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. 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.

The Advising Center 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 208, 208-792-2313, or online at www.lcsc.edu/advising-center.
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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:

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

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

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

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

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

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

LOG IN TO WARRIORWEB
Do this as soon as you receive your acceptance letter and prior to attending your initial advising and registration session.
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 and transfer students with less than 14 credits will initially be advised through the The Advising Center for up to one year. All other students will be advised by their division. Then 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 Registrar & Records office or any Division office of their respective major.

PLACEMENT TESTS
If you feel your math and/or English placement is inaccurate, contact the Testing Center to take the Writing Placement exam (English) and/or ALEKS (Math) at 208-792-2100.

TERMS TO KNOW

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

Advisor
A person 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.

Major
Your chosen course of study (for example Biology or Welding).

Minor
Your declared secondary academic emphasis.
**TERMS TO KNOW**

**Provisional admission**
You may have been provisionally 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.

**General Education Core**
General Education is intended to nurture the development of life-long learners. The goal of general education is to “connect learning to life” by providing students with the skills, knowledge, and dispositions necessary for learning about their environment. This includes thinking clearly, communicating ideas effectively, and functioning comfortably in a variety of social institutions. The General Education Core Curriculum is the foundation for courses that students take in their major programs.

**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)

**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.

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**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
**LCSC Mathematics Course Flow Charts**

**Academic Math Flow Chart:**

- MATH 015*
- MATH 023*
- MATH 025*
- MATH 123^*
- MATH 153^*
- Developmental Placement Course
- MATH 157 (Elem. Ed)
- MATH 157P
- MATH 186
- MATH 253^*
- MATH 143 & 144 (Must take both)
- MATH 143P
- MATH 147^ (Same as MATH 143/144)
- MATH 170^*

*Courses which fulfill the core Math Skills Component of the General Education Core are shaded brown.
*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.

**Career-Technical Math Flow Chart:**

- MTHPT 010*
- MTHPT 103
- **MTHPT 103P co-requisite
- MTHPT 153^*
- MTHPT 154 Statistics Lab
- MTHPT 137^*
- MTHPT 130^*
- **replaces MTHPT 010

**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 103 if tested into developmental placement), and ENGL 102.

- GNBPT 097 Basic English
- GNBPT 122 Business English
- GNBPT 222 Proofreading
- GNBPT 245 Business Writing
- ENGL 101 English Composition
- (ENGL 103) 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 CTE students.
### GENERAL EDUCATION CORE REQUIREMENTS 2019-2020

#### WRITTEN COMMUNICATION

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

#### ORAL COMMUNICATION

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>COM M 101 Fundamentals of Oral Comm</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>COM M 202 Interpersonal Communication</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>COM M 203 Small Group Communication</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>COM M 204 Public Speaking</td>
<td>3 cr</td>
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</tbody>
</table>

#### MATHEMATICAL WAYS OF KNOWING

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>MATH 123 Math in Modern Society</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>MATH 130 Finite Mathematics</td>
<td>4 cr</td>
</tr>
<tr>
<td></td>
<td>MATH 143 College Algebra</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>MATH 147 College Algebra &amp; Trigonometry</td>
<td>5 cr</td>
</tr>
<tr>
<td></td>
<td>MATH 153 Statistical Reasoning</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>MATH 170 Calculus I</td>
<td>4 cr</td>
</tr>
<tr>
<td></td>
<td>MATH 253 Statistical Methods/Sciences</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>MATH 257 Math for Elem Teachers II</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>MATH 150 World M usic</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>MUS 102 Survey of Music</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>MUS 150 World M usic</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>MUS 151 History of Musical Theater</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

