Welcome to Lewis-Clark State College! Now that you have been admitted to the college, it is time to enter into the next phase – your first year. New students often find themselves overwhelmed because there is a lot to learn during the first year of college. That is why we have created this guide; to help you navigate through your first year experience.

Navigating Your First Year was developed as a reference guide for you to use throughout the next year. However, this publication really serves as just a start; there is a great deal of additional knowledge to be gained by using resources such as your online college catalog, WarriorWeb, and program plans. Establishing relationships with people on the LCSC campus including your advisor and instructors, staff members in Student Affairs, fellow students, and many others will also enhance your first year experience.

Career & Advising Services is here to assist you in your college pursuits. If you have questions or need assistance as you begin college, please contact us – we can help. We are located in Reid Centennial Hall (RCH), Room 110, 208-792-2313, or online at www.lcsc.edu/cas.

Best wishes in your first year,

Debra Lybyer, Director
Career & Advising Services

Like us on Facebook to get the most up-to-date information.

www.facebook.com/caspeeradvising
www.pinterest.com/lcscas
www.twitter.com/lcscas
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Navigating Your First Year is designed to help you through the entire academic process of your first year at Lewis-Clark State College. Information is divided into sections for quick and easy reference:

**BEFORE ORIENTATION**

**BROWN** sections indicate tasks, important items, or information that should be completed **BEFORE YOU ATTEND ORIENTATION.**

**BEGINNING OF FIRST SEMESTER**

**RED** sections indicate tasks, important items, or information that should be completed **AT THE BEGINNING OF YOUR FIRST SEMESTER.**

**MIDDLE OF FIRST SEMESTER**

**ORANGE** sections indicate tasks, important items, or information that should be completed **BY THE MIDDLE OF YOUR FIRST SEMESTER.**

**BEGINNING OF SECOND SEMESTER**

**YELLOW** sections indicate tasks, important items, or information that should be completed **AT THE BEGINNING OF YOUR SECOND SEMESTER.**

**MIDDLE OF SECOND SEMESTER**

**GREEN** sections indicate tasks, important items, or information that should be completed **BY THE MIDDLE OF YOUR SECOND SEMESTER.**

**BEFORE END OF FIRST YEAR**

**BLUE** sections indicate tasks, important items, or information that should be completed **BEFORE THE END OF YOUR FIRST YEAR.**
LOG IN TO WARRIORWEB

**1.** Go to www.lcsc.edu and click on the WarriorWeb link in the upper right-hand section of the page that looks like this:

WarriorWeb

**2.** Click on the red Enter button that looks like this:

Enter

**3.** Click on Log In at the top of the page:

Log In

**4.** To log in, you will need to enter your User ID and Password.
- Your User ID and Password are listed on your acceptance letter from the Office of Admission.
- If the User ID or Password does not work, click the Main Menu tab in the upper right corner. This will take you back to the Main Menu. At the bottom of the Main Menu page, there will be two tabs: “What’s my User ID?” and “What’s My Password?” Follow these steps. In the event that you are still unable to log in, contact the IT Helpdesk at 208-792-2231.

EDUCATIONAL ADVISING

At LCSC, educational advising is viewed as the foundation for a successful academic program. First time academic freshmen, transfer students with less than 14 credits, and transfer students who have not yet completed developmental math and/or English courses will initially be advised through the Career and Advising Services Central Advising Program. All other students will be advised by their division. While working with CAS advisors, students will complete all developmental courses, an academic plan, and a career plan. Once complete, students will be assigned an academic advisor in the instructional division of their choice. All degree-seeking students are required to meet with an advisor prior to registering for classes each term. Advisor assignments occur when a student completes a Program Information Form (PIF). These forms can be obtained from the Office of Admission/Registrar or any Division office of their respective major.

TERMS TO KNOW

**ACT/SAT**
A test you may take prior to starting school for the purpose of placing you in the proper level of English and/or math.

**Admission**
The process of becoming accepted into college. You must be admitted before you are able to register for classes.

**Advisor**
A person (usually a professor in your major or another staff member) who gives you advice on class schedules, helps plan your studies, gives you career information and encourages you to stay on track with your course of study.

**COMPASS**
A test you may take, prior to starting school, for the purpose of placing you in the proper level of English and/or math. Typically non-traditional or technical students will take this test.

**Major**
Your chosen course of study (for example Biology or Welding).
**Arrange for final transcripts** to be sent to complete the admission process. Do this as soon as possible after you complete the final semester at your high school or transfer school.

- Financial aid will not be disbursed until official, final transcripts arrive at LCSC.
- You will not be able to register for a second semester until official, final transcripts arrive at LCSC.
- Questions? Contact Admissions at 208-792-2210.

**Where will you live?**

- Information on student housing and off-campus listings:
  - Residence Life, Talkington Hall, 208-792-2053
  - www.lcsc.edu/residence-life

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**Conditional admission**
You may have been conditionally admitted to LCSC if you lack certain high school classes, your placement scores are low, your GPA in high school was low, or if you have a GED.

