS

In order to excel at any task, it is necessary to maintain good health. Records of your prior health care including any outstanding health problems, treatment, allergies to foods or drugs, your immunization records, and results of TB testing, should be on file in the Health Services Office. Should any physical problem arise, having these records available for the healthcare provider could save valuable time in receiving prompt attention.

A Health Record form is available online. If you have not already done so, please complete the form and mail it to the Admissions Office as soon as possible.

Health Record forms are submitted @ http://www.letu.edu/opencms/opencms/_Admissions/forms_download.html

Immunizations must be signed by your healthcare provider and submitted by August 1st for Fall enrollment and December 1st for Spring enrollment. They can be emailed to HealthServices@letu.edu or faxed to 903-233-4403. The health record form link includes instructions on how to request an exemption form for immunizations required by the state.



CAMPUS LIFE

Immunization Requirements

In order to protect the health of students attending LeTourneau University, it is mandatory that all immunizations be current.

The following immunizations are required for attending LeTourneau University:

- ◆ **DT (Diphtheria-Tetanus)** For those who have received complete immunization, a booster should be given every ten years. Those who have not received the primary series should have the complete three doses.
- ◆ **MMR (measles, mumps, and rubella)** Persons having dated records of vaccination, documentation of physician-diagnosed disease, or laboratory evidence of immunity are considered immune to the disease.
- ◆ **Tuberculin Testing**

HEALTH SERVICES

The Health Services Office on campus is located in the Student Affairs Building (next to Glaske). Through the Health Services Office on campus, students may receive the following services:

- ◆ Allergy shots (serum provided by private physician along with his/her order to give serum **without the presence of a physician**)
- ◆ Treatment of minor illnesses and injuries
- ◆ Referrals and appointments made as deemed necessary to other health providers
- ◆ Help in obtaining a “family physician”
- ◆ Over-the-counter medications dispensed at no charge
- ◆ Coordinating services with physician as needed
- ◆ Crutches are on loan
- ◆ “House calls” to residence halls, as needed, when student is unable to come to the Health Services Office
- ◆ Available for parental calls during office hours (9:00 am—12:00 pm and 1:00—3:00 pm, M-F, (903/233-4445) or at other times when notified of need.

When doctor appointments are necessary, they should be made by the student whenever possible. Most doctors in the Longview area require payment at the time service is provided. They may not file on a student’s health program. Make CERTAIN that you know the current listing of doctors within your health network. The Health Services Director will be happy to help you locate a participating physician.

LeTourneau University’s Health Services staff is **not** responsible for transportation to and from doctor’s offices or clinics when appointments are made by/for students, except in the case of an emergency. Transportation options for students without vehicles include resident assistants, other students, taxi cab or city bus service.

For additional information, write or call the LeTourneau University Health Services Office, P. O. Box 7001, Longview, TX 75607-7001, 903/233-4445 (phone), 903/233-4403 (fax), or email: ShelaDawson@letu.edu.



CAMPUS LIFE

BOOKSTORE

The LeTourneau University Bookstore is located on the first floor of the Memorial Student Center. Regular hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. Occasionally, the Bookstore has extended hours for special events. The Bookstore stocks the required textbooks and supplies for classes. After your classes are confirmed, you may bring your class schedule and your Student I.D. with you to the Bookstore for assistance in book and supply selection. Cost for books and supplies are paid directly to the bookstore and are not a part of your tuition bill.

From August 1st through the first 3 weeks of the semester students with an "anticipated credit balance" (as a result of pending financial aid) are allowed to charge textbooks and other course-related items to their student account (up to the amount of the anticipated credit balance or a maximum of \$1000). In August Student Accounts will begin sending email notifications to the confirmed students with "anticipated credit balances" advising students of their eligibility to use their credit and have their books charged to their student account. NOTE: All student do not have "anticipated credit balances" and therefore all students are not eligible to charge their books to their student account. If you have questions about your eligibility, please contact Student Accounts 903-233-4130. DARs students and students using VA Benefits should contact Student Accounts directly (903-233-4130) to set-up bookstore charges.

Prior to the start of a semester, students may purchase textbooks or other course-related items by accessing <http://www.efollett.com>, selecting "Texas", "LeTourneau University" then the correct term. Please allow the Bookstore one business day, after all materials arrive, to gather the order. Visa, MasterCard, American Express and Discover bank-cards are accepted. If national wholesale value exists, the University Bookstore buys back textbooks every day. However, the optimum time to sell textbooks is during finals week each May and December. In addition to required textbooks and supplies, the Bookstore also carries emblematic items, Aeronautical Science Flight shirts, greeting cards, general books, academically priced software, gift items, soft drinks, and snack foods. Watch for special Bookstore bargains throughout the year! For additional information, contact the Bookstore at (903) 233-3690 or email bookstore@letu.edu.

CAREER DEVELOPMENT

The Office of Career Development is designed to equip individuals with the tools to help prepare for a productive career. Part-time job placement, career exploration, cooperative education, and graduate placement are all programs which students are able to participate in while attending LeTourneau University.

Part-Time Employment Options

On-Campus Employment (Work Study)

For Work Study employment you must qualify as indicated on your financial aid award letter. (Work-study is awarded to students based on need as part of their financial aid package.) If you have questions about your financial aid package or award letter, contact the Financial Aid Office at (903) 233-4350. On-campus work-study employment is limited, with most jobs being located in the Maintenance Department or Cafeteria. Students interested in on-campus employment will have the opportunity to fill out an application available from the Financial Aid Office. Returning students will need to submit a copy of their class schedule with the completed application form.

Incoming freshmen will have the opportunity to fill out their class schedule and submit it either upon registration or directly to the Student Employment Coordinator in the Financial Aid Office. The Student Employment Center will be in operation throughout the school year to assist students in locating on-campus employment. Applications will be accepted prior to the student's arrival on campus.

Off-Campus Employment

The Office of Career Development handles all incoming requests for part-time employment off campus. Students desiring work off campus are encouraged to do the following:

- ◆ Check job openings at www.collegecentral.com/letu
- ◆ Regularly check job postings on the bulletin board located near the elevator on the first floor of the Memorial Student Center

Students may not be employed in a job where their primary responsibility is to sell or serve alcoholic beverages.



CAMPUS LIFE

CASHIER'S WINDOW

The University's Student Accounts and Business Services cashier is located in the front of the Business Services Building. The cashier's hours are 9:00 a.m. to 4:00 p.m., Monday through Friday. You may cash a check (up to \$300 per day), get change, or pay on your student account at the Cashier's Window. An after hours payment drop box and envelope system is available in the lobby area by the Cashier's Window. The Cashier's Window and Student Accounts are closed during Chapel.

Payments may also be made online at www.letu.edu/studentpayments.

CHAPEL

Chapel/Convocation is an integral part of LeTourneau University and is designed to integrate spiritual and intellectual development. Through a variety of programming including internationally recognized guest and faculty speakers, music, drama, and student-led services. Chapel enhances fellowship and worship while encouraging growth in relationship with God. Chapel services are held in the S. E. Belcher, Jr. Chapel and Performance Center on Monday, Wednesday, and Friday of each week from 10:50-11:30 a.m. Additional evening Chapel services are held during Missions Emphasis Week, Spiritual Emphasis Week, Family Life Week, and at other times throughout the year. All students are required to attend 38 Chapel programs each semester.

COUNSELING SERVICES

The University Counseling Center is located in the Student Affairs Building. Counseling services are strictly confidential and are provided at no cost, except for specialized testing. Counseling services support holistic development – the cognitive, emotional, spiritual, behavioral, and relational well-being of women and men at LeTourneau, while addressing specific problems or needs identified by each person. Individual and group counseling, outreach programming and skills training, exploration of Christian vocation and spiritual gifts, crisis intervention, and referral for psychological or psychiatric services outside the university are available.

