What You Need To Know About FERPA

What is FERPA?
The Family Educational Rights and Privacy Act (1974) is a federal law designed to protect the privacy of education records and is enforced by the Family Policy Compliance Office of the U.S. Department of Education (FPCC). Essentially, the act states that 1) "students" must be permitted to inspect their own "education records" and 2) "school officials" may not disclose personally identifiable information about a student without written permission from the student.

What is an "Education Record"?
Education records are defined as those records directly related to a student and maintained by LCSC, or by a party acting for LCSC. These records may contain a student’s name, social security number, student ID number, address, or any other piece of information that could be considered "personally identifiable."
Records that are not considered education records:
- Records maintained by a law enforcement unit of the educational agency.
- Records relating to individuals who are employed by the institution that relate exclusively to their capacity as employees.
- Records relating to a student which are created or maintained by a physician, psychiatrist (or related professional) used solely in connection with the provisions of treatment to the student.

Who has access to student records?
Within the LCSC community, only those "school officials", individually or collectively, acting in the students' educational interest, who have a legitimate "need to know", are allowed access to student education records. College personnel are determined to have legitimate educational interest if the information requested is necessary for them to:
- Perform appropriate tasks that are specified in his/her position description, or by a contract agreement.
- Perform a task related to a student’s education.
- Perform a task related to the discipline of a student.
- Provide a service or benefit relating to the student or student’s family, such as health care, counseling, job placement or financial aid.

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Important Dates for Students

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“FERPA” continued...

What is “Directory Information”?

“Directory information” is information that, if disclosed, is not normally considered a violation of a student’s privacy and, therefore, can be released without the student’s written permission. Directory information can never include a student’s race, gender, social security number, grades, GPA, country of citizenship, or religion. As an institution, LCSC must provide “annual notification” of students’ FERPA rights and the categories designated as directory information.

What information can and cannot be released at LCSC?

This information **CAN** be released without written consent (directory information).

- Full Name
- Major/Minor
- Previous Colleges Attended
- Academic Honors
- Dates/Terms Enrolled
- Degree/Certificate Awarded and Date Conferred
- Full or Part-Time Status
- Withdrawal Date
- Athlete Height & Weight
- Athletic Achievements
- Email Address
- College Level (Sr., Jr., So., Fr.)
- Home Town

This information **CANNOT** be released (written consent is required).

- Date of Birth
- Social Security Number
- Student ID Number
- Class Schedule
- Address/Phone Number
- Academic Standing
- Grades
- GPA (term and cumulative)
- Transcript
- Parent’s Address
- Gender
- Credits (term and cumulative)

What are the rights of parents under FERPA?

When a student reaches the age of 18 or begins attending a post-secondary institution regardless of age, FERPA rights transfer to the student.

- Parents may obtain directory information at the discretion of LCSC.

In an emergency, can we tell a student’s mother where her daughter’s next class is today?

A student’s class schedule is non-directory information. For the safety of the student, we cannot tell another person where a student is at any time. When this situation arises, the inquiring person is directed to the Office of Admission/Registrar and that office will contact the student directly. However, they will not contact students for non-emergency reasons.

What is the Solomon Amendment?

Under this 1996 amendment, institutions are required to provide directory-type information on students at least 17 years of age who are registered for at least one credit, upon request from the Department of Defense for military recruiting purposes.

Special Events

Goodies

Send goodies to your favorite Warrior! Whether it’s “Happy Birthday” or “Way to go!” - the LCSC Alumni Association is pleased to offer the perfect service to let your student know how much you care.

We currently offer a variety of gifts that are certain to please—cakes, cookies, latte cards, pizza, and much more! If you are looking for something that isn’t listed, please let us know and we’ll do our best to fill your request.

How does it work? On the weekday that you specify, your student or friend is called and wished a happy day and will be told that their gift is available for pickup on campus. You also have the opportunity to give them a special message in a greeting card that will accompany the gift.

For more information, please visit our alumni website at [www.lcsc.edu/alumni](http://www.lcsc.edu/alumni). Order information is found under “Alumni Benefits and Services.” For more information or to order by phone, call (208) 792-2151. All orders must be placed two days in advance.
Family Weekend is a fun-filled weekend stuffed with activities for family members, both young and old. Bring your family to enjoy all that Lewis-Clark State has to offer. Although there will be many activities planned, please feel free to explore the Lewis-Clark Valley and our surrounding area during the weekend, as there are lots of great attractions.

