LEWIS-CLARK STATE
COLLEGE

Division of
Movement and Sport Sciences

Faculty-Staff Handbook

MOVEMENT and SPORT SCIENCES
FACULTY QUICK START GUIDE

TABLE OF CONTENTS

QUICK START GUIDE for MOVEMENT and SPORT SCIENCES FACULTY

OFFICES AND KEYS

Office: Instructors and tenure-track faculty each have their own office. Adjuncts share office space. Adjuncts who share office space should work together to coordinate schedules that are mutually acceptable. Adjunct office space is subject to change periodically.

Keys: The Movement and Sport Sciences Division Administrative Assistant will request keys for you to your office and the entrance door of your office building. You will need to sign for your keys at the Security Office (MLH 110). It is your responsibility to turn your keys in when your employment at LCSC ends. You will be charged a fine if you lose your keys or you do not turn in your keys when you leave.

COMMUNICATION

Communication: Most division-wide communication is conducted via email. It is your responsibility to check your email regularly. You should also review the contents of your division mailbox (located in the main office) at least twice a week.

Email (Faculty/Staff): All faculty and staff are issued an lcsc.edu email account. Generally, the Movement and Sport Sciences Administrative Assistant will notify you of your lcsc.edu email account once it has been issued, but you can also find out your email account by calling Human Resources at 792-2269. If you have trouble logging into your lcsc.edu email, contact the Information Technology (IT) Help Desk at 792-2231, or email them at helpdesk@lcsc.edu. You can also find out more about the email system at www.lcsc.edu/it/for-staff-and-faculty/email/. Please see the notes about LCMail below.

LCMail Policy: LCMail is LCSC's official source to reach LCSC students through email. Instructors are required to use students' LCMail accounts for all official email correspondence. Make sure your students know that you will only respond to email that they send to you from their LCMail account.

Faculty Email/Student LCMail Confusion: Students will generally email you from their LCMail account (it's policy, after all). When they begin to type in your name, LCMail will very helpfully suggest your LCMail account (which you may not even realize you have because you are using the lcsc.edu account). You may never check that email account and, after a while, a student gets frustrated and sends the Chair an email complaining that you never answer your email. The best way to avoid this situation (which appears to occur very, very regularly) is to forward your LCMail to your lcsc.edu account. That way you only have to check one email account and student email never gets lost or missed. The instructions for forwarding your LCMail are attached. Please do this very early in the semester.

ADVISING

Career and Advising Services (CAS) now advises all incoming freshman. All incoming freshman are required to complete the following four (4) steps with CAS before they are released to faculty advisors in academic divisions:

> Step 1: Advising
> Step 2: Career Assessment
> Step 3: Student Planning
> Step 4: Exit Interview

Students who are prepared to take college level math (MATH 108 or above) and English (ENGL 101 or above) are released to be advised by faculty advisors in academic divisions. Academic advising is mandatory for all Movement and Sport Sciences Division majors. Students with academic advising questions or concerns should meet with their advisors during posted office hours or by appointment, as soon as they suspect any difficulty. Students are required to meet and personally obtain their assigned advisor's approval on course selections. Students should come to advising appointments with a tentative class schedule prepared. The Degree Audit, found on WarriorWeb, is considered a "live" document. Because it is considered to be the most updated document, this can serve as an excellent resource for both advisors and advisees when determining an appropriate class schedule. A degree audit is maintained by the Registrar's office for each student.

To find the degree audit:

- Access the LCSC webpage, http://www.lcsc.edu
- Log on to WarriorWeb
- Click on the *Faculty* link
- Under Faculty Information, click on *Advising Tools*, select term
- Find the student you are seeking information for, use the drop down option, select *View Degree Audit*

Student Planning: Implemented in Spring 2015, this new advising and planning software works with WarriorWeb to assist a student in planning out courses for their major from entry until graduation. (For more info, see http://www.lcsc.edu/mytrek/student-planning/)

For pre-registration, students "load" planned courses and request a review of the courses by their advisor. As advisor, you can look over the planned courses for the upcoming semester, make suggestions or comments, and then let the student know the courses are approved. Students then register via Student Planning with the click of one button.

Students can also show you their timeline—by semester—for completing all the courses for their major.