FOOD SERVICES

All boarding students at LeTourneau University are provided a meal plan as part of room and board costs. Food service is directed by Bon Appétit Campus Food Services at two locations, including the B.A. Skipper Dining Hall (aka **The Café**) and **the Hive** snack bar (located on the first floor of the Memorial Student Center). To learn more about meal plans, hours of service, and more go to <http://www.cafebonappetit.com/letu>. To see the latest news you can visit, <http://www.cafebonappetit.com/letu/downloads/news.pdf>.

We also have a coffee shop on-campus known as Common Grounds. Hours of operation can be seen at the above links.

INFORMATION TECHNOLOGY

INFORMATION DESK

An information desk is located on the second floor of the Learning Resource Center. Should you have any questions while you are on campus, do not hesitate to stop by and ask during regular business hours.

INFORMATION TECHNOLOGY

The Information Technology Department supports students, faculty, and staff in their use of various technology resources that help facilitate an interactive, productive living and learning environment. Information Technology services include phone services, internet services, e-mail accounts, BlackBoard accounts, computer lab assistance, technical support, and other network resources and support.

Blackboard

Blackboard is an online extension of many LeTourneau University courses. Every traditional student attending LeTourneau University is automatically assigned a Blackboard account, and automatically enrolled into Blackboard course sites according to their registered schedule. Login information for Blackboard can be found online at www.letu.edu/accounts.



CAMPUS LIFE

Computer Labs

Four general-purpose computer labs containing Pentium class and Apple Macintosh computers are available in Longview Hall. Software available in the labs includes Microsoft Office, Web browsers, and other software required for specific courses.

Labs are generally open Monday through Thursday 8:00 am – Midnight, Friday 8:00 am – 9:00 pm, Saturday 9:00 am – 10:00 pm and Sunday 12:00 noon – 10:00 pm. The hours can vary during holidays and the summer. Please consult the Information Technology web site for current hours of operation. (www.letu.edu/infotech) Technicians are available during the published helpdesk hours. Several computers are available for students to use for research in the Margaret Estes Library. Two special purpose labs for engineering, science, and Computer Aided Drafting (CAD) coursework are located in the Glaske Center for Engineering, Science, and Technology. There are other special purpose computer labs located in various educational areas, including the Teacher Education Center.

Computer Recommendations

Information Technology maintains a list of recommendations for students wishing to purchase or bring a personal computer to school. These recommendations can be found online at www.letu.edu/administrative/infotech/network.

E-mail

Every student attending LeTourneau University is automatically assigned a LeTourneau e-mail account. Many university offices communicate to students via email and will only use the LeTourneau provided email address. Students are responsible for checking their LeTourneau email address even if they maintain another email address. Students can determine their e-mail address, username and password after regular registration by going to www.letu.edu/accounts. Information about e-mail and other technology services may be found at www.letu.edu/infotech.

Information Technology Web Site

The Information Technology Web Site at www.letu.edu/infotech contains a great deal of information about the Information Technology department at LeTourneau. The site contains links to statistics, policies, instructional resources, support, news, projects, and Information Technology staff information.

Internet Access

LeTourneau University provides every student with free internet access through LetNet, the LeTourneau network. Every residence hall room and apartment is supplied with Ethernet network connections to ResNet, the LeTourneau Residential Network. Dial-up Internet access is available from off campus for commuting students and employees.

LetNet Guidelines and Policies

LetNet is provided first and foremost to facilitate academic pursuits. Other use of the network is permitted so long as it does not interfere with the academic pursuits of others and remains within applicable guidelines and policies. The presence of illegal materials such as, but not limited to, unlicensed software, audio or video recordings, or other inappropriate and/or clearly illegal materials is against LeTourneau University Student Handbook guidelines, against LetNet guidelines, and may be against state or federal copyright laws. The full Guidelines and Policies can be found at www.letu.edu/infotech/network/policies, and include policies regarding the use of LetNet for e-mail and messaging services, and the use of ResNet student connections.

LetNet Start! Page

The LetNet Start! Page at www.letu.edu/start provides links, current news, and other useful information for LeTourneau University staff and students. IT recommends that all students set this page as the home page of the browser in order to see important announcements.

Other Network Services

Mailing list services and Web sites may be requested by student organizations. Current student organization Web sites are available at www.letu.edu/student_life/organizations. The LeTourneau FTP site at ftp.letu.edu contains files available for download. Students may upload files to the FTP site for review and posting by the FTP administrators.



CAMPUS LIFE

Phone Services

LeTourneau University provides local, long distance, and voice mail services to all residential students. Each student has a unique telephone number and voicemail box. Each room has one telephone line. Where there are multiple residents in a room, each resident's telephone number will ring on that one line. The voicemail box reached is determined by which telephone number is dialed. Voicemail is integrated with email and is available via a telephone or a computer. Each resident must set up his/her own voicemail box. Students will need to provide one touch-tone phone in each residence hall room in order to utilize the phone service.

Technical Support The Information Technology Helpdesk provides assistance to students, faculty, and staff with problems or questions related to on campus computers, networks, dial-up connections, or phone services. The Helpdesk can be reached at (903) 233-3500 or toll-free 1-866-TEC-LETU seven days a week during published technical support hours (www.letu.edu/infotech). Requests for support may also be sent via email to techsupport@letu.edu.

LIBRARY

The Margaret Estes Library is open seven days a week for a total of ninety-four hours each week to give LeTourneau students a quiet place to study. Reference librarians are on duty until 9:00 pm Monday through Thursday and on weekends. The book collection numbers in excess of 90,500 titles with an additional 41,279 available in electronic format. There are over 2,000 serials and government documents and 31 academic databases, many of which give access to multiple sites. Many professors set aside both their own and library-owned materials for limited access in the library's reserve room located behind the circulation desk. Materials not available through the campus library can be borrowed from other libraries through interlibrary loan.

The library maintains three indices to its materials: card catalog, automated catalog (C2), and a list of journals. All electronic databases and the automated catalog are accessible 24-7 via www.letu.edu/library from computer labs, residence halls, and the library.

Library materials are borrowed using the Student Identification Card based on the current semester enrollment furnished by the Office of the Registrar. Students also have access to every other public and academic library in the state of Texas via a TexShare card issued as needed at the library circulation desk.

MAIL CENTER

LeTourneau University maintains a mail center (post office) on the first floor of the Memorial Student Center. You will receive a letter from the University Mail Center listing your campus post office box number (CPO) when you receive your housing assignment. All students receive a CPO box, whether they live on campus or not, and should check their mailbox on a regular basis. When you arrive on campus for the semester, stop by the Mail Center to pick up your key if you do not receive it at check-in. A \$20.00 key deposit is included with other fees assessed during registration. Once you have received your campus post office number, you can begin to notify those who will be sending mail to you. There is no need to use the room number of your residence hall in your address; your CPO number identifies you. It is a good idea to have any magazine subscriptions changed as soon as possible.

The University Mail Center is open Monday through Friday, 9:00 am to 4:00 pm. The mail is sorted and boxed on Saturday with window service from 10:00 am to 12:00 pm for package pick-up only.

The address for receiving letters or any other items through the U. S. Postal Service is as follows (it is important to make sure that both your name and CPO# are included to avoid any delay in delivery):

Your Name and CPO#
LeTourneau University
P. O. Box 7001
Longview, TX 75607-7001

It is also possible to ship boxes ahead of your arrival. The University Mail Center receives UPS and Federal Express shipments daily. The street address must be used when sending parcels via UPS or any express company not affiliated with the U. S. Postal Service. The proper way to address items for these shipments is as follows, marking "Hold for Arrival" if sent ahead of your arrival:

Your Name and CPO#
LeTourneau University
2100 S. Mobblerly Avenue
Longview, TX 75602

SOLHEIM RECREATION AND ACTIVITY CENTER

The Solheim Recreation and Activity Center contains a swimming pool, weight rooms with machines and free weights, indoor racquetball courts, outdoor tennis courts, indoor running track, outdoor sand volleyball courts, two gymnasiums, and lounge areas.