**Core**
These are the basic General Education Core Requirements that you need to complete a degree. (see page 7)

**Developmental courses**
If you score on the lower end of the scale in English or Math on your placement test, you will need to take one or more of these courses. They prepare you for the college level Math and English classes you will be taking. (see page 6)

**Placement scores**
These are the scores from the ACT, SAT, or COMPASS test you took that “place” you in the proper English and Math courses.

**Transcript**
A list of all your classes and grades at each school you attend. You can get your LCSC transcript from WarriorWeb or the Registrar.

**Transfer Equivalency Report (TRER)**
You can find this on WarriorWeb. It is the credits LCSC accepts for the courses you took at another school.

**WarriorWeb**
Your source for online student records and course information.
6

Academic Math Flow:

MATH 015* → MATH 025* → MATH 137^ → MATH 123^ → MATH 108 (Elem. Ed., Science & Math majors) → MATH 130^ or MATH 130 A/B^ (Business majors) → MATH 137^ → MATH 123^ (all other majors) → MATH 157^ and MATH 257^ (must take both) → MATH 147^ (same as Math 143/144) → MATH 186 → MATH 254^ → MATH 170^.

^Courses which fulfill the core Math Skills Component of the General Education Core are shaded gray. *Developmental courses do not count in GPA calculations and do not count as credit toward graduation. Your major may require a specific math course. Check with your advisor.

Professional-Technical Math Flow:

MATH 015* → MTHPT 010* → WLDTC 160 → MTHPT 103 → MTHPT 137^ → MTHPT 102 → MTHPT 120 → MTHPT 138^ → GNBPT 097 → GNBPT 122 → GNBPT 222 → GNBPT 245 → ENGL 101 English Composition → ENGL 102 Research Writing.

LCSC Writing Course Flow Chart

Office Technology Programs ONLY in lightly shaded path (Business Technology & Service). All other majors and programs take ENGL 101 (and 192 if tested into developmental placement), and ENGL 102.

GBNPT 097 Basic English → GNBPT 122 Business English → GNBPT 222 Proofreading → GNBPT 245 Business Writing → ENGL 101 English Composition (ENGL 192) Developmental Placement Workshop → ENGL 102 Research Writing.

GNBPT 122, 222, and 245 may be substituted for ENGL 101. GNBPT 097 is also a pre-requisite for ENGL 101, for PTE students.
### ENGLISH WRITING COMPONENT

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101 College Writing</td>
<td>3 cr</td>
</tr>
<tr>
<td>ENGL 109 College Writing &amp; Research</td>
<td>6 cr</td>
</tr>
<tr>
<td>ENGL 102 Research Writing</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

### COMMUNICATION COMPONENT

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 101 Fundamentals/Principles of Speech</td>
<td>3 cr</td>
</tr>
<tr>
<td>COMM 201 Public Speaking</td>
<td>3 cr</td>
</tr>
<tr>
<td>COMM 202 Interpersonal Communication</td>
<td>3 cr</td>
</tr>
<tr>
<td>COMM 203 Log &amp; Argumentation</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

### MATHEMATICS COMPONENT

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 123 Mathematics as a Liberal Art</td>
<td>3 cr</td>
</tr>
<tr>
<td>MTHPT 129 Math Applications in Business</td>
<td>4 cr</td>
</tr>
<tr>
<td>MATH 130 Finite Math</td>
<td>4 cr</td>
</tr>
<tr>
<td>MATH 130 A and 130 B Finite Math</td>
<td>4 cr</td>
</tr>
<tr>
<td>MTHPT 130 Math for Business Analysis</td>
<td>4 cr</td>
</tr>
<tr>
<td>MATH 137 Algebra &amp; Trig w/Applications</td>
<td>4 cr</td>
</tr>
<tr>
<td>MTHPT 137 Math for Technology</td>
<td>4 cr</td>
</tr>
<tr>
<td>MTHPT 138 Math for Electronics</td>
<td>4 cr</td>
</tr>
<tr>
<td>MTHPT 147 Pre-calculus</td>
<td>5 cr</td>
</tr>
<tr>
<td>MATH 157 and 257 Found./Elem Math 1&amp;2</td>
<td>6 cr</td>
</tr>
<tr>
<td>MATH 170 Calculus I</td>
<td>4 cr</td>
</tr>
<tr>
<td>MATH 254 Statistical Methods/Sciences</td>
<td>4 cr</td>
</tr>
<tr>
<td>ID 123 Math &amp; Science Literacy*</td>
<td>6 cr</td>
</tr>
</tbody>
</table>

### HUMANITIES-LITERATURE COMPONENT

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 150 Introduction to Literature</td>
<td>3 cr</td>
</tr>
<tr>
<td>ENGL 258 International Literature</td>
<td>3 cr</td>
</tr>
<tr>
<td>ENGL 257 World Classics</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