#### HUMANISTIC & ARTISTIC WAYS OF KNOWING

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literature</td>
<td>ENGL 175 Literature and Ideas</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>ENGL 257 World Classics</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>ENGL 258 International Literature*</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>ENGL 261 Mythologies</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>MUS 101 Art &amp; History of the Motion Picture</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>MUS 102 M usic in America</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>MUS 150 World M usic</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>MUS 151 History of Musical Theater</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>SPAN 101 Elementary Spanish I*</td>
<td>4 cr</td>
</tr>
<tr>
<td></td>
<td>SPAN 102 Elementary Spanish II*</td>
<td>4 cr</td>
</tr>
<tr>
<td></td>
<td>SPAN 201 Intermediate Spanish I</td>
<td>4 cr</td>
</tr>
<tr>
<td></td>
<td>SPAN 202 Intermediate Spanish II</td>
<td>4 cr</td>
</tr>
<tr>
<td></td>
<td>SPAN 203 Advanced Spanish I</td>
<td>4 cr</td>
</tr>
<tr>
<td></td>
<td>SPAN 204 Advanced Spanish II</td>
<td>4 cr</td>
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</table>

#### SCIENTIFIC WAYS OF KNOWING

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>BIOL 100 Intro to Bioinformatics</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>BIOL 120 Plants and People</td>
<td>4 cr</td>
</tr>
<tr>
<td></td>
<td>BIOL 123 Biology in Film</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>BIOL 175 Human Biology</td>
<td>4 cr</td>
</tr>
<tr>
<td></td>
<td>BIOL 227 Human Anatomy &amp; Physiology I</td>
<td>4 cr</td>
</tr>
<tr>
<td></td>
<td>CHEM 100 Concepts of Chemistry</td>
<td>4 cr</td>
</tr>
<tr>
<td></td>
<td>CHEM 201 Principles of Macroeconomics</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>CHEM 202 Principles of Microeconomics</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>CHEM 105 General, Organic &amp; Biochemistry</td>
<td>4 cr</td>
</tr>
<tr>
<td></td>
<td>CHEM 111 General Chemistry</td>
<td>4 cr</td>
</tr>
<tr>
<td></td>
<td>CS 108 Intro to Computer Science</td>
<td>4 cr</td>
</tr>
<tr>
<td></td>
<td>FSCI 101 Intro to Forensic Science</td>
<td>4 cr</td>
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</tbody>
</table>

#### SOCIAL & BEHAVIORAL WAYS OF KNOWING

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ANTH 102 Cultural Anthropology*</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>ANTH 120 World Prehistory*</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>ANTH 170 Intro/ Native American Studies*</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>ECON 201 Principles of Macroeconomics</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>ECON 202 Principles of Microeconomics</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>ENGL 102 Introduction to Geograpy*</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>HIST 101 World History I*</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>HIST 102 World History II*</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>HIST 103 World History III</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>HIST 104 World History IV</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>HIST 111 United States History I*</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>HIST 112 United States History II*</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

#### DIVERSITY

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ANTH 360 Race &amp; Ethnicity</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>COMM 345 Communications &amp; Diversity</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>ENGL 474 Native American Literature</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>ID 300C Diversity</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>KIN 220 Socio-Cultural Apects of Sport</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>SPAN 201 Intermediate Spanish I</td>
<td>4 cr</td>
</tr>
<tr>
<td></td>
<td>SPAN 202 Intermediate Spanish II</td>
<td>4 cr</td>
</tr>
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</table>

#### INTEGRATIVE SEMINAR: ETHICS/VALUES

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ID 300 Integrative Seminar in Ethics &amp; Values</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>ID 301 Integrative Seminar in Ethics &amp; Values: Experiential Learning</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

* Modifications to the General Education Core Requirements may occur each year. For the most up-to-date information check your College Catalog at http://catalog.lsc.edu

** Refer to your program plan for the specific requirements of your degree program.
Freshmen Advising Experience
During your first year at LCSC, you will have the support of an Academic Advisor, Faculty Mentor and Peer Mentor to help you navigate academic, social, financial, and other aspects of college.

Your Academic Advisor will:
• Discuss possible majors/careers and help you to select courses
• Release you to register for courses
• Work with you to create an academic plan for graduation
• Discuss strategies and resources to help you be successful in college
• Answer questions regarding policies, procedures and deadlines related to college (financial aid, registration, housing, payment plans, etc)
• Maintain regular correspondence with advisees

Your Faculty Mentor will:
• Help you with discipline specific questions
• Direct you toward resources relevant to your major
• Help you identify academic, professional, and social goals
• Provide support and suggestions for academic growth

Your Peer Mentor will:
• Help you explore extra-curricular opportunities that will help you build your resume
• Help you explore activities and campus events that will add to your college experience
• Provide advice on college success

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)
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.