Solheim Center hours:

6:00 a.m. - Midnight - Monday - Friday
9:00 a.m. - Midnight Saturday; and
2:00 p.m. - 10:00 pm Sunday.

Pool hours:

Monday—Friday
6:00 am—8:00 am
12:00 pm—1:30 pm
3:00 pm—4:30 pm*
6:30 pm—9:00 pm
Saturday
12 pm—4 pm
Sunday
2:00 pm - 4:00 pm#

* Lap swimming only, pool is shared with the Longview swim club and Pine Tree Swim Team.

Recreational swimming

The Solheim Center will be closed during Chapel.

STUDENT IDENTIFICATION CARDS

An identification card is issued to each student for purposes of Cafeteria and Solheim Athletic Center admittance, materials checkout, entry to student activities, some residence areas on campus, and personal identification. ID Cards are also used to verify chapel attendance.

I.D. photos will be taken and cards will be issued at Summer Edge Registration or as a part of Check-In/Registration for students attending New Student Orientation in August.



CAMPUS LIFE

TUTORING SERVICES

Achievement Center Services:

The Achievement Center exists to promote student success by providing supportive resources for students at no additional cost. The center offers a number of services for all undergraduate students who would like to improve their learning skills and academic success at LETU. Services include Supplemental Instruction (SI), Tutoring, Math Lab, Study Skills Coaches, Round Table Sessions, Peer Advisors (PA), and the AIM (Academic Intervention and Mentoring) Program. For more information, visit the Achievement Center at www.letu.edu/AchievementCenter or drop by. We are located in the Student Affairs building next to Glaske.

Supplemental Instruction (SI):

The SI program is a series of supplemental weekly review sessions for students taking historically difficult courses. Each session is led by a SI leader, who facilitates interactive activities related to the course material. SI leaders are students who have already successfully completed the course and who will regularly attend the class again, in order to prepare supplemental instruction for those attending the SI sessions. It is highly recommended that you schedule these sessions as a part of the course if a SI is assigned. At the beginning of each semester SI schedules are posted at www.letu.edu/AcheivementCenter. Typically, students who regularly attend SI sessions improve their overall course grade.

Tutoring:

The Achievement Center provides students with one-on-one peer tutoring for numerous courses at LeTourneau. Obtaining a tutor early in the semester can significantly improve course grades. Tutortrac.letu.edu.

Math Lab:

Math Lab is a drop-in tutoring service that can provide assistance in a wide range of undergraduate math courses. Math Lab is held in the Achievement Center. Visit www.letu.edu/AchievementCenter for days and times.

Study Skills Coaches:

Mastering academic skills remains one of the most challenging issues for university students today. Our study skills coaches are undergraduate students trained to help you master the academic skills you need to be successful in your college courses. A study skills coach can help you discover strategies targeted to your specific learning style, needs, and course of study.

Round Table Sessions:

Would you like to learn how you can develop or improve your skills as a student? These Round Table Sessions are designed to support student success related to academic, personal, and professional growth. Topics and facilitators are carefully selected. Review the schedule posted at www.letu.edu/RoundTable and plan to attend as many as possible. Remember that these presentations are open to all students at no additional cost.

Peer Advisors (PA):

PAs are experienced student leaders who have demonstrated academic and community success. They provide academic and spiritual mentoring to incoming freshmen and help them make their own connections within the LeTourneau community.

Academic Mentoring and Intervention (AIM) Program:

The AIM program helps ensure a solid beginning to targeted students' academic careers by providing additional personal and academic support during their first year at LeTourneau University. AIM students have been admitted conditionally to the university based on their SAT/ACT scores and/or high school grade point averages. See additional details at www.letu.edu/AIM.



RESIDENCE LIFE

Residence Life involves more than just providing a roof over your head and a place to store your books. Your residence hall mates will soon become your family. The group of students that you live with, eat with, compete with, and pray with, becomes committed to you as brothers and sisters. This section will provide you with basic information, descriptions, and diagrams of the living areas on campus, and some suggestions for what to bring with you to campus.

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RESIDENCE LIFE

RESIDENT ASSISTANTS

Assisting you in your adjustment to residence life is a fully qualified staff that is ready and willing to serve you. Each residence hall, floor, or wing is assigned an upper-class student to serve as a Resident Assistant (RA). The responsibility of the RA is to lead floor residents in developing their spiritual, academic, and social growth. In addition, each residence hall has a Resident Director who supervises the RA's and provides programming and counseling services for the students living in that hall.

LAUNDRY FACILITIES

Laundry facilities are provided in Gilbert and Thomas Hall, laundry facilities are located on the first floor and are only for the use of students residing in Gilbert and Thomas Hall. Other residents may use the campus Laundromats located on the east side of Trinity Halls and the north side of Tyler Hall. A laundry facility is also provided for residents of the Honors Housing and Married Student apartments.

PHONES

Two phone jacks are installed in each room with a shared phone line. Students desiring to have a phone in their room must provide their own touch-tone phone. Cordless phones are not recommended for use in the residence halls due to interference in the residence halls. You will be informed of your phone number when you receive your room assignment. The University provides voice mail service, therefore, there is no need to bring an answering machine. All long distance services are contracted through third-party providers and all fees for long distance services are the responsibility of the student. Information from a university-approved carrier will be available during orientation.

AUTOMOBILES

If you bring an automobile to campus you must complete a Vehicle Registration Card (found online at <http://www.letu.edu/orientation>) as well as bring proof of liability insurance. Bring a copy of your automobile insurance that includes the company's name, phone number and the policy number. A parking permit will be issued and is to be displayed on the rear of your automobile. The fee for the first permit is included in the general fee. However, there is a charge of \$10.00 for any additional parking permits.

HOW TO PACK

As you begin the packing process, please refer to the list of items titled "What Should I Bring" on page 30. This list suggests some basics and a few luxuries to get you on your way to a comfortable start. Remember that space is limited, so only bring items that you consider essential. Also, please keep the following in mind:

The mattresses in all residence hall buildings (including honors housing) are 80 inches long and require extra-long sheets. Countertop ovens/grills, hot plates, or electric frying pans are not allowed in individual rooms. Microwaves are available in many of the residence hall lounges for your use. Students can bring their own microwave and small refrigerator. Irons must have an automatic shut-off feature.

CLOTHING TIPS

When packing your clothes for college, keep in mind the variety of activities you will engage in. You will need some nice clothes for church and special occasions, casual clothes for every day, and some clothes you won't mind getting a little dirty. LeTourneau expects students to dress with good taste and judgment. Modest length shorts may be allowed in the classroom if deemed appropriate by the faculty member. Even though the climate is warmer than in northern states, temperatures often drop to the 20's or lower during the winter. You will need a winter coat and warm clothing for these months.



RESIDENCE LIFE

THE RESIDENCE HALLS Of LeTourneau University

Residence halls are open during Thanksgiving and Spring Break (the Cafeteria is closed during Spring Break). They are closed between semesters and after Spring graduation.

While you want to be as prepared as possible when you come to LeTourneau for the first time, you may want to wait until you arrive and meet your roommate before you purchase room decorations.

