




# Resource Guide for Adjunct Instructors

## Office of Faculty Affairs



  
**Lincoln University**  
LEARN. LIBERATE. LEAD.

**TEACHING**

**"A little learning, indeed, may be a dangerous thing, but the want of learning is a calamity to any people."**

**- Frederick Douglass**



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# TABLE OF CONTENTS

<b>GETTING STARTED</b>	3
<b>Introduce Yourself to the Professional Staff in Your Department</b>	3
<b>New Employee Paperwork</b>	3
<b>Payroll Basics</b>	3
<b>Lincoln Email Account &amp; Quick Reference Guide</b>	4
<b>Lincoln University ID</b>	4
<b>Lincoln University's Communication Procedures</b>	4
<b>Lincoln University Wireless Internet</b>	4
<b>Office Space / Campus Meeting Spaces</b>	5
<b>Academic Calendars, Campus Maps</b>	5
<b>The Office of Faculty Affairs</b>	6
<b>TEACHING RESOURCES</b>	6
<b>Center for Excellence in Teaching and Learning (CETL)</b>	6
<b>Special Classroom Requests</b>	6
<b>Audio/Video Services</b>	6
<b>Lincoln University Langston Hughes Memorial Library / Copyright</b>	7
<b>Law</b>	7
<b>Online Learning</b>	7
<b>Book Orders</b>	7
<b>Office Hours</b>	8
<b>Syllabi</b>	8
<b>Accessibility (Disabilities) Statement:</b>	8
<b>Program Summary</b>	9
<b>UNIVERSITY ACADEMIC INTEGRITY STATEMENT</b>	9
<b>TITLE IX STATEMENT</b>	9
<b>POLICY ON ELECTRONIC DEVICES IN CLASSROOM</b>	9
<b>Academic Integrity / Honesty / Plagiarism</b>	10
<b>Plagiarism Statement (see Academic Catalog)</b>	10
<b>Cheating Statement (see Academic Catalog)</b>	10
<b>Attendance Policy</b>	11
<b>Students Adding Courses</b>	11
<b>Students Dropping / Withdrawing from Courses</b>	11
<b>Grading</b>	12
<b>Incomplete Grade</b>	13
<b>Final Exams</b>	14
<b>Course Evaluations</b>	14
<b>Dining Options at Lincoln University by Thompson Hospitality</b>	14
<b>Parking (main campus)</b>	15
<b>Public Safety</b>	16
<b>School Closing Information</b>	16
<b>Additional University/Department Resources</b>	17

*Please note that although many of the services mentioned are available to all faculty, this Resource Guide is primarily targeted at adjunct faculty teaching undergraduate courses.*

# GETTING STARTED

## **Introduce Yourself to the Professional Staff in Your Department**

One of your top priorities should be to meet the departmental professional staff that works with Adjunct faculty. These key members of your department can help you complete required hiring forms and can also assist with any other questions you may have throughout your time at Lincoln University.

## **New Employee Paperwork**

Once your department has processed your hiring paperwork, you will receive an email from Human Resources (HR) providing detailed instructions, which will include the Adjunct New Hire Packet, details on the I-9 completion process, and information for the background check process. Submission of your new hire paperwork prior to the start of the term will ensure your access to Lincoln email and systems such as Canvas and will eliminate any delays in your paycheck. For information on HR please visit their [website](#)

All offers of employment at Lincoln, including this offer, are contingent upon satisfactory completion of the required background investigation. Employment may not begin until the University accepts the results of the background investigation.

Either prior to, or on the first day of employment at the University, new employees must present to Human Resources acceptable documentation of their identity as well as proof of U.S. citizenship or alien status authorized to work in the United States. Please note that the documents you present must be original documents. Copies cannot be accepted, by law. Employment will be contingent upon meeting this requirement. Contact HR for a list of acceptable documents and the details for submissions.