### HUMANITIES-ART COMPONENT

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 100 Survey of Art</td>
<td>3 cr</td>
</tr>
<tr>
<td>MUS 101 Survey of Music</td>
<td>3 cr</td>
</tr>
<tr>
<td>HUM 101 Art &amp; History of the Motion Picture</td>
<td>3 cr</td>
</tr>
<tr>
<td>THEA 101 Survey of Theatre</td>
<td>3 cr</td>
</tr>
<tr>
<td>HUM 150 Introduction to the Arts</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

### NATURAL SCIENCES COMPONENT

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS 150 Intro to Natural Science*</td>
<td>3 cr</td>
</tr>
<tr>
<td>CHEM 111 General Chemistry</td>
<td>4 cr</td>
</tr>
<tr>
<td>NS 100 Intro to Environmental Science</td>
<td>4 cr</td>
</tr>
<tr>
<td>FSCI 101 Intro to Forensic Science</td>
<td>4 cr</td>
</tr>
<tr>
<td>BIOL 102 Science for Life</td>
<td>4 cr</td>
</tr>
<tr>
<td>GEOL 100 Environmental Earth Science</td>
<td>4 cr</td>
</tr>
<tr>
<td>BIOL 120 Plants and People</td>
<td>4 cr</td>
</tr>
<tr>
<td>GEOL 120 Introduction to Earth Systems</td>
<td>4 cr</td>
</tr>
<tr>
<td>BIOL 175 Human Biology</td>
<td>4 cr</td>
</tr>
<tr>
<td>NS 171 and 172 Integrated Science I &amp; II</td>
<td>6 cr</td>
</tr>
<tr>
<td>BIOL 252 Human Anatomy &amp; Physiology I</td>
<td>4 cr</td>
</tr>
<tr>
<td>PHYS 111 General Physics</td>
<td>4 cr</td>
</tr>
<tr>
<td>CHEM 102 The Chemistry of Daily Life</td>
<td>4 cr</td>
</tr>
<tr>
<td>PHYS 205 Descriptive Astronomy</td>
<td>4 cr</td>
</tr>
<tr>
<td>CHEM 105 General, Organic &amp; Biochemistry</td>
<td>4 cr</td>
</tr>
<tr>
<td>PHYS 211 Engineering Physics I</td>
<td>4 cr</td>
</tr>
</tbody>
</table>

### SOCIAL SCIENCES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 102 Cultural Anthropology</td>
<td>3 cr</td>
</tr>
<tr>
<td>HIST 112 United States History Since 1865</td>
<td>3 cr</td>
</tr>
<tr>
<td>ANTH 200 World History</td>
<td>3 cr</td>
</tr>
<tr>
<td>HIST 115 Transnational American History</td>
<td>6 cr</td>
</tr>
<tr>
<td>ANTH 170 Intro/ Native American Studies</td>
<td>3 cr</td>
</tr>
<tr>
<td>HRPT 184/ SS 184 Diversity /Organizations</td>
<td>3 cr</td>
</tr>
<tr>
<td>ECON 101 Contemporary Economics</td>
<td>3 cr</td>
</tr>
<tr>
<td>HRPT 185/ SS 185 Human Relations &amp; Orgs</td>
<td>3 cr</td>
</tr>
<tr>
<td>ECON 102 Consumer Economics</td>
<td>3 cr</td>
</tr>
<tr>
<td>PSYC 101 Introduction to Psychology</td>
<td>3 cr</td>
</tr>
<tr>
<td>ECON 201 Principles &amp; Theory of Macro Econ</td>
<td>3 cr</td>
</tr>
<tr>
<td>PSYC 205 Developmental Psychology</td>
<td>3 cr</td>
</tr>
<tr>
<td>ECON 202 Principles &amp; Theory of Micro Econ</td>
<td>3 cr</td>
</tr>
<tr>
<td>POLS 101 American National Government</td>
<td>3 cr</td>
</tr>
<tr>
<td>GEOG 102 Introduction to Geography</td>
<td>3 cr</td>
</tr>
<tr>
<td>POLS 285 Comparative Government</td>
<td>3 cr</td>
</tr>
<tr>
<td>HIST 101 History of Civilization</td>
<td>3 cr</td>
</tr>
<tr>
<td>SOC 101 Introduction to Sociology</td>
<td>3 cr</td>
</tr>
<tr>
<td>HIST 102 History of Civilization</td>
<td>3 cr</td>
</tr>
<tr>
<td>SOC 102 Current Social Problems</td>
<td>3 cr</td>
</tr>
<tr>
<td>HIST 111 United States History to 1865</td>
<td>3 cr</td>
</tr>
<tr>
<td>SS 150 Intro to Social Sciences</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

### ETHICS/VALUES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID, NS, HUM, SS 350 or 351 course</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

Office forms/Core/Core Requirements

*ID 123 can be taken to satisfy Core Math & NS 150*

* Modifications to the General Education Core Requirements may occur each year. For the most up-to-date information check your College Catalog at [http://webdev.lcseducatalog/](http://webdev.lcseducatalog/)

** Refer to your program plan for the specific requirements of your degree program.**
BEFORE ORIENTATION

What is MyTrek?