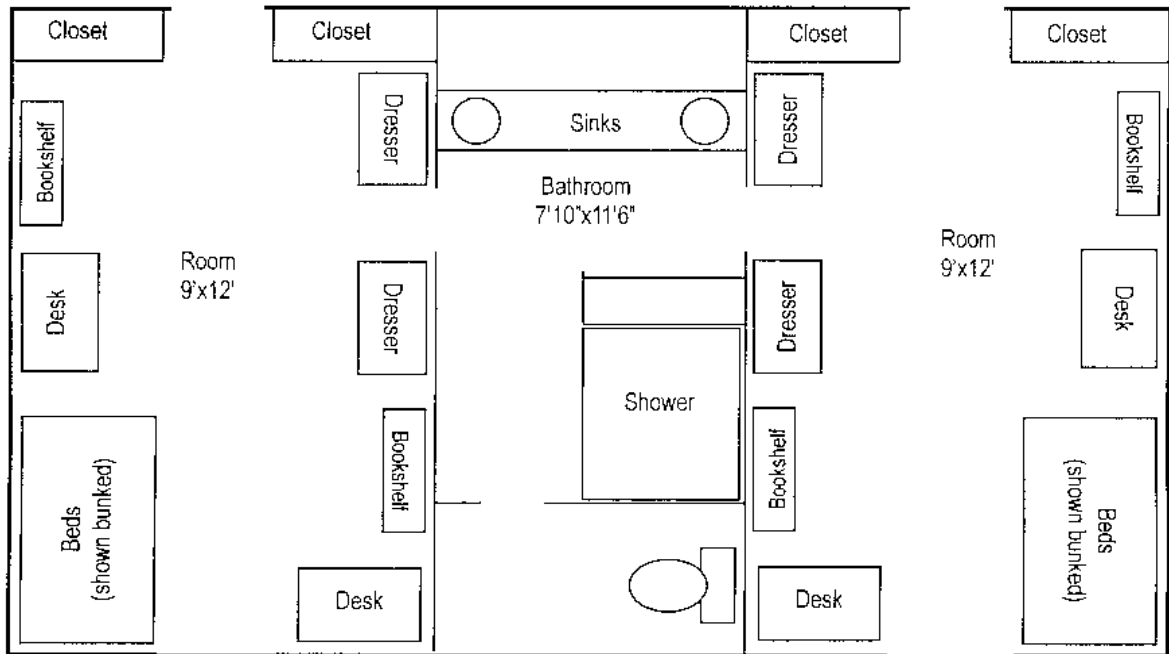
The following pages include details and layouts of the various living areas on campus.

**PLEASE NOTE: DRAWINGS ON THE FOLLOWING PAGES
ARE NOT TO SCALE**

RESIDENCE LIFE

DAVIS HALL

Davis Hall is a three-story facility providing housing for 160 men and women. The rooms have tan walls with carpeted floors. Furniture in each room consists of two bunk beds, two desks, two bookcases, and two dressers. There is a loft kit available for each room. All furniture is movable to allow for flexible room design. There are two closets in each room, which allows each student a separate closet space. Two rooms share a bathroom. All rooms have two phone jacks with a shared phone line and cable TV jack. Separate data lines are supplied for each student. Below is an example of one of two room layouts.

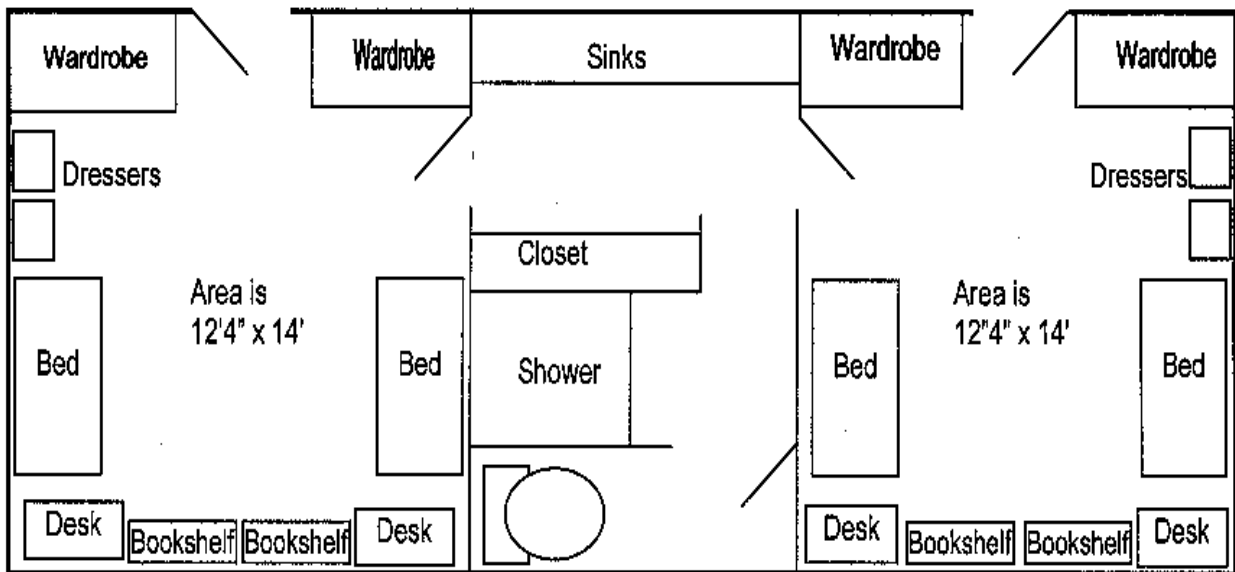


PLEASE NOTE: DRAWING IS NOT TO SCALE

RESIDENCE LIFE

The Quads

The Quads began housing students in the fall of 2000. The Quads consist of four separate buildings, Durham House, Carpenter House, Howe House, and McKinley House with housing for a total of 108 men. Each unit has a spacious lounge/study area and kitchen facilities with breakfast bar and dining area. Each room is furnished with two beds, two dressers, two wardrobes, two bookshelves, and two study desks with chairs. All furniture, besides the wardrobes, is movable. Loft kits are available on a limited basis through the Resident Director. Two rooms share a bathroom. All rooms have a shared phone and cable TV jack. Separate data lines are supplied for each student. Below is an example of a room layout in most situations, students choose to bunk or loft beds and stack dressers and bookshelves to free up floor space.