## **Payroll Basics**

You must sign up for Direct Deposit; paychecks will not be mailed to your employee home address. Every effort is made to deposit your pay in sufficient time for you to receive it by pay day. Additional details pertaining to payroll procedures, including the direct deposit form, can be found on the HR page. Paycor instructions can be found [here](#)

## **Lincoln Email Account & Quick Reference Guide**

When officially hired, all Lincoln University employees receive a Lincoln email account. To pick up your Lincoln email account, you must contact your department assistant to receive your Lincoln credentials. If you experience any difficulty, please call the Lincoln University office of Information Technology (IT)

Help Desk at 484-365-8134 or email [support@lincoln.edu](mailto:support@lincoln.edu). Our practice, as faculty at Lincoln University, is to communicate with students and others in the Lincoln community via the official Lincoln University email address. Please note that all email correspondence from Lincoln administrative offices will also be sent only to your Lincoln email address. To set up email on your smart phone, please follow the instructions found [here](#).

## **Lincoln University ID**

Once you have been put into the academic computing system, you will need a Lion Card for various reasons (e.g., to use the library and other University facilities). There is an office on all campuses. The Main campus employees should visit the [Information Technology Department](#) located in Dickey Hall, 1<sup>st</sup> floor.

## **Lincoln University's Communication Procedures**

The office designates official spokesperson(s) for the university on university matters. Faculty and staff members are strictly prohibited from speaking on behalf of the university without authorization. Faculty members are encouraged to speak to media in regards to their particular areas of expertise, but represent their own individual views and not the views or the university. More information can be found on the Communications and Public Relations' webpage located [here](#).

## **Lincoln University Wireless Internet**

Lincoln provides wireless internet access on its campuses and in its buildings. Please view the Internet Privacy Policy regarding authorized use, password and account security, university records and more located in Human Resources' General Administrative and University Policies found [here](#). For information on connecting to the wireless internet service, contact the IT Department at 484-365-8134.

## **Office Space / Campus Meeting Spaces**

Adjuncts have various needs for office space depending on the individual programs. Please check with your department for information on office space needs and availability.

Additional campus meeting spaces are available to meet with students and colleagues, many with no need for a prior reservation. A complete listing of these spaces is available on the [Astra Schedule webpage](#)

## **Academic Calendars, Campus Maps**

You may access the following online:

- [Academic Calendars](#)
- [Campus Map](#)

A copy of the Main Campus map can also be found on page **19** of this guide.

# **The Office of Faculty Affairs**

The Office of Faculty Affairs at Lincoln University is an administrative arm of the Office of the Provost. The office serves as a resource to faculty and as a clearing house for all the policies and procedures that affect faculty. The office also strives to support the academic climate that fosters excellence in teaching, research, and scholarship that supports faculty members at every stage of their careers.

- [Faculty Affairs Website](#):
- Contact Information: Tel: 484-365-7136, Email: [facultyaffairs@lincoln.edu](mailto:facultyaffairs@lincoln.edu)

## **TEACHING RESOURCES**

### **Center for Excellence in Teaching and Learning (CETL)**

[CETL](#) promotes and coordinates the Scholarship of Teaching and Learning (SoTL) for fulltime faculty, adjunct faculty, and co-curricular high impact practices staff. CETL's mission is to involve Lincoln University's faculty in dialogue about the art and science of teaching with the goal of developing creative, innovative, and engaging teaching and learning environments face-to-face and online. CETL collaborates with the Office of Faculty Affairs, the Office of Research and Sponsored Programs, and Office of Institutional Effectiveness, Research and Planning on various educational development initiatives.

### **Special Classroom Requests**

If you have a special classroom request (ex. classroom with computers), please contact the relevant professional staff member in your department as early as possible so that they can try to accommodate you. Further information about classroom scheduling is available on the [Campus Space Reservation webpage](#).