Withdraw
The withdrawal deadline, whereby students earn a W on their transcript, is the Thursday before advance registration. A grade of “W” will be entered on the permanent transcript for each course. Students who fail to complete the official withdrawal process will be considered enrolled and will be graded accordingly.
# First Day of Semester Checklist

Once you’ve registered for classes, use this list to ensure that you are ready for your first semester at Lewis-Clark State College

<table>
<thead>
<tr>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make sure you know the name of your advisor and how to reach him/her (hint: <a href="https://www.lcsc.edu/advising/first-semester-checklist/">Warrior Web</a> “My Profile and Advising Information”).</td>
</tr>
<tr>
<td>Arrange for delivery of your final high school transcripts, college transcripts, and/or AP scores to LCSC.</td>
</tr>
<tr>
<td>Find out what you will need to pay (<a href="https://www.lcsc.edu/advising/first-semester-checklist/">tuition, fees, room, board</a>) and when it is due (hint: day five of each semester). Statements are posted to <a href="https://www.lcsc.edu/advising/first-semester-checklist/">WarriorWeb</a> in July (fall) or January (spring).</td>
</tr>
<tr>
<td>Touch base with the <a href="https://www.lcsc.edu/advising/first-semester-checklist/">Financial Aid Office</a> – Let them know you have registered for classes. Make sure you have submitted any necessary documents they may need.</td>
</tr>
<tr>
<td>Check your <a href="https://www.lcsc.edu/advising/first-semester-checklist/">LCMail</a> account regularly. You may receive messages from a variety of LCSC offices, even before classes begin. Respond to messages you receive.</td>
</tr>
<tr>
<td>If you need to provide documentation of <a href="https://www.lcsc.edu/advising/first-semester-checklist/">health insurance</a>, be sure to take care of this early.</td>
</tr>
<tr>
<td>Arrange <a href="https://www.lcsc.edu/advising/first-semester-checklist/">housing</a> far in advance of the start of school. If you are on a waitlist, consider finding an alternative option as a backup plan.</td>
</tr>
<tr>
<td>Get Microsoft Office for free! Go to the following website for information: <a href="https://www.lcsc.edu/it/for-students/">https://www.lcsc.edu/it/for-students/</a></td>
</tr>
<tr>
<td>Plan to attend <a href="https://www.lcsc.edu/advising/first-semester-checklist/">Orientation</a>. You don’t want to miss this event where you will meet your classmates, learn about LCSC policies and processes, and acclimate to campus.</td>
</tr>
<tr>
<td>Purchase all required <a href="https://www.lcsc.edu/advising/first-semester-checklist/">books and supplies</a> before classes begin. Wait until you start classes to buy optional supplies…you will find out what you need once you attend each class.</td>
</tr>
<tr>
<td>Planning to work while in college? There are employment opportunities both off and on campus for students. Check with Student Employment &amp; Career Center for more information!</td>
</tr>
<tr>
<td>Print out your class schedule during the week before you start classes (up to that point, locations may still change). Go to your <a href="https://www.lcsc.edu/advising/first-semester-checklist/">WarriorWeb</a> Student menu, then My Class Schedule.</td>
</tr>
<tr>
<td>Once you arrive on campus, practice “walking your schedule” so you know how to get from one point to the next.</td>
</tr>
<tr>
<td>Get lots of rest before your first week of school – it is usually exhausting!</td>
</tr>
<tr>
<td>To view the links above, visit <a href="https://www.lcsc.edu/advising/first-semester-checklist/">www.lcsc.edu/advising/first-semester-checklist/</a></td>
</tr>
</tbody>
</table>
TERMS TO KNOW

**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](http://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 Funds**
*Funding from scholarships, grants, or loans that exceed your charges are available to you by direct deposit or a paper check. Students can sign up for direct deposit on WarriorWeb.*

**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.*

**Student Accounts**
*They control the money. This is where you pick up residual funds or pay (or make arrangements to pay) your fees and tuition.*

**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:
- Your LCMail account becomes active after you apply for admission to LCSC.
- Check your LCMail account daily for any important messages from the college, professors, and advisors.
- This is the official way LCSC will contact you.