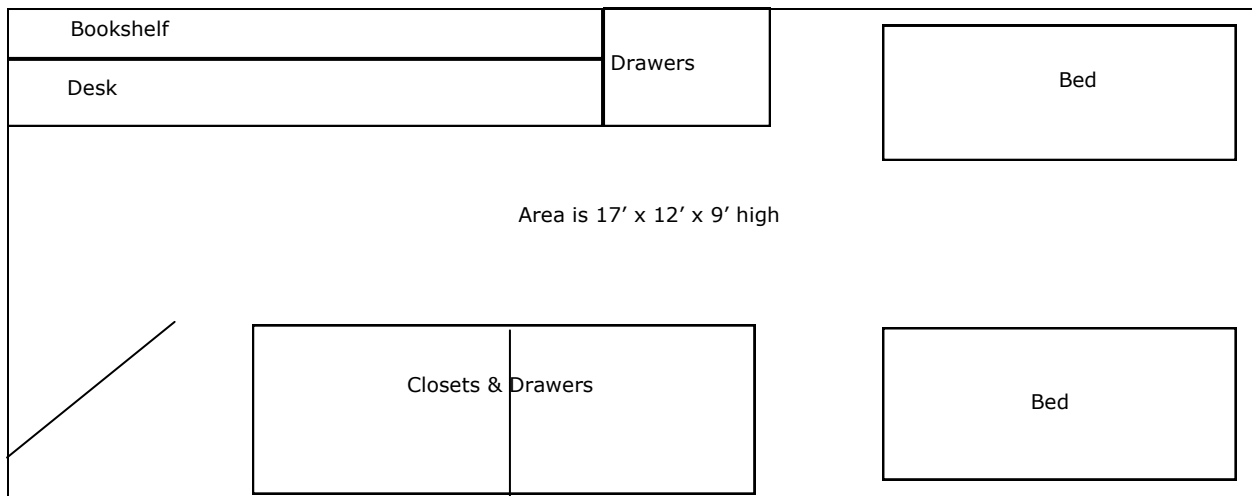
PLEASE NOTE: DRAWING IS NOT TO SCALE

RESIDENCE LIFE

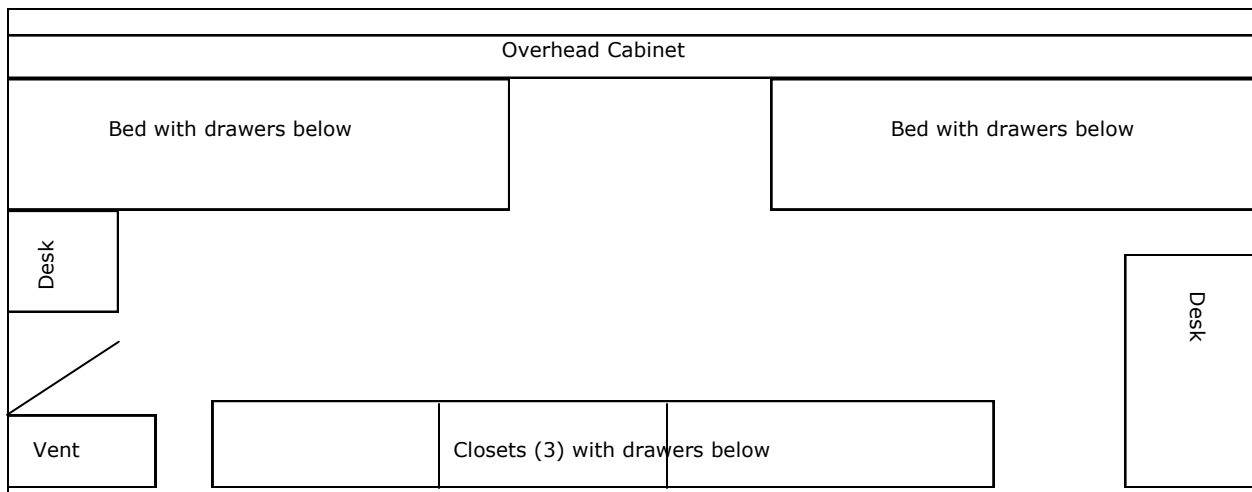
TYLER HALL

The largest of the men's residence halls, Tyler Hall is comprised of two separate buildings joined by a common lounge. Tyler East has four floors and Tyler West has three floors. The rooms have white walls with white and blue/grey tile floors. Each room also has a four-foot window with blinds. Furniture in each room consists of bunkable beds, movable desks and bookcases, and closets and dressers. All rooms have a shared phone and cable TV jack. Separate data lines are supplied for each student. A large community bathroom, well suited to the early morning "shower traffic," is provided on each floor.

Tyler East



Tyler West



PLEASE NOTE: DRAWING IS NOT TO SCALE

New Res Hall

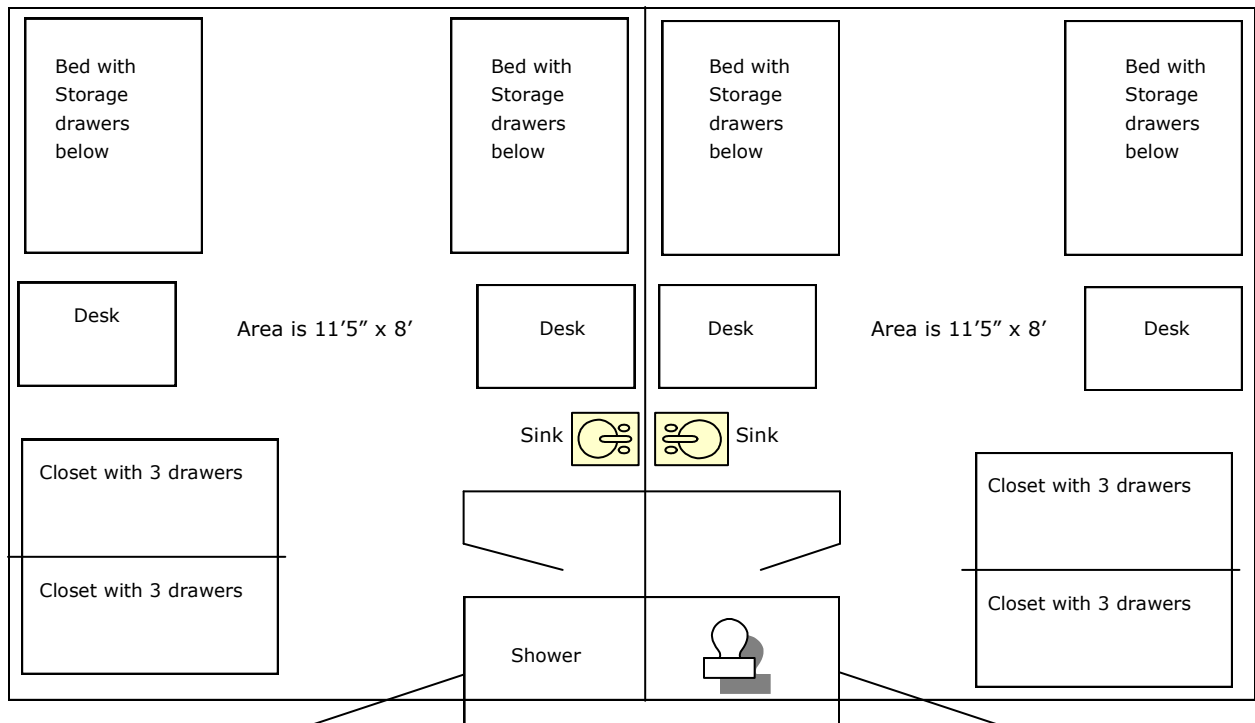
Information coming soon!

RESIDENCE LIFE

Trinity Halls

Evelyn LeTourneau Hall – Women
Mabee Hall – Men
Pennsylvania Hall – Men

The Trinity complex is comprised of three separate buildings. The floor plan for each building consists of two-room suites, each sharing a bath. Each floor also has a common lounge area. The rooms are equipped with a sink, two study desks with chairs, two beds with storage drawers below, two closets and six storage drawers, and mini-blinds for the windows. All rooms have two phone jacks with a shared phone line and a cable TV jack. The paint on the walls is light colored and the carpet is blue.

