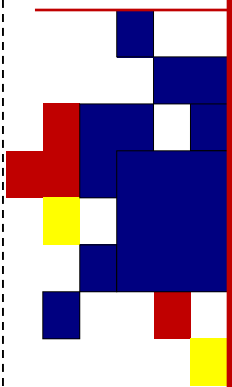


Family & Friends Newsletter



Family & Friends

To all who responded to the Family & Friends Survey ... Thank You!! Your feedback is important and necessary to help us better serve you and your student. Your concerns and questions have been addressed on page 4.

The April \$25 gift certificate winner is...

Jacob Nichols,

A freshman from Lewiston, Idaho, majoring in Liberal Arts.

Congratulations and Have a Wonderful Summer!

Final Grades: A True/False Quiz

While the end of the Spring term conjures up thoughts of Summer, sunshine, and time away from the rigors of study, it also means that final grades will be posted to your student's transcript. It is at this time of year that the Registrar's Office often receives questions regarding grades and grade point averages. With this in mind, we hope the following True/False quiz will help you help your student better understand his/her grades.

T/F: Once a final grade has been submitted and posted to the transcript, it can never be changed.

Answer: False. Grade changes can be submitted by the instructors of the course(s) to the Office of the Registrar at any time. Such changes must come in the form of an official Grade Change Form and be signed by both the instructor and the division chair.

T/F: The grade of 'W' does not impact the grade point average.

Answer: True. A grade of 'W' is given when a student withdraws from a class

after the 10th day of the term. The grade is recorded on the official transcript but, because it has no grade points, the 'W' notation does not negatively impact the GPA.

T/F: When a student earns an "Incomplete" grade, there is no time limit to finish the course.

Answer: False. An 'I' grade indicates that the coursework is satisfactory, but has not been completed by the end of the term. The grade and completion date are given at the discretion of the instructor (with the completion date no longer than one semester). All 'I' grades automatically become 'F's if the completion date is not met - unless otherwise noted by the instructor.

T/F: If a student fails a Pass/Fail course, it does not negatively impact the GPA.

Answer: False. Courses graded as Pass/Fail receiving a 'P' grade are not included in the calculation of the term or cumulative GPA and do not count for term or graduation honors. However, courses

graded Pass/Fail receiving an 'F' grade are included in the calculation of the term and cumulative GPA and do count for term and graduation honors. As such, when calculating the GPA, students must remove all 'P' or 'S' grades from the credit total.

T/F: When a student repeats a course, the repeated grade is used in the cumulative grade point average - even if the grade is worse than the previous attempt.

Answer: True. Students may repeat courses in which they were previously enrolled. However, credit is usually allowed only once, and the grade point average will reflect the most recent, repeated grade. While the original course and grade remain on the permanent transcript, they are not used to calculate the cumulative grade point average.

For more information on grades, grade point averages, grade appeals, and so on, please see the LCSC catalog in print or on-line at www.lcsc.edu/catalog. In addition, an on-line GPA calculator is available at www.lcsc.edu/registrar/grades-honors.htm

Student Counseling Services

Free confidential, personal counseling for LCSC students. Some of the student concerns that can be addressed in counseling include, but are not limited to: stress management, test anxiety, life transitions and depression. Counseling Services are located in Reid Hall room #111, the Office of Student Life.

Important Dates for Students

May 4 Coeur d'Alene Commencement	June 16 - July 14 Summer Session 2
May 5 - 9 No Final Exam Week	June 16 - Aug 11 Summer Session 3
May 12-16 Final Exam Week	July 4 Holiday Campus Closed
May 16 Commencement Day	Aug 14 Non-Traditional Orientation
May 19 Grades Due	Aug 22 New Student Orientation
May 21 Grades Posted to WarriorWeb	Aug 25 Classes Begin
May 27 - June 9 Summer Session 1	Aug 29 Last day to pay without late fees
May 27 - Aug 11 Summer Session 4	



Host Homes Needed for IIE Students

The Institute of Intensive English (IIE) at Lewis-Clark State College is looking for host families to house international students for periods of four or eight weeks this summer.

The program is expecting a summer group of Korean students majoring in Business from LCSC's sister school, the University of Ulsan, to arrive June 21 and leave August 16. Families in the Lewiston-Clarkston valley are needed to house these students.

Students will pay host families \$460 a month. Host families must provide a private room, food for three meals a day, and transportation to and from campus if housing is more than a mile away from campus.

Also needing housing is a group of students from Taiwan who will arrive on July 1 and stay until August 1, which is a shorter, four-week program. Families can choose to house a student for a month or two months.

Colleen Knowlton, IIE housing coordinator, says most students generally fix their own breakfast, pack a lunch to eat on campus, and then eat dinner with the family.



"We have home-stay families from all walks of life – singles, retired, etc.," Knowlton says. "Hosting an international student provides families with a unique opportunity to experience the world without ever leaving home."

More information can be found on the web site at <http://www.lcsc.edu/admissions/intl/hostfamily.htm> or by

calling the Institute of Intensive English at 792-2321.

International Programs
Lewis-Clark State College
500 8th Avenue
Lewiston, Idaho 83501 USA

Telephone: 208-792-2329

Visit us on the web at www.lcsc.edu/admissions/intl



Time To Check Out?