**LCMail access:**
1. Open any web browser and go to [http://lcmail.lcsc.edu](http://lcmail.lcsc.edu).
2. Click **Check LCMail** and type your **Username** and **Password**.
   - If you do not know your **Username** and/or **Password**, click **Forgot Password**, and follow the steps listed.
3. Click **Sign In** to continue.
4. If this is your first time using LCMail, you must accept the **User Agreement** before you can access your LCMail account.
5. 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 STUDENT ACCOUNTS


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 funds checks from Student Accounts in the Controller’s Office. www.lcsc.edu/student-accounts, 208-792-2202.

1. Check WarriorWeb for student account charges and billing statements.
2. Fees must be paid, or arrangements made, by the 5th day of the Fall/Spring 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 Student Accounts if you are not sure.
3. Late fees start after the 5th day of school.
4. Summer enrollment has unique fee payment and refund policies. Please visit www.lcsc.edu/student-accounts for details.

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 $10.00 for students. Permits can be purchased at the Security Office in Meriwether Lewis Hall room 110, the cashier’s window in the Administration Building, or at the SUB Information Desk.

Do you need accommodations to attend college?
- Disability Services, Library Room 161, 208-792-2677 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 current students, then campus resources, then bookstore).

Proof of Health Insurance
Lewis-Clark State College requires the following full-time students to have Affordable Care Act compliant insurance: International Students, Varsity Athletes, Accepted into the Nursing or Rad-Tec Program. The 10th day of the semester is the deadline to prove health insurance.

Person Proxy
LCSC students have the ability to designate a “proxy” user who may access their information within the Self-Service/WarriorWeb system. A proxy user is typically a parent, spouse, guardian, etc. to whom the student grants access to view typically private information depending upon what information (grades, financial, tax) the student wishes to share.
NEW STUDENT ORIENTATION
One of the most beneficial credits you will earn at LCSC.

New Student Orientation is a one credit, required program for all new-to-LCSC freshman 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.

You will register for Orientation during your initial advising and registration session, via student planning or send an e-mail with the course number (SD 107), your name, and student ID number to admissions@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 Admissions Office, 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 web-based course management system used to deliver online and hybrid classes at LCSC.

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://catalog.lcsc.edu. 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 understanding 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.

Attend college success seminar.

Know how to access and navigate online course components using Blackboard—to learn more, go to the eLearning Services webpage at www.lcsc.edu/e-learning and click on Students.

BLACKBOARD

Lewis-Clark State College offers several options for course delivery using the Blackboard learning management system. All coursework for fully online classes, designated WEB in Warrior Web, is accessed and submitted through Blackboard. Hybrid courses are a combination of classroom and online instruction. Hybrid classes, designated HYB in Warrior Web, can have up to 70% of the coursework posted in Blackboard. Additionally, many face-to-face (LEC) classes use Blackboard to deliver documents, notes, and grades.

Blackboard access:

1. Direct Access to Blackboard can be found at lcsc.blackboard.com.

2. The first time a user logs in to Blackboard, they will use the following format:
   a. Username: WarriorWeb ID or LCMail ID (Example: LCWarrior)
   b. Password: Eight-digit birthdate (Example: January 8, 1998 = 01081998)

3. After accessing Blackboard for the first time, change your password to something more secure. To change your password, click on the "Personal Information" link in the Tools menu located on the left side of the LCSC Bb Learn dashboard.

4. Blackboard courses become accessible the Friday before the official start date of each semester.

5. Links to courses will appear in the ‘My Courses’ module on the right side of the LCSC Bb Learn page. Click on a course title to open the course.
   a. If a course you registered for is missing from this list, and it has been more than 48 hours since you registered, contact the Blackboard Help Center (information below).