### **Audio/Video Services**

All classrooms on campus are equipped with projectors or monitors for instructional display. Many classrooms are also equipped with computers. The Office of Information Technology provides secure, reliable and integrated technology solutions in alignment with academic and administrative goals. Instructional information and online software access for faculty and staff can be found [here](#)



# **Lincoln University Langston Hughes Memorial Library / Copyright Law**

Lincoln University Langston Hughes Memorial Library is a partner in faculty teaching and research, working closely with faculty on their own research or collaborating to help students build information literacy skills. Discipline focused liaison librarians are your connection to resources, collections, and services.

A large collection of electronic and print materials are available through the library's website and physical location. In addition, materials not owned or licensed by the library can be provided through [Interlibrary Loan and Document Delivery Services](#).

For general information on access and services, visit the [Library's](#) website or connect directly to the Library's [Faculty Services](#). The library also provides a room reservation system for group study and collaborative workspaces as well as a designated faculty workspace, Research Connections.

## **Online Learning**

[Canvas](#) is the Online Learning Management System at Lincoln University. Using Canvas, you have 24/7 online access to class materials, assignments, quizzes, grades and more.

For information on available resources, contact the Office of Information Technology at 484-365-8134 or send an email to [support@lincoln.edu](mailto:support@lincoln.edu). You can also stop by the office on the first floor of Dickey Hall from 8:30 a.m. to 5 p.m., Monday through Friday.

## **Book Orders**

Please check with your department to find out the due dates for book orders, including e-books. You will need to provide the title, author, publisher, edition and ISBN of the book. Although a deadline may be set, it is highly recommended that you submit your book orders as soon as possible. There are two resources for book orders; [eCampus](#), Lincoln University's official bookstore, or [Cengage Unlimited](#), a digital subscription service at cost to students that offers total and on-demand access to digital learning platforms, eBooks, online homework, and student tools.

## Office Hours

Give information concerning your office hours to your department before or at the beginning of the semester. Be sure to include your office hours on your syllabus. Virtual office hours are a convenient and practical way to meet with students.

## Syllabi

A syllabus is one of the most important tools you will need to manage your course. Check with your department for guidelines and format for your syllabus. Your department assistant or chair will provide you with the policies on submitting copies of your syllabus and exams for the department files. (Please make sure your name, course number/section, term/year, and department.) Your department may request an electronic copy of your syllabus before the beginning of the term, and certain departments may choose to post your syllabus on their website. Please note that there are several sections of the syllabus where you need to use policy language verbatim, e.g. disability statement, plagiarism statement.

Take the time to construct a high quality syllabus which should help manage your course. Please check with your department for information on procedures for submitting work requests, as well as if there are any guidelines for use of the departmental copier. Templates for syllabi can be found in the Office of Faculty Affairs' Faculty Portal page found [here](#).

## Accessibility (Disabilities) Statement:

Lincoln University is committed to non-discrimination of students with disabilities and therefore ensures that they have equal access to higher education, programs, activities, and services in order to achieve full participation and integration into the University. In keeping with the philosophies of the mission and vision of the University, the Office of Student Support Services, through the Services for Disability Services Program, provides an array of support services and reasonable accommodations for students with special needs and/or disabilities as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Disability Services Program seeks to promote awareness and a campus environment in which accommodating students with special needs and/or disabilities is a natural extension of the University's goal.



## **Program Summary**

The Disability Services Program provides assistance and support to students who have been diagnosed as having a permanent or temporary disability. Disabilities covered under the program include, but are not limited to, blind/low vision, hearing loss/impairments, physical disabilities, medical disabilities, psychological or mental disabilities, and learning disabilities. Section 504 of the Rehabilitation Act defines disability as any impairment which substantially limits a major life activity.

## **University Academic Integrity Statement:**

Students are responsible for proper conduct and integrity in all of their scholastic work. They must follow a professor's instructions when completing tests, homework, and laboratory reports, and must ask for clarification if the instructions are not clear. In general, students should not give or receive aid when taking exams, or exceed the time limitations specified by the professor. In seeking the truth, in learning to think critically, and in preparing for a life of constructive service, honesty is imperative. Honesty in the classroom and in the preparation of papers is therefore expected of all students. Each student has the responsibility to submit work that is uniquely his or her own. All of this work must be done in accordance with established principles of academic integrity.