MyTrek is the journey of self-discovery you begin as soon as you enroll at LCSC. Our three-step, student-centered approach to education includes academic advising, a personalized map of your trek through college at LCSC, and career exploration activities. During your initial semester, you will use required activities to explore how your traits and interests will help you prepare yourself for the worlds of higher education, work, and beyond. To determine whether or not MyTrek is required of you, please refer to “Educational Advising” on page 4.

Step One: Advising
Every great adventurer has a guide—someone they can trust to help them find their way. Your advisor will help you navigate your expedition, providing individualized advice pertaining not only to academic and career choices, but also to being the best advisee and college student you can be.

Step Two: Career Exploration
If “X” marks the spot, then finding a fulfilling post-graduation career will be your ultimate treasure. During MyTrek you will complete activities designed to help you find the career that is right for you, while showing you how the education you are completing today will prepare you for a successful tomorrow.

Step Three: Student Planning
While wandering may result in great discovery, it’s nice to have a map to refer to. With the help of your advisor, you will use Student Planning software to chart a course toward degree completion and graduation.

Registering for Classes

Log in to your Warrior Web Student account.
Click on Students
Click Do this first: Conditions of Registration. Read and complete all steps. (see page 11 for payment and insurance information) Click on Register for Sections & Student Planning under the heading “Registration”

Next, you will choose classes to register for based on suggested course sequences for your degree. Review your course sequence list and/or program plan for specific course requirements in your major.*

1. Click Go to My Progress
2. Click on the course from the listed requirements that you want to plan.
3. Choose **Add Course to Plan** next to the course you need.

![Image of Add Course to Plan]

4. In the following pop-up box select the term you want from the drop down menu.

5. Then choose **Add Course to Plan**.

![Image of Add Course to Plan]

6. To continue adding other courses to your degree plan, select **My Progress** and repeat step 3.*You may also add courses to your plan that are not required, such as electives by searching via the **Course Catalog** tab.

7. Once you have planned your courses for the current semester, select the sections you want to enroll in by clicking **View other sections**, then **Add Section to Schedule**.

![Image of View other sections]

8. When your schedule is set, click **Register Now** or **Waitlist**.

**In order to complete your MyTrek requirements and get an advisor in your division, you must plan your courses for your entire degree in Student Planning. Please visit www.lcsc.edu/mytrek for instructions.**

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**TERMS TO KNOW**

**Add**
When you enroll in an additional class. (see page 14 for dates)

**Conditions of Registration**
You must do this every semester on WarriorWeb prior to registering for classes. It includes acknowledging your responsibility to pay for college, the requirements of health insurance, and updating your contact information.

**Drop**
When you decide to remove a class from your schedule. You need to “drop” it officially or you will receive a failing grade. (for drop and withdraw dates see page 14)

**Program Information Form (PIF)**
Program Information Form. This form officially assigns you an advisor, major, and catalog year.

**Pre-requisite**
Something—usually another class—that is required prior to taking a class. Can be found in course description.

**Registration**
The process of signing up for classes.

**Waitlist**
If a class is full, you may have the option to be put on a waitlist until an opening becomes available. Not all courses offer waitlisting.
TERMS TO KNOW

**Controller’s Office**
They control the money. This is where you pick up residual checks or pay (or make arrangements to pay) your fees and tuition.

**FAFSA**
Free Application for Federal Student Aid. You need to fill this out in order to qualify for student financial aid. Complete your FAFSA by the March 1 Priority Deadline. The online FAFSA application can be found at www.fafsa.ed.gov. LCSC’s school code is: 001621

**Financial Aid Office**
They help you discover financial aid opportunities, guide you through the financial aid process, and explain the sometimes confusing language of financial aid.

**Registrar’s Office**
The people who keep track of student records, which include items such as your transcripts and files.

**Residual check**
A check made out to you, for the funds (from scholarships, grants, loans, etc.) leftover after paying all the fees and tuition for college. You may use this money as needed for school expenses (books, supplies, housing, transportation, etc.).

**Semester**
The time frame that school is in session. There are two main semesters in a school year: fall and spring. There are also shorter, more intense, optional sessions in summer.

**Tuition and fees**
These are the costs you will be expected to pay when taking college courses.

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**LCMail**
Lewis-Clark State College’s official student e-mail and messaging system:
- Once you have applied to LCSC, you will have access to your LCMail account.
- Check your LCMail account daily for any important messages from the college or professors.
- This is the official way LCSC will contact you.