Note: the Website will be updated on a regular basis to reflect all additions and/or corrections to the schedule.

Online registration is now open. TO REGISTER ON-LINE.

We look forward to seeing you at Family Weekend! For area information.

SCHEDULE OF EVENTS

Friday, April 25

Registration and Welcome Celebration! – 4 pm to 6 pm Student Union Bldg. (2nd Floor Lounge Area) Welcome to L-C! Pick up your AUE passes, visitor information and event t-shirts. Enjoy pizza and a soda while you meet LCSC President Tony and Mrs. Diane Fernandez, and interact with other families at the welcome event. All registered Family Weekend participants are invited to attend, and families are welcome to arrive at any time during this event. This event is casual. (Sponsored by: LCSC Alumni Association)

Art under the Elms - 12 pm to 8 pm
At under the Elms is celebrating its 30th anniversary and features over 100 booths of exquisitely hand-crafted fine art items from artisans nationwide, and a variety of activities, performances and demonstrations for your enjoyment. For complete information, please visit www.lcs.edu/ce/aue/
General admission is $3, Senior/Youth/Student $2 for a 3-Day Pass.

Concert Featuring 7 Devils - 6 pm SUB Amphitheatre, no charge

Zing Award Presentations 6:30 pm SUB Amphitheatre
The Zing award celebrates the supportive roles families and friends play in the lives of LCSC students and the LCSC community.

Saturday, April 26

Seaport River Run - 10 am (Register at: Seaport River Run Information)

Art under the Elms Continues 10 am to 6 pm

Dogwood Show and Shine Free to view. 10 am to 3 pm
L-C Valley Dine-Around Take the family out for a dinner on the town and experience the great restaurants that our valley has to offer! Discounts and promotions will be offered at many establishments. Please refer to your registration packet (which will be available at event check-in) for participating restaurants. Please note that dinner is on your own.

Sunday, April 27

Sunday Send-Off Brunch - 10:30 am to 1:00 pm Enjoy a wonderful breakfast with all the workings in the SUB’s dining area. Menu includes: Salad bar, made to order omelets, waffles, pancakes, scrambled eggs, bacon, sausage, biscuits and gravy, burgers and sandwiches. Cost per person is $8 (payable at event.)

Art under the Elms Continues - 10:00 am to 4:00pm
Selecting a major and choosing a career:

What every freshman should know and do and what family and friends can do to help:

Is there a difference between selecting a major and choosing a career? For many students, the purpose of attending college is to ultimately secure employment. When considering the major/career decision, your student may wish to keep the following in mind:

"Major" refers to an area of study, not necessarily a defined occupation.
• Although some technical careers may require certain majors (i.e. nursing, teaching, accounting), many careers do not demand a certain major.
• In many cases, employers hire people with skills, not particular majors. They look for employees who have the ability to complete tasks associated with the job description.
• Job titles do not fully convey information about the skills required to fulfill the job responsibilities. Similarly, college majors do little to convey your qualifications to pursue a specific job.

Career decision-making is an active, thought-provoking, and sometimes, time-consuming process. It involves assessing one's interests, abilities, experiences, and values to determine the best fit in the world of work. If your student is undecided or unsure about their major, these questions could help in the decision-making process.

What activities do you participate in during your spare time?
What are you good at?
What have you done in the past that makes you especially proud?
What skills would you like to improve?
What classes are you currently taking or have taken that you most enjoy?
What do you value?
How do your values affect your academic and career interests?
What are your life circumstances and how might these affect your decision?
What are your career goals?
How do these goals fit with your values, interests and abilities?

These questions are a good springboard for discussion. For more information on what your student could do with his/her specific major check out Career & Advising Service’s "What Can I Do With This Major?" page www.lcsc.edu/careers/majors-where-they-lead/

Deciding on a major and choosing a career does not happen overnight. Both are ongoing processes that continue to graduation (and beyond!). Here are some suggestions to encourage your freshman student to complete their first year at LCSC:

Read the LCSC catalog at www.lcsc.edu/catalog and become familiar with graduation requirements (core, number of credits required, grading policies, etc.).
• Consider enrolling in Student Development courses such as “Intro. to College Studies” or “Career Exploration.”
• Visit Career & Advising Services (RCH 110). Take a look at the Career and Advising Services Library.
• Participate in extracurricular activities. They offer the opportunity to develop career-related skills (like leadership and teamwork), make friends, and serve the college community.
• Establish a relationship with your advisor. A college advisor can help your student in the decision-making processes and can provide valuable insight into the college community. In addition, an advisor who knows your student can become a great reference when applying for jobs or graduate programs.