## **Title IX Statement:**

The following person has been designated to handle inquiries regarding the non-discrimination policies: Gerard Garlic, Title IX Coordinator/Director of the Health and Wellness Center, room 126B, Lincoln University, 1570 Baltimore Pike, Lincoln University, PA 19352 (p) 484-746-0000 or Office of Civil Rights, U.S. Department of Education, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323, phone 215-656-8541, fax 215-656-8605, email: [ocr.philadelphia@ed.gov](mailto:ocr.philadelphia@ed.gov)

## **Policy on Electronic Devices on Classroom:**

(Faculty must include a statement on their policy.)

## **Academic Integrity / Honesty / Plagiarism**

Faculty should include the University's plagiarism and cheating statement on their syllabus. Failure to include this could rebound on the instructor. Faculty can find complete information about all University student conduct policies and related procedures, including academic integrity and disruption (classroom), within the [Code of Conduct section of the Student Handbook](#). Questions about academic integrity violations and reporting should be directed to the [Office of Residence Life](#) at 484-365-7226 or email [residencelife@lincoln.edu](mailto:residencelife@lincoln.edu)

### **Plagiarism Statement (see [Academic Catalog](#)):**

If a student represents "another person's ideas or scholarship as his/her own," that student is committing an act of plagiarism. The most common form of plagiarism among college students is the unintentional use of others' published ideas in their own work and representing these ideas as their own by neglecting to acknowledge the sources of such materials. Students are expected to cite all sources used in the preparation of written work, including examinations. It is each student's responsibility to find out exactly what each of his/her professors expects in terms of acknowledging sources of information on papers, exams, and assignments. It is the responsibility of each faculty person to state clearly in the syllabus for the course all expectations pertaining to academic integrity and plagiarism. Sanctions peculiar to the course should also be explained in the syllabus.

### **Cheating Statement (see [Academic Catalog](#)):**

Academic Dishonesty includes, but is not limited to:

- Copying, offering and/or receiving unauthorized assistance or information in examinations, tests, quizzes; in the writing of reports, assigned papers, or special assignments, as in computer programming; and in the preparation of creative works (i.e. music, studio work, art).
- The fabrication or falsification of data, results, or sources for papers or reports.
- The use of unauthorized materials and/or persons during testing.
- The unauthorized possession of tests or examinations.
- The physical theft, duplication, unauthorized distribution, use or sale of tests, examinations, papers, or computer programs.
- Any action that destroys or alters the work of another student.

- Tampering with grades, grade books or otherwise attempting to alter grades assigned by the instructor.
- The multiple submission of the same paper or report for assignments in more than one course without the prior written permission of each instructor.

## **Attendance Policy**

Lincoln encourages students to attend all class meetings and activities to contribute to a healthy teaching/learning experience. Faculty members are discouraged from allowing “strategic cuts.” The course attendance policy needs to be clearly stated on the syllabus with a note on how lack of participation and absences affect the final course grade.

## **Students Adding Courses**

Students can only add courses during the scheduled time to adjust your schedule each semester. This is referred to as the free add/drop period and usually ends on the Friday of the second week of classes. You cannot add a course after the last day allowed for adding and dropping. Thereafter, you can withdraw from a class up until the “Last Day for Withdrawal from a Course” which is usually the Monday after mid-term grades are submitted. Specific dates are listed on the [Academic Calendar](#).

Students are not permitted to attend a course unless they are officially registered. A student who has not registered for a course by the deadline will not be permitted to attend any classes after the end of the first week. You should check attendance against an updated class list and inform students who are not on your class list that they will not get a grade for the class. Accordingly, students must resolve all “holds” on their accounts by the deadline; this includes financial, immunological, insurance and academic holds.