LCMail access:
1. Your LCMail account becomes active after you apply for admission to LCSC.
3. Click **Sign In First** and type your **Username** and **Password**.
   - If you do not know your **Username** and/or **Password** click, “Can’t access your account?”, and follow the steps listed.
4. Click **Sign In** to continue.
5. If this is your first time using LCMail, you must accept the **User Agreement** before you can access your LCMail account.
6. Your LCMail address is: your first initial, middle initial, full last name @lcmail.lcsc.edu. Example: jdsmith@lcmail.lcsc.edu. Note: some LCMail addresses may include numerical characters, so call the IT Help Desk if it doesn’t work.

For questions: contact the IT Helpdesk at (208) 792-2231, via email at helpdesk@lcsc.edu, or in person at Sam Glenn Complex (SGC) room 112.
WHERE IS THE MONEY?
FINANCIAL AID and CONTROLLER’S OFFICES

Get help paying for school from Financial Aid, Reid Centennial Hall 208, www.lcsc.edu/financialaid/ 208-792-2224

1. Late paperwork may delay your funds.
2. Check on WarriorWeb for your “Award Letter.” As soon as you get it, print, review, sign and return it to the Financial Aid Office.
3. Sign and return the Conditions of Award.
4. E-sign the Master Promissory Note.
5. Complete Loan Entrance Counseling Session.

Pay for school and get residual checks from the Controller’s Office, Administration Building 103, www.lcsc.edu/controllers-office, 208-792-2202

1. Check WarriorWeb for billing statements.
2. Fees must be paid, or arrangements made, by the 5th day of the semester.
   a. For your first semester, you will not receive any loan money until 30 days after school starts.
   b. Payment plans are available; make any needed arrangements as early as possible prior to beginning of classes. Check with Controller’s Office if you are not sure.
3. Late fees start after the 5th day of school.
4. Health insurance is required of all full-time, full-fee paying students taking 12 credits or more.
   a. Waivers are available if you have your own insurance. The waiver (found on WarriorWeb) must be completed before the 1st day of the semester.
   b. If you do not waive it, you will be automatically enrolled in the school insurance plan and the premiums will be added to your tuition and fees.
   c. Questions? Contact Student Health Services, Sam Glenn Complex 205, www.lcsc.edu/student-health-insurance, 208-792-2251

WHAT ELSE DO YOU NEED TO KNOW?

How do you get a parking permit?
- For questions regarding parking permits and parking regulations, contact Campus Security, Meriwether Lewis Hall 110, 208-792-2226, www.lcsc.edu/security/parking
- Parking permits are $5.00 for students. Permits can be purchased from the cashier’s window in the Administration Building or in the Security Office in Meriwether Lewis Hall room 110.

Do you need accommodations to attend college?
- Disability Services, Reid Centennial Hall 111, 208-792-2211 www.lcsc.edu/disability-services.

What textbooks do you need?
- Buy your books before school starts.
- To view required textbooks and materials, go to My Class Schedule on WarriorWeb and click on each class link.
- You may purchase books at the LCSC Bookstore, Williams Conference Center, 208-792-2242, or at www.lcsc.edu (go to campus life and diversity, then bookstore).
NEW STUDENT ORIENTATION

One of the first, easiest, and most beneficial credits you will earn at LCSC.

New Student Orientation is a one credit, required program for all new-to-LCSC students. It will provide you with the resources needed to be successful at LCSC, including information about campus services, available opportunities, as well as student rights and responsibilities.

It is recommended that you register for Orientation during your initial advising and registration session, via student planning or send an e-mail with the course number (SD 107 or SD 307 for transfer students with 14+ credits), your name, and student ID number to recruitment@lcsc.edu.

Family and friends are encouraged to attend Orientation with you. Indicate how many plan to attend when you sign up. For more information on New Student Orientation, contact New Student Recruitment, Reid Centennial Hall 114, 208-792-2378, or www.lcsc.edu/orientation.

TERMS TO KNOW

Drop/Add period
Time at the beginning of the semester when you can drop or add classes. (see page 14 for dates)

Blackboard
The program that supports online classes. Many instructors incorporate online components in their courses.

FERPA
This is a federal law that states that we cannot tell anyone your personal information, even your parents or spouse, unless you give us written permission. For more info: www.lcsc.edu/registrar - click “Data Privacy (FERPA)” link.

ID card
This has your picture on it and allows you to get into games and other campus activities. You can use the weight room, library, campus computers and other cool stuff with your student ID. Also, in order to be told anything about your transcript, financial aid and other private information you need to show ID. FERPA requires it.

Syllabus
A very important document that you should get from every professor on the first day of class that lays out the expectations of the class and the contact information of the professor.

COLLEGE CATALOG

(Your Travel Guide...)

The Lewis-Clark State College catalog is the principle source for information on academic and technical programs, institutional data, courses, degree requirements, and all other services offered by the college. To view the current catalog, visit: http://webdev.lcsc.edu/catalog/. It is recommended that you browse for your program plan, Division, and any other college information you seek.