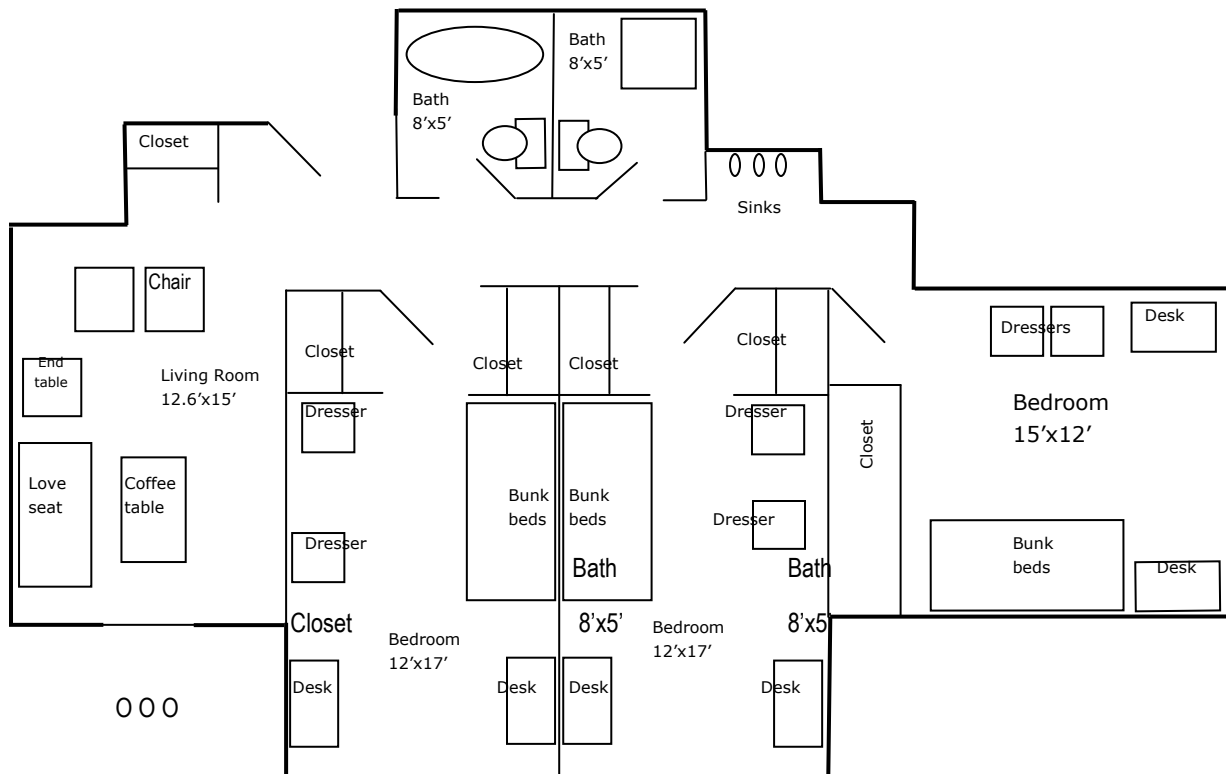


PLEASE NOTE: DRAWING IS NOT TO SCALE

RESIDENCE LIFE

Thelma Gilbert Hall

This is a three-story facility, providing housing for 96 women. Rooms are in a suite arrangement. Each suite consists of a living room, two bathrooms, and three or four bedrooms. Each bedroom contains two beds, two study desks with chairs, two dressers, two bookcases, and mini-blinds on the windows. All furniture is moveable to allow for a flexible room design. Living rooms are furnished with a love seat, two arm chairs, an end table and a coffee table. The walls in each suite are white, bedroom flooring is a beige marble patterned tile, and living rooms are carpeted with a jade green color. The building has three common lounge areas: the first floor lobby/lounge area for socializing, second floor lounge equipped with a kitchen, and third floor lounge for studying. The layout below is an example of one of three different suite arrangements. All rooms have 2 phone jacks with a shared phone line and cable TV jack. Separate data lines are supplied for each student.

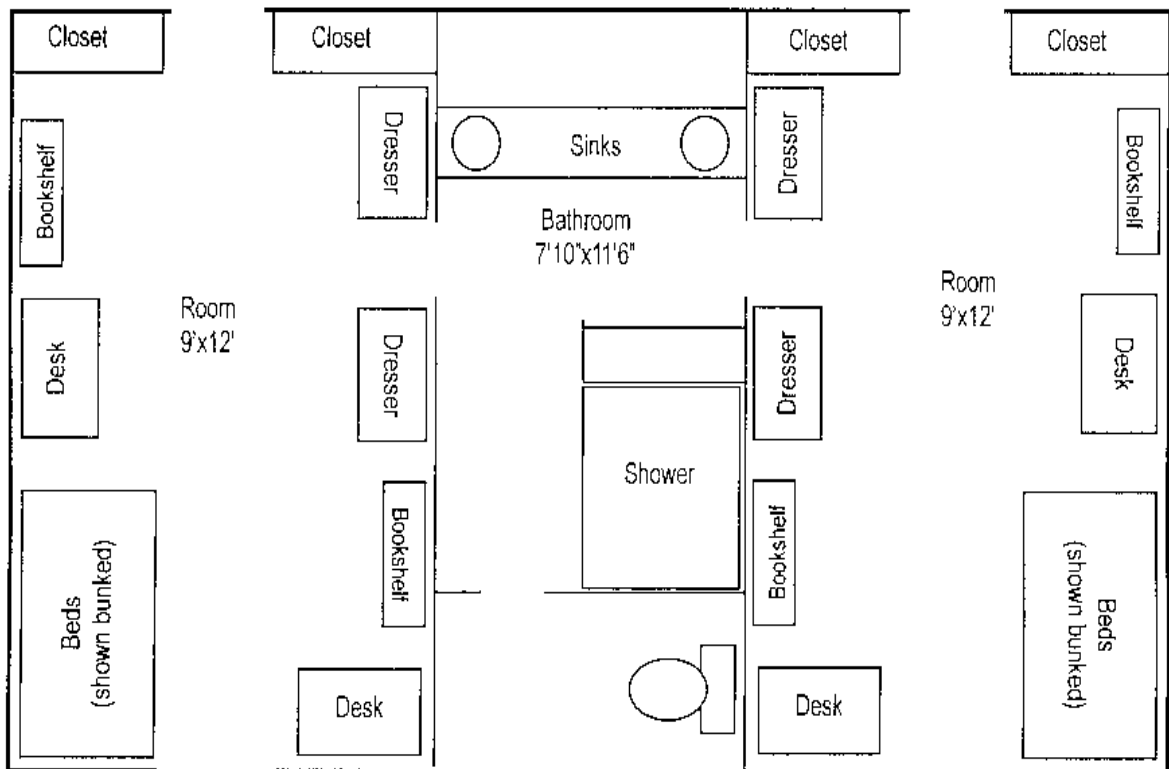


PLEASE NOTE: DRAWING IS NOT TO SCALE

RESIDENCE LIFE

THOMAS HALL

Thomas Hall is a three-story facility providing housing for 152 men. The rooms have olive walls with tile floors. Furniture in each room consists of two bunk beds, two desks, two bookcases, and two dressers. There is a loft kit available for each room. All furniture is movable to allow for flexible room design. There are two closets in each room, which allows each student a separate closet space. Two rooms share a bathroom. All rooms have two phone jacks with a shared phone line and cable TV jack. Separate data lines are supplied for each student. Below is an example of one of two room layouts.