## **Students Dropping / Withdrawing from Courses**

Once students register for courses, it is their responsibility to attend the course, drop the course, or withdraw from the course. Dropping and withdrawing are distinct actions that affect their course enrollment status. In either case, students should be encouraged to review registration adjustment information on the Registrar’s LU Self-Service [here](#) and contact an academic advisor to officially update their registration. There are billing, financial aid, and academic record effects incurred for changes to enrollment status; therefore, they must attend to the proper procedure when dropping or withdrawing from a course.

Please refer students to the [University's drop/add/withdrawal policies and timelines](#) on the Registrar's website or have them contact their Class Dean or Academic Advisor.

## Grading

Making an assessment of a student's academic performance is a serious and major responsibility of a faculty member, and is an integral part of academic integrity in the teaching/learning process. For undergraduate courses, Lincoln uses a letter grade system (A, B, C, D, E, F) with pluses and minuses (+, -) to designate student performance. Individual colleges and programs set their numerical grade ranges.

Contact your department for the official numerical grade ranges used in your program and place them on your syllabus, showing letter grades and numerical grade equivalencies.

The plus/minus grading scale, in terms of GPA points, is as follows:

<b>A+</b>	4.0	<b>B+</b>	3.3	<b>C+</b>	2.3	<b>D+</b>	1.3
<b>A</b>	4.0	<b>B</b>	3.0	<b>C</b>	2.0	<b>D</b>	1.0
<b>A-</b>	3.7	<b>B-</b>	2.7	<b>C-</b>	1.7	<b>F</b>	0.0

If a student never attended, please check with your department.

Mid-term and Final grades are submitted through Web Advisor. Faculty instructions are published by the Office of the Registrar:

- [Mid-term Grades](#)
- [Final Grades](#)

At the end of the term, your department may request copies of your grade sheets along with a copy of your grade worksheet to file in the office. Please check with your department to find out if this is required as well as what method of delivery (electronic or hard copy) is preferred.

## Incomplete Grade

An incomplete grade indicates that a student has not finished all course-work required for a grade and is included in the cumulative credits attempted. An [Incomplete Grade Submission](#) form must be submitted with required signatures. An incomplete grade will count toward attempted hours, but not as hours passed until a final grade is posted in the Registrar's Office.

Students not meeting Satisfactory Academic Progress may appeal for consideration of financial aid. To appeal for the reinstatement of financial aid eligibility, students should complete and submit the [Satisfactory Academic Progress appeal form](#) to the Office of Student Financial Aid indicating the extenuating circumstance(s) (i.e. personal illness, injury, medical problems, undue hardship, death of parent or immediate family member, or other special circumstances) that may have prevented the student from performing at his/her academic best. The appeal form must be accompanied by an Academic Action Plan approved by the student's academic advisor. Students who are granted an appeal will be placed on Progress Probation. The student's progress will be reviewed each semester thereafter. At the conclusion of the probationary semester, a new progress check will be conducted.

The policy on [Satisfactory Academic Progress](#) can be found on the Financial Aid webpage found [here](#).

- Students, who unsuccessfully meet the requirements of the Academic Plan, may appeal a final time.
- Students will be notified, in writing of the appeal decision. Students who are granted an appeal and do not meet the requirements are placed on financial aid suspension until Satisfactory Academic Progress is achieved. (All Decisions are FINAL)

It is the student's responsibility to be aware of his or her academic progress each semester. The Office of Student Financial Aid will make every effort to promptly notify students of the cancellation of the award and academic progress status,

## Final Exams

The [final exam schedule](#) for many courses is posted each term on the Registrar's Class Schedule page. Except for laboratory classes, a final exam during exam week is required in all courses. Take-home exams, approved in advance by the department chairperson may be used and are due at the officially scheduled examination time. No final examination may be given in the tenth week of the quarter. Courses with four or more sections may be grouped for a common exam if the department so wishes. There are several common exam periods during the week, and one will be assigned for a particular course. Students may occasionally have three or more exams in one day. If this is the case, students may request relief by having special examinations assigned according to the following policy. This request may be made to Academic Affairs [Provost's Office](#) at least three days before the examination date.