Remind your student that **Residence Hall Check-out is required**. Your student can avoid unwanted financial charges by following these steps to complete the checkout process:

- Attend **Checkout Informational Meetings** and read the handouts and ask questions of the hall staff.
- Schedule a **Checkout Appointment** with the Resident Assistant. Tell your student not to wait until the last minute to make the appointment as the end of semester is finals week for both Resident Assistants and residents. An appointment will eliminate unnecessary waiting when the student is ready to head for home.
- Encourage your student to **Clean the Room** as he/she packs and moves things around. There is a hefty charge associated with a dirty room. Tape residue on floors, walls, doors, and other surfaces must be removed. If it's left behind, your student could be charged for the removal or cleaning. Your student can ask the building staff what should be used to clean surfaces and to remove tape, etc. If your student has stored unused hall furniture, tell them to take it out of storage



and put it back in its original place.

- Remind your student to "**Know What You're Signing.**" Once the room condition has been assessed, he/she will be asked to sign a room contract stating he/she agrees with the assessment. He/she should pay attention to

what is agreed upon so no surprise charges are received later.

- If your student has questions or concerns, have them contact Residence Life at 792-2053, College Place #104, or check out the web site: <http://www.lcsc.edu/reslife/>.

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 (FPCO). 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), and 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.



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

How can a student withhold their directory information?

Students can submit a Directory Information Restriction Request to the Office of Admission/Registrar so all or a portion of their directory information **can not** be released.

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.
- Parents may obtain non-directory information (grades, GPA, etc.) only at the discretion of the institution **and** after it has been determined that their child is legally their dependent.
- Parents may also obtain non-directory information by obtaining a signed consent from their child.

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?

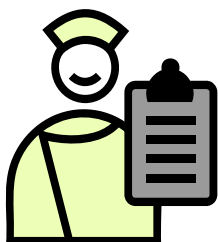
Under this 1996 amendment, institutions are required to provide directory-type information on students at least 17 years of age who are registered for at least one credit, upon request from the Department of Defense for military recruiting purposes.

Student Health Services:

On behalf of the Student Health Services I would like to invite your student to visit our clinic. My name is Anna Waldher, RN, and I am the new Nurse Coordinator of Student Health Services. I started on February 4. We have a great staff who are here to help your student with his/her health issues or questions. We are located in the Sam Glenn Complex Room 42.

Here are a few of the services we offer:

- Walk-in Clinic
- On-site Testing
- Immunizations
- Over The Counter Medications
- Competitive Pricing
- Student Health Insurance
- Student Education on Current Health Topics



Hope to see your student! Stay Healthy!

The Family & Friends Survey Results

Thank you for responding to our Family and Friends online survey. Congratulations to the winner of our drawing! Your input helps us better serve our students and their families. We asked the following questions:

Q1: Have you received a recent (March 2008) issue of the Family & Friends Newsletter?

Q2: Was the information in the newsletter helpful?

Q3: Do you have any questions or concerns you would like addressed in our next issue?

Q4: Describe your overall experience with LCSC.

You responded with some of the following comments and questions:

Comments:

- I am very appreciative of the opportunities that LCSC has offered my son.
- I have had a very positive experience and feel that my daughter is getting a great education.
- My daughter has had a great experience at LCSC and is looking forward to graduation this May!
- Great coverage. We live in Alaska and I appreciate all the information.
- Great school, very helpful staff and faculty. Excellent education for the money.
- There seemed to be some want of clear communication during the admissions/matriculation process, but now that Emma is there, everyone seems very willing to help.

Questions and Answers:

- *Would you email me when graduation starts on May 16? Where will graduation be held?*

The 2008 Graduation Ceremony starts at 6:00 p.m. in the Activity Center.

- *End of semester issues like checkout and fall check-in schedules. Anything else that might help the transitions.*

Karen Morscheck, Director of Residence Life, responded:

Check-in procedures for the residence halls are sent in the student room assignment letter, which typically is mailed in June or July. The Residence Life website also provides a lot of information about living in the halls and has a FAQ section. It also lists our email address if there are questions about something not listed. About two weeks prior to the end of fall semester and again two weeks prior to the end of spring semester, our office posts information in the halls and sends an email notification to the residents about the check-out procedures. The office staff is available by phone from 8:00 a.m. until 5:00 p.m., Monday through Friday, or by email.

- *What summer jobs are available on campus or surrounding area?*

Debra Lybyer, Director of Career and Advising Services, responded:

We have three programs that can help LCSC students find jobs:

1. Job Match - This program helps us provide a "match" between job openings posted by local employers

and interested students. Employers using this program understand the unique needs of college students and are willing to work with your student. Students must be currently enrolled to use this program. Students can go to the CAS office to view specific positions.

2. Work-Study – Our office, in cooperation with the Financial Aid Office, houses current information about on-campus positions. Current students who are eligible for financial aid, and have been awarded work study funds, can view the positions/listings.
3. Placement Bulletin – Our website, updated daily, contains a list of professional job openings for graduates. Visit our website at www.lcsc.edu/CASbulletin.

In addition, our office resource library contains a special group of positions offered during the summer months. This collection, called Seasonal Employment, provides information about positions across the nation.

- *Is there any summer employment for students with work study funding?*

Laura Hughes, Director of Financial Aid, responded:

First, applications for Summer Workstudy funding will be available April 1. Second, work-study funding is available during the summer for on-campus employment. It is awarded on a first-come-first-serve basis and the student must have a 2007-2008 and 2008-2009 FAFSA on file. The student must also be registered for Fall Semester 2008.