HEA STUDENT CONSUMER INFORMATION

The links provided on this website are guides to making informed decisions as a Lewis-Clark State College student. A broad range of topics provide essential understandings and tools to encourage a successful academic experience, as mandated by federal requirements set forth in the Higher Education Act of 1965 (amended 1988 and 2008). For more information, please visit the Student Consumer Information page at http://www.lcsc.edu/consumer-information/.
TIPS FOR ACADEMIC SUCCESS

Go to class—go to every class session, even if your instructor does not take attendance. This is the essential key to succeeding. Sit near the front of the room or near the instructor.

Check your LCMail daily—it is the primary official form of electronic communication for the college.

Read the syllabus—know the following for each class: due dates, expectations, objectives, and instructor contact information.

Plan your study time accordingly—usually 2-3 study hours for each hour of class per week.

Know your program—review the catalog and develop a program plan. Be very familiar with your major requirements.

Ask questions—don’t be shy! Chances are if you don’t understand something, there are others in your class who don’t understand.

Talk to your instructor—ask about expectations, details on the syllabus, or questions on course content. Ask how you are doing or how you can do better.

Talk to your advisor—tap into this great resource for help with problems, possible alternatives, identifying services, and assistance in making decisions. Find out the name of your advisor on Warrior Web. Meet with your advisor before registering each semester.

Practice time management—by learning to use a planner. Schedule every class into your planner, as well as time to study. Also make a note of all important dates from each syllabus. Refer to it often!

Don’t ignore problems—they seldom go away on their own and can usually be solved easier the sooner they are addressed. Seek help if you need it (see page 15 for a list of helpful resources).

Keep in contact with Financial Aid—especially if your schedule or circumstances change.

Take a Student Development class—to learn valuable skills in becoming a successful student.

Know how to access and navigate online course components using Blackboard—to learn more, go to the Distance Learning website at www.lcsc.edu/e-learning and select Students.

BLACKBOARD

Online classes offered at Lewis-Clark State College are delivered in a program called Blackboard. All coursework for online classes is accessed and submitted through Blackboard. Hybrid courses offer a combination of classroom and online instruction, and many face-to-face courses utilize Blackboard as well.

Blackboard access:
1. Your Blackboard account becomes accessible approximately one week before the start of the semester. e-Learning Services will send notification to your LCMail account.
3. Your Username is the same as your WarriorWeb or LCMail ID and your Password is your six-digit birthdate (MMDDYY).
4. Click Login to continue.
   • After logging in for the first time, change your password to something unique and secure (click on “Personal Information” in the Tools menu).
5. Links to your courses will appear in the My Courses module in Blackboard.
6. Click on a course link to view the content. Be sure to contact your instructor if you have any questions.
   • If a course you registered for is missing from this list, contact e-Learning Services.
   • If you are enrolled in an on-campus course, it will also appear in your My Courses list. Check with your instructor during class time about whether or not you’ll need to access information for the course in Blackboard.

For questions: contact the e-Learning Services Blackboard Helpdesk at (208) 792-2635, via email at blackboard@lcsc.edu, or in person at Sam Glenn Complex (SGC) room 212.
BEGINNING OF FIRST SEMESTER

Note these important dates and deadlines in a student planner:

**FALL SEMESTER 2014**

- Aug 22: New Student Orientation
- Aug 25: First day of class
- Aug 25: Last day to waive health insurance
- Aug 29: Add/drop online deadline
- Sept 1: Labor Day (no classes)
- Sept 8: Last day to add/drop without “W” on transcripts, 10th day of classes
- Oct 24: Mid-term grades due/posted to WarriorWeb
- Nov 6: Last day to withdraw from classes or college for the semester
- Nov 10-13: Advance registration for Spring 2014
- Nov 24-28: Thanksgiving Break (no classes)
- Dec 1: Start reviewing available scholarships
- Dec 8-12: No final exam week
- Dec 15-18: Final exam period
- Dec 19: Final grades posted to WarriorWeb

**SPRING SEMESTER 2015**

- Jan 16: New Student Orientation
- Jan 19: MLK Day (campus closed)
- Jan 20: First day of class
- Jan 20: Last day to waive health insurance
- Jan 26: Add/drop online deadline
- Feb 2: Last day to add/drop without “W” on transcripts, 10th day of classes
- Feb 16: President’s Day (campus closed)
- March 1: Priority deadline for FAFSA and scholarship deadline
- March 20: Mid-term grades due/posted to WarriorWeb
- April 9: Last day to withdraw from classes or college for the semester
- April 13-17: Advance registration for Fall 2014
- May 4-8: No final exam week
- May 11-14: Final exam period
- May 15: Final grades posted to WarriorWeb

*All dates subject to change, please see http://www.lcsc.edu/registrar/academic-calendar for the most up to date list.
**For latest information on payment deadlines and financial aid disbursement visit www.lcsc.edu/controllers-office.