## Course Evaluations

It is University policy that course evaluations be completed by students in all courses each term. Please check with your department to find out the delivery method for your particular course evaluations. Please note that in the case of evaluations being distributed in class, the professor must not be present during the completion of the forms.

## Dining Options at Lincoln University by Thompson Hospitality

Lincoln University Dining locations, hours, and menus can be found [here](#). Check with each dining area for any change in schedule.

***The Gold Room (Faculty Dining)***, located off the Common Dining Hall, offers a boutique, all-you-care-to-eat dining experience for faculty, staff, and guests. Lunch is served Monday – Friday, 11:30am - 2:00pm.

***The Wellness Dining Center***, located on the lower level of the Wellness Student Center, offers: *Austin Grill* specializes in Mexican American cuisine. Serving foods such as burritos and burrito bowls. Lunch is served Monday – Friday, 12:00pm – 2:00pm.



**Chop'd & Wrap'd** offers salads and cold wraps. Lunch is served Monday – Friday, 12:00 – 2:00pm. *Sushi Shop* serves assorted sushi rolls. Lunch is served Monday – Friday, 12:00pm – 2:00pm.

**The Lion's Brew**, which offers Starbucks coffee and a variety of bakery, and grab-to-go options. Operating hours are Monday – Friday, 8:00am – 2:00pm.

**KFC & Be Right Burger** is located off of the Common Dining Hall. Lunch and Dinner is served Monday – Friday, 2:00 – 11pm.

**On the Go**, located in the Student Union Building, offer wraps and sandwiches along with assorted grab-to-go options. Breakfast and Lunch is served Monday – Friday, 10:00am – 7:00pm.

## **Parking (main campus)**

The university offers several parking options that are open to faculty, which are free of charge, on the Main Campus. You may use any parking lot on the Main Campus, although the faculty and staff designated lots should be your first preference. You may use the parking lots after you have had your motor vehicle registered with Public Safety. Your parking permit must be on display at all times in a visible position on your vehicle.

At S.A.C.E. in Center City Philadelphia, several mass transit options exist. These include the SEPTA Regional Rail lines and the Market- Frankford subway-surface line moving through 30th Street and Suburban Stations, as well as trolleys and buses moving between Center City and University City. Public Transportation information may be found at <http://www.septa.org>. Additionally, public transportation options are available on a high speed train line between Southern New Jersey and Philadelphia called PATCO (Port Authority Transit Corporation). For more information on PATCO please visit <http://www.ridepatco.org/index.asp>.

For further information about authorized parking areas for faculty, staff, and students on main campus please see Public Safety's [Campus Parking](#) Rules and Regulations, or call 484-365-8139 or email [publicsafety@lincoln.edu](mailto:publicsafety@lincoln.edu).

## Public Safety

Upon request, Lincoln Public Safety security officers provide walking escorts for Lincoln students, faculty, and staff within the University Main Campus patrol boundaries. This service is available 24 hours a day, 7 days a week. For more information, or to request a walking escort, call 484-365-8139.

To receive critical information about school closure, weather alerts, etc. via text message, phones, and email, please enroll in IRIS, the university's emergency notification system.

To learn more about registering for IRIS please visit

[https://www.irisdispatch.com/users/enroll/dsp\\_enroll.cfm?org\\_id=2681](https://www.irisdispatch.com/users/enroll/dsp_enroll.cfm?org_id=2681)

The emergency line for the University City campus is 484-365-7211. You may also want to review the Public Safety [website](#), and their Crisis Intervention [Emergency Response Manual](#). In the event of an emergency in which the Philadelphia Police is needed, please dial 911. Public Safety reminds you never to leave your valuables unattended. When leaving your office or classroom, please lock your door and place all valuables out of sight.