Choose part-time and summer jobs carefully. Your student can use these jobs to help evaluate career interests and develop important work skills. Remember that the number one thing you can do for your student is to encourage them throughout their career-building process, which includes major choice, college life and, ultimately, career choices. Career and Advising Services and the many other services at LCSC are ready to support your student through this experience.

Visit the LCSC Parent Page and Academic Calendar at http://www.lcsc.edu/parents/
Each semester, currently enrolled students have the opportunity to register early for their classes for the next semester. This early registration period is called Advance Registration, and there are many advantages to registering for classes during this period:

- Currently enrolled students have taken many of their core/classes required for graduation and many are well on their way to completing the classes required of their major.
- By allowing currently enrolled students to register early, they are able to get the classes, times and instructors they require, as well as other classes that fit into other schedules they may have involving work and family. Many classes have limited enrollment or are only offered in the Fall or Spring, and registering early allows for securing a seat.

By the time Open Enrollment occurs, where all students can register regardless of their class standing, many classes may be full, or filled to capacity. Advance Registration allows students to get a seat in classes they need to take. Therefore, it is highly recommended that all currently enrolled students take the opportunity to register during Advance Registration.

Class schedules for Summer and Fall 2014 will be posted on the LCSC website beginning March 3rd. At that time, students can begin assembling potential class choices and scheduling appointments with their advisor.

Dates for Advance Registration for Fall Semester 2014 April 14 thru 17. Registration dates are based on class standing, determined by the number of credits a student has earned at the time of registration (currently enrolled credits do not apply).

- April 14th is reserved for Seniors and Post-baccalaureates (90 completed credits or more).
- April 15th is reserved for Juniors (58-89 completed credits).
- April 16th is reserved for Sophomores (26-57 completed credits).
- April 17th is reserved for Freshmen (0-25 completed credits).

Advance Registration is Just Around the Corner
Will Your Student Be Ready?

Open Registration begins on April 19th, and any student who did not register on their advance registration date, can register at any time after their assigned date has passed.

What To Do Next:
In order to Advance Register, students need to remember that they have to meet with their academic advisor, in order to be electronically released to register on the Web. It is important to schedule an appointment with the advisor at least two weeks prior to their registration date, and preferably earlier, to insure getting released before the assigned registration date. Also, any holds on their account (library, security, health clinic, controller’s office, etc.) needs to be cleared before being allowed to register. They should contact the staff or the office that placed the hold to find out what needs to be done to have it removed.

The Office of Career & Advising is happy to assist students with Advance Registration questions and can be contacted at Reid Hall 110, or call 208-792-2313.

LCSC International Programs is looking for new Host Families for international students! Are you interested in sharing U.S. culture and learning about another culture while helping an international student adjust to life in the U.S.? Many international students prefer to live with a host family while studying English in our IIE program or while pursuing their degree program in college. As a host family you are required to provide 3 meals a day (1 sit down meal) and transportation to campus if your home is more than 1 mile from campus, basic transportation around town (shopping, banking, etc.). You will need to provide a private bedroom with a bed, desk, and chair at minimum. All homes must have internet access. You create your own house rules and inform the student to follow the rules. The payment to you will be $570 per month. The IPO staff will fully support you and your student(s) with any issues. Please email intlhousing@lcsc.edu or call 792-2877 for questions and inquiries!

More details will be available soon, but if you wish to register interest please email the IPO Director, Steve Arnold at saarnold@lcsc.edu or phone: (208)792-2329.

Thinking about how your student can get a job? Let us help!

Career & Advising Services
RCH 110 792-2313

How do students get a job...What kind of jobs are available...Where can students get help with resumes and job applications...Where do they go for help...??????????

Continuing Education:

Students, Family & Friends! If you find yourself with some spare time and an adventurous spirit, join Continuing Education this spring in a class or two that are just plain fun! We offer opportunities to experience arts and crafts, music, cooking, daytrips in Hells Canyon, genealogy, meditation and yoga, photography and much more! You can check out all of our classes online at www.lcsc.edu/ce or pick up our new class bulletin from one of our many campus racks. You are welcome to stop by and visit us at LCSC’s beautiful Center for Arts and History building, 415 Main St., and take in the latest art exhibit while you are here. If you have any questions about our program, or to find out about our LCSC Student Discount, please give us a call at 208-792-2447.
Native American Awareness Week

Native American Awareness Week is a splendid celebration held each spring on the Lewis-Clark State College Campus. Activities include speaker presentations, cultural demonstrations, a Friendship Banquet and Pow Wow. Everyone is encouraged to attend. All age groups are welcome. LCSC invites you to join your student in celebrating the 26th Annual Native American Awareness Week!

