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IMPORTANT PHONE NUMBERS

Many resources can be found online at www.liberty.edu/graduate. Feel free to contact any of the following offices regarding questions that you may have:

Graduate Admissions
Graduate Admissions Counselors………………………….(800) 424-9596 (2, 4)

Academic Advising & Registration
Seminary:  .........................................................(800) 424-9596
Counseling: .........................................................(800) 424-9596
Nursing: .................................................................(800) 424-9596

Student Accounts Office
Account Representatives...........................................(888) 632-5551
Account Payments...................................................(888) 632-5551
Receptionist..............................................................(434) 582-2601

Financial Aid Office
General Information................................................(800) 424-9596 (1, 4)
Student Loans.........................................................(800) 424-9596 (1, 4)
Veterans and State Aid.............................................(800) 424-9596 (1, 4)

Registrar’s Office
Transfer Evaluation...................................................(434) 582-2188

Student Affairs
Office of Commuting Students...................................(434) 582-2824
Residence Life/Housing.............................................(434) 582-2518
Activities Information..............................................(434) 582-INFO

To reach a department not listed above, please call (434) 582-2000.
PRE-ARRIVAL CHECKLIST

STEP 1: Contact Your Academic Advisor to Register
Registering for your first semester schedule prior to your arrival will secure your seat in the classes that you want to take. Registering early allows you to avoid any late fees and makes your first few days on campus much more enjoyable.

STEP 2: Create an Online Account (ASIST)
ASIST provides all Liberty University students with online access to their schedule, names of required text books, course grades, student account balance and more.

Steps to Create an ASIST account:
- Go to www.liberty.edu/graduate
- Click on "Login & Announcements"
- Click on "Why Login"
- Click on "Create a New Account"

Note: First semester graduate students are unable to register online.

STEP 3: Complete Financial Check-In
Financial Check-In allows you to create a payment agreement with the University and secures your semester schedule. You may complete financial check-in 24 hours after your register for your first semester schedule.

Financial Check-In Instructions:
- Go to www.liberty.edu/graduate
- Click on "Login & Announcements"
- Type your Username & Password in the Login box
- Click on the blue link "ASIST"
- Click on "Financial Check-In" then follow the online instructions

STEP 4: Submit Health Form to Light Medical prior to arrival (only for dorm students).

STEP 5: Familiarize Yourself with the Liberty Way (Student Code of Conduct)
You may view the Liberty Way by going to www.liberty.edu/libertyway.

STEP 6: Attend Graduate Orientation
Graduate Orientation is schedule for Monday, January 12th beginning at 9 a.m. in Religion Hall 114/116.
August 16, Monday
Final deadline for online financial check-in for new undergraduate, graduate, and seminary students
Residence halls open
Dining hall opens at lunch for new and transfer students
Orientation for new, transfer, and former undergraduate students (Required)

August 17-24, Tuesday-Tuesday
Orientation and Freshman Seminar
Required for all new, transfer and former undergraduate students
Registration for new, transfer and former undergraduate students

August 23, Monday
Registration for returning and former students
Dining hall opens at lunch for returning students

August 24, Tuesday
Registration for returning and former students
Registration, orientation, and late financial check-in for graduate and seminary students

August 25, Wednesday
Classes begin, 8 a.m.
Late registration begins

September 1, Wednesday
Opening Convocation
Last day to register
Last day to add or drop a class with no grade, after today “W” or “WF”
Last day to adjust tuition

November 2, Tuesday
Last day to drop with a “W” or “WF”
After today, “F”

November 19, Friday
Thanksgiving Break begins after last class
Dining hall closes after dinner

November 29, Monday
Classes resume, 8 a.m.
Dining hall opens at breakfast

December 10, Friday
Last day of classes

December 13-16, Monday-Thursday
Final Examinations

December 16, Thursday
Final semester ends
Dining hall closes after lunch

December 20, Monday
Final grades due, 12 noon
REGISTRATION

What if I have not registered for classes before arriving?
All new graduate students may register with their academic advisor during Graduate Orientation. The academic advisors will be available after the General session to help create your first semester schedule.

How do I change my schedule?
You may change your schedule during the drop/add week (identified in the University Calendar). Your academic advisor will assist you in making the changes to your schedule. *Students may not add or drop a class once the add/drop period is over.*

How do I drop a class once the drop/add period is over?
You will be unable to drop/add a class after the deadline; however you do have the option to withdraw from the course with a grade of “W” or “WF” through the tenth week of classes. There are no refunds given for a withdrawal.

Will I be charged for adjusting my schedule?
There are no charges to adjust your schedule during the drop/add period, which is the first 5 days of classes. After the first week of class is completed, a fee of $10.00 is charged for each dropped class processed. *You are responsible for ALL tuition and fees after the first week of classes.* The last day to drop/add a class without being charged is the fifth day of the new semester.

What should I do to register for Christian Service?
Seminary students must register for an SFME course (Supervised Field Ministry Experience) each semester. Students may do this through ASIST now or during add/drop when after arriving on campus. If you have any questions regarding SFME and the requirements/options, please contact Randy Spencer at rspencer@liberty.edu.