## School Closing Information

Lincoln closing or delayed opening information is posted on the University's main page, <http://www.lincoln.edu>, and you can also listen to KYW News Radio for the school closing numbers listed below:

- Main Campus (Day): 1060 AM- Broadcast Number1197
- University City Campus (Day): 1060 AM- Broadcast Number1197

You should find out who to contact in your department if Lincoln is closed and there is an emergency.

For the University's schedule modification procedure implemented in emergency situations or inclement weather, please visit Public Safety's [webpage](#).

# Additional University/Department Resources

## **Office of Accessibility Services**

Office of Accessibility Services - Lincoln University

## **Center for Excellence in Training and Learning (CETL) – Dickey Hall, 233**

Center for Excellence in Teaching and Learning - Lincoln University

## **Center for Undergraduate Research (CUR) – Wright Hall, 118**

Center for Undergraduate Research - Lincoln University

## **Family Educational Rights and Privacy Act of 1974 (FERPA) Information**

FERPA - Lincoln University

## **Health Services – Wellness Center, 100**

Office of Health Services - Lincoln University

## **IT Help and Training – Dickey Hall, First Floor**

Information Technology - Lincoln University

## **Online Directory**

Faculty & Staff Directory - Lincoln University

## **Office of the Registrar - LU Self Service**

Office of the Registrar - Lincoln University

## **Writing and Reading Center – Wright Hall, Second Floor**

Writing and Reading Center - Lincoln University

## **Mathematics Learning Center (MLC) – Wright Hall, Second Floor**

Mathematics Learning Center (MLC) - Lincoln University

## **Office Research & Sponsored Programs (ORSP) – Wright Hall, First Floor**

Research and Sponsored Programs - Lincoln University