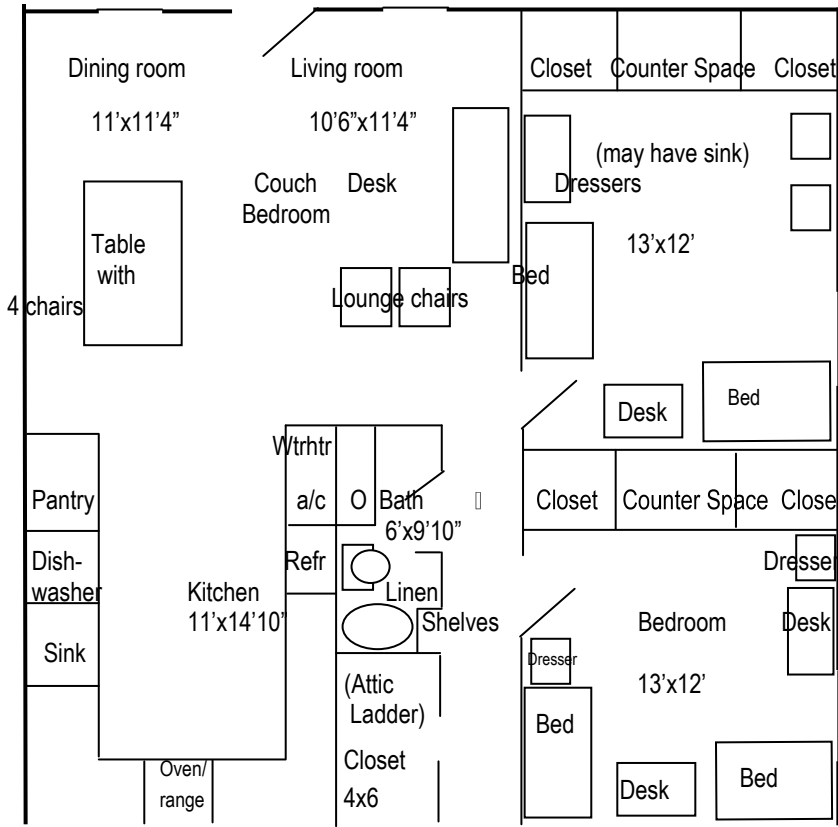


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RESIDENCE LIFE

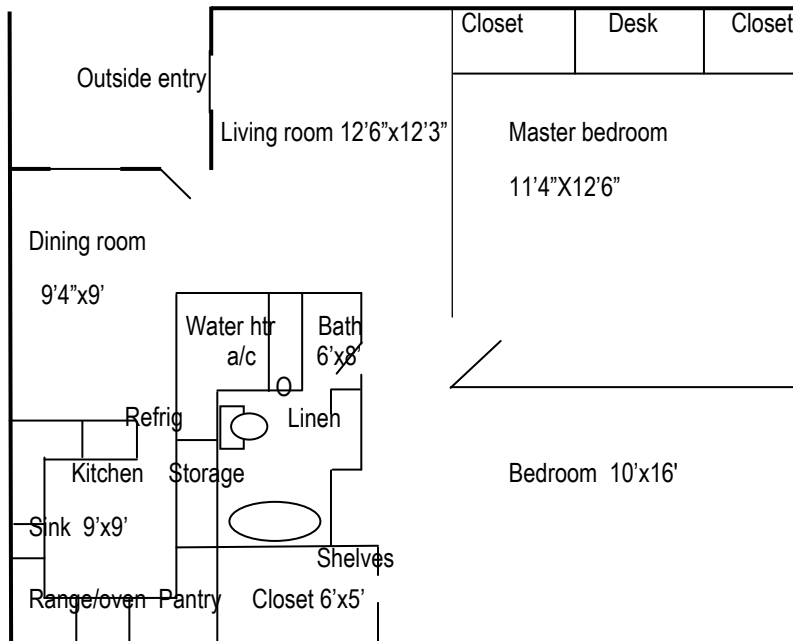
HONORS APARTMENTS

Some single students will live in these two-bedroom apartments on the east end of campus. Apartments are 1,000 square feet and furnished. The walls are white and the carpet is either a blue-gray or a burgundy color. The living and dining areas are furnished with a couch, two lounge chairs, and a dining table with four chairs. Kitchens include an oven/range, dishwasher, and refrigerator. Each bedroom is furnished with two beds, two dressers, two desks, and two chairs. Beds may be arranged as bunk beds or singly. Each apartment has phone and cable TV jacks in every room with two phone lines per apartment. Separate data lines are supplied for each student.



Married Student Apartments

On-campus housing is available for married students and their families in the Village. These apartments are 850 square feet and unfurnished with two bedrooms. Because of the large number of married students desiring to live on campus, there is a waiting list for all married housing units. All married students interested in living on campus should make application in the Office of Student Affairs to be put on the waiting list.



Please note: not drawn to scale

What Should I Bring?

Here's a checklist to help you pack for college. The list doesn't include clothing or personal items because they will vary from person to person. You may not need everything on the list, but it is a good place to start.

Appliances/Electronics

- Mini-refrigerator
- Computer/printer
- Surge protector
- Telephone
- Clock/radio
- Stereo
- Coffee maker
- Lamps
- Extension cords
- Microwaves
- **Bedding/Linens**
- Mattress pad
- Comforter
- Blanket
- Sheets (extra-long)/pillow cases
- Pillow
- Big floor pillow
- Towels and wash cloths

First Aid

- Hydrogen peroxide
- Cotton swabs
- Cotton balls
- Adhesive bandages
- Nail clippers
- Tweezers
- Pain medicine (for headaches)
- Medicine for upset stomach
- Any prescription medications

Office Supplies

- Tape/glue
- Stapler/staples
- Pens/pencils/sharpener
- Paper clips
- Stamps
- Notebooks/paper
- Scissors

Food/Utensils

- Coffee/filters/mugs
- Snack mix
- Pretzels
- Peanut butter
- Instant soup
- Popcorn
- Utensils
- A few plastic plates and bowls
- Plastic storage containers
- Hand-held can opener

Laundry/Cleaning

- Laundry detergent
- Iron (must have automatic shut-off)
- Ironing board
- Laundry basket
- All purpose cleaner
- Paper towels
- Dishwashing detergent

Miscellaneous

- Posters/pictures
- CD's/cassettes
- Clothes hangers
- Backpack
- Bible
- Sleeping bag
- Camera/film
- Flashlight
- Sewing kit
- Waste basket
- Batteries
- Checkbook/cash card
- Hammer/pliers/screwdriver
- Sports equipment
- Athletic bag
- Umbrella



STUDENT LIFE

This section contains information about involvement opportunities on campus, as well as personnel and office directories. You will find information to help you establish a local banking account, and important final exam and calendar information.

In This Section:

Student Life	31-32
Personnel Directory	33
Campus Directory	34-35
Banking Information	36
Final Exam Schedule	37
Calendar of Dates	38



STUDENT LIFE

Wondering what to do outside the classroom? With a variety of activities to choose from LeTourneau offers something for everyone. Participating in a ministry, club, sports activity, or professional or service organization is a good way to make new friends and have fun.

MINISTRY OPPORTUNITIES

Students are encouraged to be involved in opportunities for ministry as their interests lead them. Opportunities for ministry include both weekly and one-time events. One-time events include Spring Break and summer mission trips and community outreach programs. The mission trips usually include "Action in Mexico" (AIM), HCJB, JAARS, Master's Mission, Inner City Chicago, New York City, Navajo Reservation, and may include various other locations. Ongoing ministries include Nursing Home Visitation, Discipleship Groups, evangelistic outreaches, Campus Crusade for Christ, Habitat for Humanity, tutoring, and weekly Bible study and prayer meetings on campus.

INTRAMURALS

Students are given opportunities to participate in a wide variety of athletic events ranging from highly competitive to recreational. Teams are formed based on the individual living areas on campus and compete against one another in a system that awards points in a sweepstakes system. Victors are crowned in each individual contest as well as one overall team champion. For more information, see the Intramural Web site at <http://www.letu.edu/Student-Life/athletics/Intramurals/sports/index.html>.

LEADERSHIP OPPORTUNITIES

The Center for the Development of Christian Leadership exists to provide every student with an opportunity to learn about Christian leadership that is tailored to individual interests. LeTourneau University believes that as students begin to understand who God created them to be and gain a better understanding of the world around them, they will have a better idea of where they fit into the world in order to lead and initiate transformational change. There are numerous opportunities for involvement both on and off campus. Please stop by the leadership center in the Student Services Center to find out about ways that you can be used by God to impact our campus and our local community. Listed below are a few of the on campus opportunities in which you can become involved.

Chaplain Interns

Chaplain Interns serve as an extension of the Spiritual Life Office in the student living area of the university. Their responsibilities include assisting in the promotion of Christian faith and life within the LeTourneau community, particularly in the living area in which they reside.

Peer Advisors

Peer Advisors provide academic, social, and spiritual support to all new students. They are responsible for establishing relationships with a group of assigned new students for the purpose of assisting with academic advice, course selection, assisting in the Cornerstones of Life and Learning course, and providing personal support to new students.

Resident Assistants

Living areas are staffed by Resident Assistants (R.A.'s). R.A.'s are student extensions of the Office of Student Affairs and guide their respective areas in all matters of community living.

Student Foundation

A selected group of students, Student Foundation members help promote LeTourneau University through fund raising for scholarships and sponsorships and through new student recruitment. They also work to foster student and alumni interaction and communication. Major activities sponsored by Student Foundation include Phonathon and the New Student Service Project. Student Foundation also represents the University by participating in college fairs, campus tours, and other activities.