Advising Hints:

1. Be sure the student is enrolled in the class for which they have met placement requirements or they will be disenrolled from the course. When selecting sections for students, be sure to avoid section numbers with letters in them (for example, P60); they have restricted enrollments.
2. If students need to take multiple science or math classes, have them start the sequence as soon as possible because the sequence requires multiple semesters.
3. English 101 must be successfully passed with a grade no lower than a C to progress to English 102.
4. Be sure to explain to students who wish to enroll in online courses that time management skills are of the utmost importance and that they need to be very self-motivated.
5. It is important for students to know that they can't simply stop coming to class half way through and then expect to be given an "incomplete." Incomplete grades are not automatically issued; a student must confer with the instructor to discuss the possibility of being granted an incomplete.
6. A total of 120 credits are required to graduate for most degrees; remedial credits do not count toward this total. Some students incorrectly assume that if they fulfill the core and their program requirements they'll have enough credits to graduate.
7. When advising students who receive financial aid, it is important for them to know that they can receive financial aid for an equivalent of twelve full-time semesters only. In addition, recent changes at the federal level have limited Pell Grant availability. It is also important to remember that financial aid will only pay for a class to be repeated one time. If a student needs to retake a class more than once, financial aid will not pay for the class. Questions concerning financial aid should be directed to the Financial Aid office in Reid Centennial Hall; phone: 792-2224.
8. Encourage students to use the math and writing labs or other student support services if they are struggling in classes. Math lab location: MLH 320, phone: 792-2295; Writing lab location: LIB 172, phone: 792-2433
9. LCSC petitions are used to petition general education core requirements or baccalaureate degree requirements (blue form found in division office). Movement and Sport Sciences Division petitions are used to petition requirements in Movement and Sport Sciences Division majors (yellow form in division office). Post-bac students who are not getting another degree use only division petitions. Please see the program assistant for clarification if needed. Remind students that submitting a petition does not guarantee acceptance or approval.

COURSE MANAGEMENT

Course Syllabi: All courses must have an associated syllabus, including Directed Studies and Practicums. Instructors may design their own syllabi. Faculty may clarify their own policies regarding plagiarism in their syllabi in addition to the college policy statement.

Other information that it is helpful to include in your syllabus:
- Your name, office location, office phone, office hours, email address (abc@lcsc.edu)
- The number, name, and credits assigned to the course
- Course time & place
- Course description
- Scope and sequence
- Required textbooks, supplies, and/or technology
- Attendance Policy (mandatory to include it on your syllabus if it affects a student's grade or ability to pass the course)
- Evaluation specifics
- Your policy on late assignments
- Course grades
- Your policy on Incomplete Grades
- Last day to withdraw from course without receiving a grade
- A reminder that by college policy, you must use a student's LCMail address if you are going to contact that student by email.

Examples of syllabi from recent semesters can be found in the division office.

FERPA Tutorial: One of the first things you need to do after you've completed your payroll paperwork is complete the FERPA Tutorial. The Family Educational Rights and Privacy Act (1974) is a federal law designed to protect the privacy of education records by the Family Policy Compliance Office of the U.S. Department of Education. As an employee of LCSC, you may have access to student education records; therefore, it is imperative that you understand FERPA and its regulations. The online FERPA tutorial will provide you with a brief overview of the Act. Successful completion of the tutorial is the prerequisite for obtaining access to WarriorWeb (see below). To complete the tutorial, do the following:
- Get your LCSC ID number from Human Resources (792-2269)
- Log in to WarriorWeb at www.lcsc.edu/warriorweb/
- Click the ENTER box at the top
- Click on FERPA Tutorial in the upper right corner
- Complete the tutorial and submit your LCSC ID number when you are finished.

WarriorWeb: WarriorWeb is the official web-based platform for course management. This is the site where you can locate most of your course information. You can review the following under the Search for Sections link (no log-in required)

- Course Location
- Course Enrollment
- Course Meeting Times
- Course Description
- Course Textbooks

You will need to log in to access this information about your class:
- Rosters (note that you can email your entire class from this link)
- Midterm and Final Grade Submission screens

To log in the first time, after you have completed the FERPA Tutorial (see above), do the following:
- Go to www.lcsc.edu/warriorweb
- Click on *Enter*
- Click on *What's my User ID?* (bottom menu bar)
- Your initial password will be the last 6 digits of your Social Security Number. Change your password after you've logged in the first time.