Counseling students will need to register for Christian Service through the Christian Service Office which is located in Religion Hall 126. They may be reached by phone at (434) 582-2325.
FINANCIAL CHECK-IN

What will be my costs for the semester?
To see the detail of your school bill for the semester, please go to Financial Check-In on our ASIST page. Detailed instructions for Financial Check-In are provided below. In addition to the charges shown in Financial Check-In, you should budget approximately $450 for books.

If you prefer to pay 100% of the balance, you may mail that payment with a note attached that states: Please complete my Financial Check-In for me. Please include your name and ID # on the check. Mail the payment to: Liberty University, Student Accounts Office, 1971 University Blvd., Lynchburg, VA 24502.

All installment plans require completion of Financial Check-In online by automatic draft.

New students can receive passwords and usernames by going to Liberty’s home page: www.liberty.edu
• Choose Prospective Students.
• Choose the fourth item down: New Student? Get a username and password.
• Answer Yes to the dialog box about the certificate.
• Continue on and follow the instructions.
• Upon completion of the above, ASIST will be available.

To complete Financial Check-In online:
1. From the Liberty Home Page, click “Current Student.”
2. From the Current Student - Splash log in with your “Username and Password.” (If you are unsure of your username and password please call our Helpdesk at 434-582-2139.)
3. Under ‘My Accounts’ click on “ASIST.” You should now be logged into ASIST
4. From the ASIST Personal Information screen, click on “Financial Check In” (left hand column).
5. Read and print the ASIST Financial Check-in Procedures and click on “I Agree and Understand.”
6. View your Statement of Account; if everything is correct click on ”My Statement of Account is Correct.” PRINT THIS PAGE
7. Verify your Statement of Account by checking each box if correct and clicking “Continue.” If anything is incorrect, contact the appropriate department by way of the following screens that will come up if any area is left unchecked.
8. Choose your Payment Option.
9. Read and Agree to Payment Plan Agreement. This is a legal and binding contract. PRINT THIS PAGE.
10. Choose a Credit Card or Checking Account as payment method.
11. Enter account information and choose draft date for future months.
12. Print the page that shows your installment dates if you choose this pay option.
13. Print the page that says “Thank you for completion of Check-in.”
14. NOTE: THE INITIAL PAYMENT IS PROCESSED WITHIN 24-72 HOURS UPON ENTERING CONTRACT
15. If after viewing your Statement of Account something is incorrect, click “My Statement of Account is Incorrect” and contact the appropriate department by e-mail.
16. Please contact the Student Accounts office at 1-888-632-5551, 434-582-2601 or 434-582-2270 if you have questions.

Steps to confirm adjusted installments:
If you have chosen an installment plan that will change later due to Financial Aid or other changes, the Financial Check-In program will automatically calculate and display the adjustments required. You will need to confirm those new amounts prior to the drafting of the next scheduled payment. Below are the steps to confirm those new amounts. If the new amounts are not confirmed the original amount will be processed.

• Log into ASIST
• Click on Financial Check In
• View your Statement of Account (scroll to bottom to see adjusted amounts)
• Accept the adjusted breakdowns by Clicking on “Continue”
HOUSING

As a Liberty University student, you have several options available to you for housing. Please use any of the following resources:

**Off-Campus Housing**
Office of Commuter Students Apartment Finder:  [www.liberty.edu/StudentAffairs/Commuting](http://www.liberty.edu/StudentAffairs/Commuting)
Lynchburg Apartment Finder:  [www.lynchburgaptguide.com](http://www.lynchburgaptguide.com)
Virginia Realtor Association:  [www.varealtor.com/Index](http://www.varealtor.com/Index)
News & Advance Classifieds:  [www.classifieds.newsadvance.com](http://www.classifieds.newsadvance.com)

**On-Campus Housing**
What is the cost of room and board per semester?
The traditional dorms are $2600 per semester and the new dorms are $3100 per semester. Both options include full dorm plans.

Who cannot live on campus?
Married students, age 31 or older, or those who will turn 31 during the academic year are not permitted to live on campus.

Is there married housing on campus?
There is no married housing for the foreseeable future.

How to I request and reserve a dorm room?
After you have registered and while completing Financial Check-In, you will have the option of requesting a dorm room within your ASIST account.

UTILITIES

American Electric Power Company  (434) 522-4200
Verizon Telephone Company  (434) 845-2457
Adelphia Cable  (434) 384-1000
Department of Motor Vehicles  (800) 435-5137

EMPLOYMENT OPPORTUNITIES

Several employment opportunities may be available within Lynchburg and Liberty University. Please visit the following links for further information:

Lynchburg News & Advance:  [www.classifieds.newsadvance.com](http://www.classifieds.newsadvance.com)
Liberty University Jobs:  [www.liberty.edu/Administration/HumanResources](http://www.liberty.edu/Administration/HumanResources)
Liberty Career Center:  [www.liberty.edu/Academics/General/Career](http://www.liberty.edu/Academics/General/Career)