Mon, March 17
Native American Theatre Production
7pm Silverthorne Theatre

Tues, March 18
Mini Pow Wow for Local 4th Grade Classes
10am Activity Center Gym

Wed, March 19
Panels & Presentations – 9am to 5pm
Williams Conference Center

Thurs, March 20
Panels & Presentations – 9am to 3pm
Williams Conference Center
Friendship Banquet – 6pm to 9pm
Williams Conference Center

Fri, March 21
Annual LCSC Pow Wow – 7pm to Midnight – Activity Center Gym

Do you know what the LCSC library offers your student?

We have:
• Friendly librarians eager to answer their research questions
• Resources to supplement their coursework
• Access to databases containing e-books, online articles, and streaming documentaries
• Workshops on learning to search the library’s databases
• Popular books and movies
• Both quiet and group study spaces

Remind your student that it’s never too early to ask the librarians for help!

Warriors Step up!
Be aware • Be active • Be safe

March 24-26 in & around the SUB
Games • Prizes • Speakers • Panels • Q&A

Mon: Focus on Sexual Assault
Tue: Recreational Safety Awareness
Wed: Alcohol Awareness Emphasis
Start this spring with a
FREE HEALTH SCREENING!
Do you know your numbers?

WHAT:
FREE of charge to students, staff of LCSC and surrounding community, except Lipid/Cholesterol panel*, cost is $15.00 and Hemoglobin A1C (diabetes) cost is $10 (cash or check) and you must be fasting (12 hours-no food or drink, except water), this is a savings of $230.00. FREE health screenings:

- vision
- blood glucose
- blood pressure
- iron/hemoglobin
- chiropractic/posture
- body mass index and health plan
- asthma
- skin cancer awareness
- mental health
- hearing
- bone density
- Lasik
- Diabetes screen
- STI/HIV

PLUS
- prizes
- PDT points
- refreshments

WHERE:
Sub Solarium at Lewis-Clark State College

WHEN:
March 20, 2014 from 9:00 am until 2:00 pm

WHO:
Coordinated by Student Health Services and participants: of Alpine Vision Center, Clearview Eye Clinic, Costco, Eastgate Chiropractic, Inland Oasis, Inc., LCSC Division of Nursing & Health Sciences, LCSC Kinesiology, Lewis & Clark Health Center, North Central District Health Department, Pathologist’s Regional Laboratory, Allergy & Asthma Tri-State Clinic, Tri-State Memorial Hospital, St. Joseph Regional Medical Center, and Quality Behavioral Health.

“Health is a function of participation.”
Refresh the Valley  
Stephen Lyman Memorial  
Children’s Exhibit  

24rd Annual Confluence Grape & Grain  

Lewiston All-Breed Dog Show  

Art Under the Elms  

37th Annual Seaport River Run  

Dogwood Show & Shine  

29th Annual Seaport Quilt Guild Show  

Saturday, April 06, 2014  
April 10-26, 2014  

Friday, April 11, 2014  
Friday, April 19 through Monday, April 22, 2013  
Friday, April 25, 2013  
Saturday, April 26, 2013  
Saturday, April 26, 2013  
Saturday, April 26, 2013  
Saturday, April 26, 2013  

8am-12pm  
8am-5pm  
8am-5pm  
8am-5pm  
8am-12pm  

11am-4pm  
6pm-9pm  
Noon-8pm  
10am-6pm  
10am-6pm  
10am-4pm  
10am  
10am-3pm  
9am-5pm  
10am-4pm  

$3 3-Day Pass; Seniors/LCSC $2; under 6 FREE  

3 Day Artisan Fair  
Art, Live Entertainment,  
Family Fun Fair  

Over 100 Booths of  
Hand-crafted  

Glass  
Jewelry  
Metalwork  
Ceramics  
Digital Art  
Music/Entertainment  
Mixed Media  
Painting  
Photography  
Foods  
Woodworking  
Drawing  
Fiber  
Fiber Craft  
Furniture  

Please visit www.lcsc.edu/ce