**FALL 2014 – SUMMER 2015**

**AUGUST 2014**

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**SEPTEMBER 2014**

- S M T W T F S
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**OCTOBER 2014**

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**NOVEMBER 2014**

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**DECEMBER 2014**

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**JANUARY 2015**

- S M T W T F S
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**FEBRUARY 2015**

- S M T W T F S
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**MARCH 2015**

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**APRIL 2015**

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**MAY 2015**

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**JUNE 2015**

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**JULY 2015**

- S M T W T F S
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RESOURCES FOR SUCCESS

There are various services on campus that provide support to you.

Math/Science Tutoring Center provides tutoring in math and natural science courses at all levels.
Location/General: Meriwether Lewis Hall, Room 320
Contact: 208-792-2320

Biology: Meriwether Lewis Hall, Room 220
For days and times, visit www.lcsc.edu/science/tutoring.

Writing Center is available to help you become a better writer.
Location: Library 172
Contact: 208-792-2433

Online Writing Lab is part of the Writing Center. Visit: www.lcsc.edu/writing-center

Spanish Lab provides assistance to students who need help on homework or who need a little extra conversation practice.
Location: Library 172
Contact: 208-792-2433

TRiO Academic Services is a federally funded program. To be eligible for the program, you must be a first generation college student, have documented financial need, or have a physical or learning disability. You must be pursuing a four-year college degree and be a U. S. citizen.
Location: Reid Centennial Hall, Room 203
Contact: 208-792-2300

Learning Resource Center assists with basic academic support, computer usage skills and one-on-one tutoring if you are enrolled in Business Technology & Service and Technical & Industrial Programs.
Location: Sam Glenn Complex, Room 218A
Contact: 208-792-2369

Disability Student Services helps with accommodations if you have a documented disability. Contact the Office of Disability Services for an appointment.
Location: Reid Centennial Hall, Room 111
Contact: 208-792-2211

Student Health Services provides medical services for students such as check-ups, treatment of injuries, illness or immunizations. To meet with the doctor, an appointment is required. Student Health Services can also answer questions you may have about student health insurance.
Location: Sam Glenn Complex, Room 205
Contact: 208-792-2251

Student Counseling is available if you are having academic difficulties or personal issues. The service is free.
Location: Reid Centennial Hall, Room 111
Contact: 208-792-2211

Computer Labs are free for you to use. LCSC is a wireless campus. You can check out laptops at the SUB and Library.
Lab Locations: Student Union Building Room 202 and various other locations.

Native American and Minority Student Services offers programs and services designed to assist you in meeting your educational goals, both in and out of the classroom, especially if you are a student of color.
Location: Reid Centennial Hall, Room 214 and the Pi’amkinwaas American Indian Center for Educational Excellence at 11th Ave & 7th Street.
Contact: 208-792-2743

E - Learning offers an alternative delivery method (such as online and partially online) of classroom instruction if you have time and/or geographic constraints.
Location: Sam Glenn Complex, Room 212
Contact: 208-792-2239

IT Helpdesk is the place to go (or call) if you have problems or questions about using WarriorWeb or LCMail.
Location: Sam Glenn Complex, Room 112
Contact: 208-792-2231

Library Information Desk helps students find academic sources for course projects and papers. The Library Circulation Desk checks out library materials, including laptops.
Location: Library, Main Floor
Contact: 208-792-2236

*See page 21 for more resources!
BEFORE SECOND SEMESTER

For your first semester, you were shown how to register. Now is the time to do it yourself.

THINGS TO DO

__ Schedule an appointment with your advisor before midterm.
__ Meet with your advisor and discuss your course plan for next semester.
__ Your advisor must release you to register each semester.
__ Complete your MyTrek requirements.

ADVISING RESPONSIBILITIES

Your advisor is responsible for:

- Helping you clarify educational values and goals;
- Providing accurate information about educational options, academic and graduation requirements, institutional policies and procedures, and available campus resources;
- Helping you plan and monitor your degree program consistent with your interests and abilities;
- Assisting with career exploration or referring you to Career & Advising Services for this purpose;
- Maintaining confidentiality;
- Developing a collaborative relationship with you;
- Fostering your decision-making skills and self-reliance.

You are responsible for:

- Knowing who your advisor is and how to contact him/her, and meeting with your advisor to foster a collaborative relationship;
- Making informed decisions by asking questions and familiarizing yourself with core requirements, program requirements, and graduation requirements;
- Asking for help if you have issues or concerns;
- Accepting responsibility for the decisions you make;
- Scheduling advising appointments prior to registration or other deadlines and being prepared for the advising appointment;
- Consulting with your advisor if you are considering altering your outlined study plan, changing major, transferring to another institution, or withdrawing from the college.

Bottom Line: You are responsible for your own education!
BEGINNING OF SECOND SEMESTER

THINGS TO DO

- Buy your books before classes begin.
- Pick up your residual check (if applicable).
- Note all the important dates and deadlines in your planner (refer to your syllabi and the dates on page 14).
- Review tips for academic success (on page 13).
- Fill out and submit your FAFSA and scholarship applications before March 1 (we call this “meeting Priority Deadline”).

