

# Registrar & Records Reference Sheet

FERPA & Data Privacy	
<b>Directory Information: OK TO RELEASE</b>	<b>Non-Directory Information: NOT OK TO RELEASE</b>
Student name	Date of birth/age
Address listings	Social security number
Telephone listings	Student ID number
Photograph	Class schedule/roster
E-mail address	Unsatisfactory academic standing
Dates of attendance	Grades
Enrollment status	GPA (term and cumulative)
Class level	Transcript
Previous colleges attended	Gender
Major/minor field of study	Credits (term and cumulative)
Degree types and dates	
Club and athletic participation records	
Height and weight of members of athletic teams	
Scholarships Awarded	Student ID numbers should <b>never be included in the email subject line</b> using Microsoft 365 email (lscs.edu or student's lcsmail.edu account), but may be included in the body of the email.
College Leadership Position	
High-School attended/hometown	
Satisfactory academic standing/ honor roll or other recognition lists	

Grading System		
Grade	Points	Status
A	4.00	Distinguished
A-	3.67	Distinguished
B+	3.33	Superior
B	3.00	Superior
B-	2.67	Average
C+	2.33	Average
C	2.00	Average
C-	1.67	Below Average
D+	1.33	Below Average
D	1.00	Below Average
F	0.00	Failing
*Grade	N/A	Same as above (remedial courses)
P	N/A	Passing
S	N/A	Satisfactory/passing
U	N/A	Unsatisfactory/failing
W	N/A	Withdrawal
I	N/A	Incomplete
AU	N/A	Audited course
CIP	N/A	Class in progress (notation)
NC	N/A	No Credit

<p><b>Term Honors</b></p> <p><b>Dean's List:</b> semester GPA 3.25 –3.749</p> <p><b>President's List:</b> semester GPA 3.75+</p> <p><i>Must be carrying 12 college level (100+) credits on the A-F grading system.</i></p> <p><b>Graduation Honors</b></p> <p><b>Commencement:</b> <i>excludes SP term grades</i></p> <p><b>Graduation</b></p> <p><i>Calculations based on ALL completed credits (transfer, LCSC, academically forgiven).</i></p> <p style="text-align: center;"><b>cum laude 3.7</b></p> <p style="text-align: center;"><b>magna cum laude 3.8</b></p> <p style="text-align: center;"><b>summa cum laude 3.9</b></p> <p style="text-align: center;"><i>Associate Degrees</i></p> <p style="text-align: center;"><b>Presidential Honors 3.75</b></p>
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<p><b>Section Designations</b></p> <p>01-29.....Academic &amp; Technical</p> <p>30-49.....Education Workshops</p> <p>50-59.....Laboratory</p> <p>60 – 69.....Online</p> <p>70-89.....Hybrid</p> <p>75(#).....Coeur d'Alene</p> <p>(#)V.....Virtual Remote</p>
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<p><b>Restricted Sections (prefixes)</b></p> <p>I.....Individualized Study</p> <p>P &amp; M.....PACE</p> <p>HS.....High School Dual Credit</p>
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<p>Freshman 0-25 credits</p> <p>Sophomore 26-57 credits</p> <p>Junior 58-89 credits</p> <p>Senior 90 + credits</p>
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