6. If you are enrolled in an on-campus course, it will also appear in your My Courses list. Check with your instructor about whether or not information for the course will be posted in Blackboard.

7. For more information on how to use Blackboard and other student resources, visit the e-Learning Services Student Resources page (http://www.lcsc.edu/e-learning/students/)

8. Need help with Blackboard? Call the 24/7 LCSC Blackboard Support Center at 1-855-671-6899 or visit the 24/7 Help Center online (lcsc.edusupportcenter.com) to submit a ticket or live chat with a technician.
BEGINNING OF FIRST SEMESTER

Note these important dates and deadlines in a student planner:

**FALL SEMESTER 2019**
- Aug 16: New Student Orientation
- Aug 19: First day of class
- Aug 23: Add/drop online deadline
- Aug 23: Fee payment deadline
- Aug 30: Last day to add/drop without “W” on transcripts, 10th day of classes
- Aug 30: Last day to prove health insurance
- Sept 2: Labor Day (no classes)
- Oct 1: FAFSA is available
- Oct 18: Mid-term grades due/posted to WarriorWeb
- Nov 7: Last day to withdraw from classes or college for the semester
- Nov 11-14: Advance registration for Spring 2019
- Nov 25-29: Thanksgiving Break (no classes)
- Dec 1: Start reviewing available scholarships
- Dec 2-6: No final exam week
- Dec 9-13: Final exam period
- Dec 16: Final grades posted to WarriorWeb

**SPRING SEMESTER 2020**
- Jan 17: New Student Orientation
- Jan 20: MLK Day (campus closed)
- Jan 21: First day of class
- Jan 27: Add/drop online deadline
- Jan 27: Fee payment deadline
- Feb 3: Last day to add/drop without “W” on transcripts, 10th day of classes
- Feb 3: Last day to prove health insurance
- Feb 17: President’s Day (campus closed)
- March 1: Priority deadline for FAFSA and scholarship deadline
- March 20: Mid-term grades due/posted to WarriorWeb
- March 30-Apr 3: Spring Break (no classes)
- April 9: Last day to withdraw from classes or college for the semester
- April 13-16: Advance registration for Fall 2020
- May 4-8: No final exam week
- May 11-14: Final exam period
- May 18: 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.**
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
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, Room 172
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, Room 172

TRIO Student Support 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 215

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

Disability Student Services helps with accommodations if you have a documented disability. Contact the Office of Disability Services for an appointment.
Location: Library, Room 161

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

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

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: The Library and 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 1112 7th Street.

e-Learning Services supports the online course delivery system, Blackboard.
Location: Sam Glenn Complex, Room 214

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

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

Testing Center offers exam proctoring services to LCSC students as well as community members.
Location: Library, Room 161

College Assistance Migrant Program (CAMP) is an educational support and scholarship program to help students from migrant and seasonal farmworking backgrounds to succeed in college.
Location: CAMP House, 722 8th Street

Veteran Services is committed to the success of active and former military members, Guard and Reservists, and military dependents with a mission to provide the academic, financial and networking resources for students to reach their goals.
Location: Reid Centennial Hall, Room 212

LCSC Warrior Pantry is an on-campus food pantry exclusively serving all Warriors including students, staff and faculty. Our mission is to support students to stay healthy and achieve their educational goals.
Location: Sam Glenn Complex, Room 203

*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.

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 The Advising Center 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: It’s your education. OWN IT!
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
Your advisor will release you for registration after meeting with you about your schedule each semester. You cannot register for classes without a release.
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 the Office of Student Employment 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.
CROSSROADS
(Getting the most out of your college experience)

- Do some career exploration in your chosen major (The Advising Center can help!).
- If undeclared, it’s advisable that you declare a major before completing 32 credits. The Advising Center can help you explore your options.
- You are more marketable if you gain experience in your field before graduating. Get an internship! Advisors, and faculty mentors 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 the Office of Student Employment 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/service-learning/warrior-volunteer-center/.
- Part-time and full-time jobs are another way to build your resume. See the Office of Student Employment 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!
- Stay healthy! Exercise, eat and drink wisely, and get enough sleep.