For a list of Clubs and Organizations available at LeTourneau University visit:

www.letu.edu/opencms/opencms/Student-Life/student-organizations/



STUDENT LIFE

**Use this directory for any correspondence or phone inquiries you may have.
Address correspondence as follows:**

"Person's Name and Title"
LeTourneau University
P.O. Box 7001
Longview, TX 75607-7001

Academic Affairs	Dr. Robert Hudson Executive Vice President for Academic Affairs 903/233-3200
Admissions	Mr. Carl Arnold Assistant Director of Admissions 903/233-4320
Financial Aid	Mr. James Townsend Director of Admissions 903/233-4341
Housing/Room Assignments	Mr. Chad Melton Associate Dean for Student Life 903/233-4400
Orientation	Mr. Steve Conn Director of Student Activities 903/233-4431
President's Office	Dr. Dale Lunsford President 903/233-3100
Registration Information	Mrs. Ginger Moore Director of Academic Records Services 903/233-4382
Student Accounts and Student Insurance	Mrs. Sharron Westbrook Director of Student Accounts 903/233-4131
Student Affairs	Mr. Corey Ross Director for Student Affairs 903/233-4410

STUDENT LIFE

Office, Location, Phone #	Days	Hours
Academic Affairs Longview Hall 903/233-3200 903/233-3259 (fax)	Monday—Friday	8:00 am—5:00 pm
Academic Records Library—2nd floor 903/233-4370 903/233-4303 (fax)	Monday—Friday	8:00 am—5:00 pm
Admissions Library—2nd floor 903/233-4300 903/233-4301 (fax)	Monday—Friday	8:00 am—5:00 pm
Bookstore MSC—1st floor 903/233-3690 903/233-3691 (fax)	Monday—Friday	8:00 am—4:30 pm *Closed during Chapel*
Business Office Business Affairs Bldg. 903/233-4100 903/233-4101 (fax)	Monday—Friday	8:00 am—5:00 pm
B.A. Skipper Dining Hall 903/233-3686 http://www.cafebonappetit.com/letu	See website for specific days and times open	
Cashier's Window Business Affairs Bldg. 903/233-4134	Monday—Friday	9:00 am—4:00 pm *Closed during Chapel*
Center for the Development of Christian Leadership Student Services Center 903/233-4480 903/233-4402 (fax)	Monday—Friday	8:00 am—5:00 pm
Financial Aid Library 2nd Floor 903/233-4350 903/233-4302 (fax)	Monday—Friday	8:00 am—5:00 pm
Health Services Student Services Center 903/233-4445 903/233-4402 (fax)	Monday—Friday	8:00 am —12:00 pm 1:00 pm — 3:00 pm
Laundromats (*For residents of that area only) *Davis Hall—1st floor *Gilbert Hall — 1st floor Tyler hall *Village Center *Thomas Hall—1st floor East Side of Trinity Halls *New Hall (?)	Monday—Sunday	*Open 24 hours
Library 903/233-3260 903/233-3263 (fax)	Monday—Thursday Friday Saturday Sunday	7:30 am—12:00 am 7:30 am—5:00 pm 10:00 am—6:00 pm 1:00 pm—12:00 am



STUDENT LIFE

Office, Location, Phone #	Days	Hours
Mail Center MSC 1st floor 903/233-4190 903/233-4191 (fax)	Monday—Friday Saturday	9:00 am—4:00 pm (Full Service) 10:00 am—12:00 pm (package pick-up only)
Memorial Student Center First Floor All other floors	Monday—Sunday	Open 24 hours 7:00 am—8:00 pm
President's Office MSC 2nd floor 903/233-3100 903/233-3105 (fax)	Monday—Friday	8:00 am—5:00 pm
Solheim Center 903/233-3760 903/233-3751 (fax) General Facilities	Monday—Friday Tues & Thurs. Saturday & Sunday	6:00 am—Midnight 9:00 am—10:00 pm 2:00 pm—10:00 pm Closed for Chapel
Student Accounts Business Affairs Building 903/233-4130 903/233-4102 (fax)	Monday—Friday	8:00 am—5:00 pm
Student Affairs Student Affairs Building 903/233-4410 903/233-4401 (fax)	Monday—Friday	8:00 am—5:00 pm



STUDENT LIFE

Students who desire to open a checking account may do so at one of the banks or savings and loan institutions in the Longview area. Listed below is information from a few of the banks in the area to help you get started.

(Banks listed are located in Longview, TX unless otherwise noted.)

Information reviewed 2011 and is subject to change.)

Name, Address, Phone, Website
Austin National Bank 3400 W. Marshall (903) 759-3828 http://www.austinbank.com
Chase Bank 116 E. South St. Longview, TX 75601 (903) 234-2482 http://www.chase.com
Citizens National Bank 3412 N. 4th (903) 663-5252 http://www.cnbtxas.com
Community Bank 2440 S. High St. (903) 757-3070 http://www.communitybanklongview.com
East Texas Professional Credit Union 409 E. Loop 281 (903) 323-0230 http://www.etpcu.org
LeTourneau Federal Credit Union 2301 S. High St. (903) 237-7490 http://www.letourneaufcu.org
Regions Bank 213 N. Fredonia (903) 753-5511 http://www.regions.com
Texas Bank and Trust At First and Whaley (903) 237-5500 http://texasbankandtrust.com

Excess Financial Aid

LeTourneau University uses the HigherOne Easy Refund Card to refund excess financial aid. The Easy Refund Card is tied to a "FREE" online bank account. An ATM is furnished on campus in the MSC for your convenience (free with your Easy refund Card). For FAQ's and more information visit www.letu.edu/student-accounts and select the Easy Refund Card option.



STUDENT LIFE

Dec 5	Dec 6	Dec 7	Dec 8	Dec 9
Mon	Tue	Wed	Thur	Fri
7:30 - 9:30	MWF 7:15; 7:35	TR 8:00; 8:10; 8:25	MWF 8:15; 8:20	TR 7:05
9:45 - 11:45	MWF 9:25; 9:45	TR 9:00; 9:30	TR 12:00	MWF 11:45; 12:05
12:45 - 2:45	MWF 12:50; 1:10	MWF 8:30; 8:40	TR 2:15; 3:00	Irregularly scheduled lectures or classes not listed elsewhere.
3:00 - 5:00	TR 1:10; 1:30	MWF 1:55; 2:15; 2:20	MWF 3:00	
6:00 - 8:00	English 1013, 1023, 1004 All Sections	TR 6:00	TR 4:20; 4:30	
8:00 - 10:00	MWF 4:05; 6:00	University Physics - All Sections		

Schedule subject to change



STUDENT LIFE

CALENDAR OF DATES

Date	Event
Aug. 18-20 T-M	New Student Orientation (Required of all new students)
Aug. 20 M	Registration for new students
Aug. 20 M	Registration for returning students
Aug. 23 T	Classes begin, late registration
Aug. 29 M	Last day to register or to change registration
Sept. 5-9 M-F	Spiritual Emphasis Week
Sept 2. F	Last day to drop courses with no grade – Noon
Oct. 3 M	Last day to apply for degree in Fall
Oct. 12 W	Second-half semester courses begin; mid-term grades due in Academic Records Services Office – Noon
Oct. 17-18 M-T	Mid-Semester Break - no classes
Nov. 18 F	Last day for dropping courses with W – 3 p.m.
Nov. 24-25 Th-F	Thanksgiving Holiday
Dec. 5-8 M-Th	Final Examinations
Dec. 9 F	Residence Halls close – 5 p.m.
Dec. 10 Sa	Longview Commencement
Dec. 12 M	Final grades due in Academic Records Services Office – 9 a.m.