## **Student Counseling Center – Wellness Center, Second Floor**

<http://www.lincoln.edu/departments/counseling-services>

## **Student Success Services & Learning Centers**

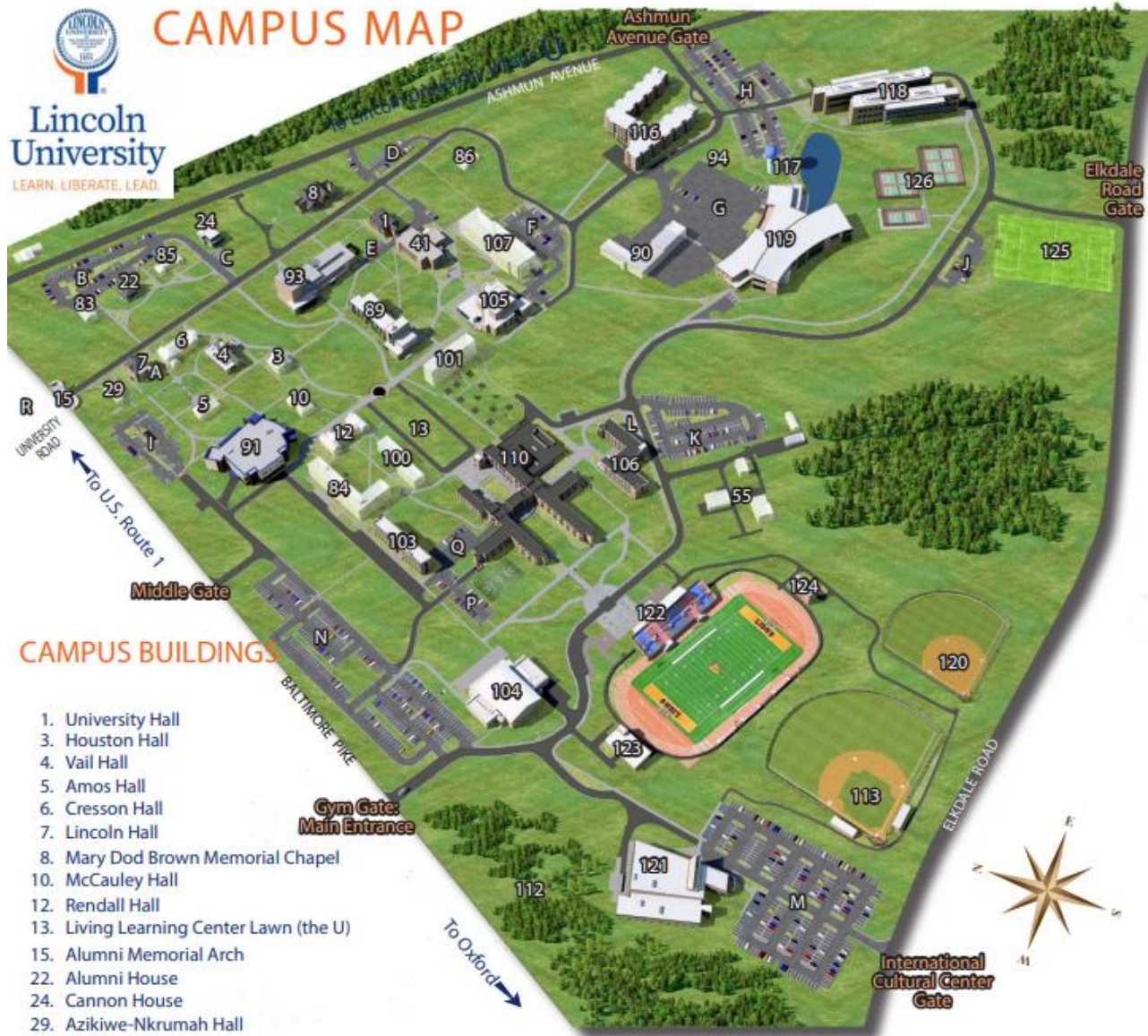
Student Success Services & Learning Centers - Lincoln University

## **Title IX**

Title IX - Lincoln University

**Information covered in this booklet does not substitute for any official policy statements by Departments or the University as a whole.**

# CAMPUS MAP



## CAMPUS BUILDINGS

1. University Hall
3. Houston Hall
4. Vail Hall
5. Amos Hall
6. Cresson Hall
7. Lincoln Hall
8. Mary Dod Brown Memorial Chapel
10. McCauley Hall
12. Rendall Hall
13. Living Learning Center Lawn (the U)
15. Alumni Memorial Arch
22. Alumni House
24. Cannon House
29. Azikiwe-Nkrumah Hall
41. Grim Hall
55. Sewage Treatment Plant
83. Guest House
84. McRary Hall
85. Residence Duplex
86. Residence Duplex
89. Wright Hall
90. Frank N. Hilton Power House
91. Student Union Building (SUB)
93. Ware Center
94. Physical Plant
100. Ashmun Hall
101. Lucy Laney Hall
103. Frederick Douglass Hall
104. Manuel Rivero Hall
105. Langston Hughes Memorial Library
106. Lorraine Hansberry Hall

107. John Miller Dickey Hall
110. Thurgood Marshall Living Learning Center (LLC)
112. Robert N. Gardner Fitness Trail
113. Baseball Field
116. Apartment Style Living Residence Hall (ASL)
117. Water Tower
118. Ivory V. Nelson Center for the Sciences
119. Wellness Center
120. Softball Field
121. International Cultural Center (ICC)
122. Stadium
123. Field House
124. Field Storage Building
125. Practice Field
126. Tennis Court

## PARKING

### LOTS

- A Visitor Parking
- B Visitor Parking
- C Lot
- D Lot
- E Lot
- F Lot
- G Lot
- H Lot

- I Lot
- J Lot
- K Lot
- L Lot
- M Lot
- N Lot
- P Lot
- Q Lot
- R Overflow Parking