- 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.
- 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/study-away/ or call 208-792-2184 for more information.
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<tr>
<th>Office/Program</th>
<th>Phone (208)</th>
<th>URL</th>
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<td>792-2210</td>
<td><a href="http://www.lcsc.edu/admissions">www.lcsc.edu/admissions</a></td>
<td>Reid Centennial Hall 102</td>
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<td>Adult Learning Center</td>
<td>792-2238</td>
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<td>400 Main Street</td>
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<td>Advising Center, The</td>
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<td>Associated Student Body</td>
<td>792-2256</td>
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<td>Athletic Department</td>
<td>792-2275</td>
<td><a href="http://www.lcwarriors.com">www.lcwarriors.com</a></td>
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<td>Business Division</td>
<td>792-2293</td>
<td><a href="http://www.lcsc.edu/business">www.lcsc.edu/business</a></td>
<td>Thomas Jefferson Building 124</td>
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<td>Campus Mail</td>
<td>792-2214</td>
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<td>792-2252</td>
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<td>Sam Glenn Complex 113</td>
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<td>Career &amp; Technical Education</td>
<td>792-2225</td>
<td><a href="http://www.lcsc.edu/career-technical-education">www.lcsc.edu/career-technical-education</a></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>Counseling Center</td>
<td>792-2211</td>
<td><a href="http://www.lcsc.edu/student-counseling">www.lcsc.edu/student-counseling</a></td>
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<td>Clearwater Valley</td>
<td>792-2503</td>
<td><a href="http://www.lcsc.edu/educational-talent-search">www.lcsc.edu/educational-talent-search</a></td>
<td>826 7th Street</td>
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<td>Financial Aid Office</td>
<td>792-2224</td>
<td><a href="http://www.lcsc.edu/financialaid">www.lcsc.edu/financialaid</a></td>
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<td>First Year Experience</td>
<td>792-2208</td>
<td><a href="http://www.lcsc.edu/first-year-experience">www.lcsc.edu/first-year-experience</a></td>
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<td>Health Services</td>
<td>792-2251</td>
<td><a href="http://www.lcsc.edu/student-health">www.lcsc.edu/student-health</a></td>
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<td>Helpdesk</td>
<td>792-2231</td>
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<td>Humanities Division</td>
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<td>LCSC Bookstore</td>
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<td><a href="http://www.blkstr.com">www.blkstr.com</a></td>
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<td>Natural Sciences &amp; Mathematics Division</td>
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<td>Registrar</td>
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<td><a href="http://www.lcsc.edu/registrar">www.lcsc.edu/registrar</a></td>
<td>Reid Centennial Hall 108</td>
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<td>Residence Life</td>
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<td>Security</td>
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<td>Social Science Division</td>
<td>792-2291</td>
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<td>Social Work Program</td>
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<td><a href="http://www.lcsc.edu/social-sciences/programs/social-work">www.lcsc.edu/social-sciences/programs/social-work</a></td>
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<td>Sodexo Food Services</td>
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<td>Student Union Bldg 119</td>
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<td>Students Accounts</td>
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<td>Student Activities</td>
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<td>Student Affairs</td>
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<td>Teacher Education</td>
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<td><a href="http://www.lcsc.edu/education">www.lcsc.edu/education</a></td>
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<td>Technical &amp; Industrial</td>
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<td>Testing Center</td>
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<td>TRIO Academic Services</td>
<td>792-2300</td>
<td><a href="http://www.lcsc.edu/trio">www.lcsc.edu/trio</a></td>
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<td>Veteran Services</td>
<td>792-2473</td>
<td><a href="http://www.lcsc.edu/veterans">www.lcsc.edu/veterans</a></td>
<td>Reid Centennial Hall 212</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
The Advising Center
Reid Centennial Hall, Room 208
500 8th Ave.
Lewiston, ID 83501
(208) 792-2313
www.lcsc.edu/advising-center

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