TERMS TO KNOW

**GPA**
Grade point average. This is the average of your grades. Keep it above 2.0 (that is a C) to qualify for financial aid, stay in good academic standing and graduate.

**Hold**
A hold on your student account will keep you from performing registration activities or ordering transcripts. A hold means that you need to take care of a debt to a campus office or take care of a task that is required of you.

**Incomplete**
Instead of a grade, you may receive an Incomplete for a class that has coursework you didn’t finish. Work with your instructor to make sure you finish it by the new due date.

**Pass/Fail**
Some classes are graded with a letter grade of P or F. Some classes allow you to register using this grading system. ‘P’ grades do not calculate into your GPA, but ‘F’ grades do.

**Petition**
You can file a petition with the college to ask for an exception to a college policy, such as dropping a class after the deadline has passed.

**Release**
Release is the little electronic “magic” your advisor performs after meeting with you about your schedule each semester. You cannot register for classes without a release.
**MIDDLE OF SECOND SEMESTER**

**THINGS TO DO**

- Meet with your advisor to plan next semester *(review p.16)* and make sure you are on track with your degree.
- Check mid-term grades on WarriorWeb.
- Make sure you know what the last date is to drop a class (with a “W”).
- Register for 3rd semester classes.
- Start looking for summer internships or jobs. Go to career fairs (ask Career & Advising Services for more information).
- Consider taking summer classes. Register before the last day of the spring semester.

**BEFORE END OF FIRST YEAR**

**THINGS TO DO**

- Check your financial aid for 3rd semester.
- Mark beginning of 3rd semester classes on your calendar.
- Check LCMail and WarriorWeb (often during break) for important messages.
- Before 3rd semester begins, buy a new parking permit (if this is a fall semester), and buy your books.
• Do some career exploration in your chosen major (Career & Advising Services can help!).

• If undeclared, it’s advisable that you declare a major before completing 32 credits. Career & Advising Services can help you explore your options.

• You are more marketable if you gain experience in your field before graduating. Get an internship! Advisors can help you identify great internship opportunities!

• Make friends, enjoy yourself. Stop by and “Like” one of LCSC’s facebook pages at facebook.com!

• Start your resume. Ask Career & Advising Services for assistance.

• Start a study group with other students. Study groups can consist of classmates, students in your major, living group, or others with common academic interests.

• Volunteer. Check into the Lewis-Clark Service Corps Volunteer Center, 208-792-2194, or www.lcsc.edu/americorps/ and click on Volunteer Center.

• Part-time and full-time jobs are another way to build your resume. See Career & Advising Services and ask about “Job Match.”

• Attend athletic or extracurricular events – it’s a great way to meet other students and get connected. Most are free!

• Get involved. Join clubs for fun and great experiences. www.lcsc.edu/student-activities

• Use the free (or nearly free) resources available to you as a student: health services, career advising, counseling, weight room, library, computer labs, tutoring, etc.

• Stay healthy! Exercise, eat and drink wisely, and get enough sleep.

• Consider studying away! LCSC International Programs Office offers many different types of study away programs, both international and domestic, with some costing about the same as LCSC! Go to http://www.lcsc.edu/international/study-away/ or call 208-792-2184 for more information.
# INFORMATIONAL DIRECTORY

**Lewis-Clark State College**

**Phone:** 208-792-5272  
**Toll Free:** 800-933-5272  
**TTY:** 800-377-3529  
**Online:** www.lcsc.edu  
**Mailing Address:**  
500 8th Avenue  
Lewiston, ID 83501-2698

<table>
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<tr>
<th>Office/Program</th>
<th>Phone (208)</th>
<th>URL</th>
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<td>792-2313</td>
<td><a href="http://www.lcsc.edu/advising">www.lcsc.edu/advising</a></td>
<td>Reid Centennial Hall</td>
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<td>Academic Programs</td>
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<td>792-2238</td>
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<td>400 Main Street</td>
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<td>Associated Student Body</td>
<td>792-2256</td>
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<td>Coeur d'Alene Campus</td>
<td>208-666-6707</td>
<td><a href="http://www.lcsc.edu/cda/">www.lcsc.edu/cda/</a></td>
<td>1031 N. Academic Way, Ste 140</td>
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<td>826 7th Street</td>
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<td>Security</td>
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<td>Social Science Division</td>
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<td>Social Work Program</td>
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<td><a href="http://www.lcsc.edu/ti">www.lcsc.edu/ti</a></td>
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<td>792-2300</td>
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<td>Workforce Training</td>
<td>792-2388</td>
<td><a href="http://www.lcsc.edu/workforce-training">www.lcsc.edu/workforce-training</a></td>
<td>1920 N. 3rd Avenue, Lewiston</td>
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Lewis-Clark State College
Career & Advising Services
Reid Centennial Hall, Room 110
500 8th Ave.
Lewiston, ID 83501
(208) 792-2313
www.lcsc.edu/cas