If you have any problems, call the IT Helpdesk at 792-2231, or email them at helpdesk@lcsc.edu.

Enrollment Verification & Rosters: At the beginning of each semester, faculty are required to submit enrollment verification on the 5th and 10th day of classes. You are asked to only report attendance for each student once per class. Please note that you don't have to wait for the 5th or 10th day deadlines, respectively, to report verification of enrollment. Please also note that you should use an "H" and only an "H" to verify attendance.

Directions for how to complete the enrollment verification process are attached. Access your official course roster from WarriorWeb (see above). In class, verify that each student who is attending class is listed on your roster. Students who are not listed on your roster should not be allowed to attend class.

Grades:
- Midterm Grades: You must submit midterm grades for all courses numbered 000 through 299 via **WarriorWeb** (see above). The date for midterm grades is set by the Registrar's Office and typically is near the end of the ninth week of classes (see Academic Calendar).

- Final Grades: You must submit a Final (Semester) grade for each student listed on each of your rosters. The deadline for grade submission is listed on the Academic Calendar. It is very important that you submit your grades by the deadline as the Registrar and Financial Aid office have to confirm all grades within a narrow time frame to enable students to qualify for ongoing financial aid as well as other college services.

To enter Midterm and Final Grades, do the following:

- Log in to WarriorWeb (see WarriorWeb above)
- Click on *Submit Grades/Attendance*
- Select the Term
- Select Midterm or Final
- Enter Grades and click Submit
- Return to the Faculty Menu and click on View Grades to ensure that your grades have been properly submitted.
- Repeat the process for each class.

Additional Notes related to Grades:
- Activity courses are graded P/F
- You cannot give an A+ or a D-
- A "W" is entered, only by the Registrar, for students who officially Withdraw from class (faculty cannot assign a W).
- If you award an Incomplete, you must enter the date by which the grade must be submitted to the Registrar. Policy limits completion of Incompletes to one full semester (not including summer) after the semester in which the Incomplete was earned, but you can set a shorter deadline for completion. Please note that you should not enter the date that the student has to get the work to you, but the date by which you will record the grade, as you will need additional time to grade the work and enter the grade. If the grade is not received by the Registrar by the date entered, it will automatically convert from I to F. <u>Adjuncts must get the Chair's approval prior to awarding an I to a student</u> (because adjuncts are not guaranteed future employment so approval is necessary to ensure someone will be available to complete the grading). Please note that an I grade is viewed as a non-completion and may affect a student's financial aid for the next semester.

Additional information about Grades is available at www.lcsc.edu/registrar/grades-honors/.

Grade Changes: After the deadline for entering semester grades has passed, any changes to a grade must be submitted electronically through WarriorWeb.

Book Orders: Book orders for the next semester are due early in the prior semester. You can order your textbooks electronically through the campus bookstore (see handout). Please note that it is the individual faculty member's responsibility to obtain instructor copies of texts from the publisher. Talk with the Chair if you have problems obtaining an exam/instructor copy for your use.

ACADEMIC CALENDAR

Academic Calendar: The Academic Calendar lists important dates for adding, dropping, and withdrawing from classes, class closures due to holidays, and midterm and final grade submission deadlines. It can be found on the main page for WarriorWeb under

Important Resources, and a copy is attached. Please also note that the last week of classes is a "No Final Exam" week. If you're giving a Final, plan to give it at the prescribed time during Finals Week.

Final Exam Schedule: If you are scheduling a Final, you must observe the Final Exam Schedule (see Academic Calendar note above). You can find it at www.lcsc.edu/registrar/final-exam-schedules/.

Student Adding/Dropping/Withdrawing: Deadlines by which students may add, drop, or withdraw from a class are posted on the Academic Calendar (available on WarriorWeb). Please especially note the deadlines for a student to drop a class without receiving a W on his or her transcript, and the deadline by which students have to withdraw in order to receive a W rather than a letter grade (like an F). It's helpful to remind students of these policies, especially in first- and second-year courses. Also remind students that dropping courses may affect their financial aid, and they should check with the Financial Aid office to be sure they have not jeopardized their aid.

- Adding students to your course: If you have fewer students enrolled in your course than the capacity set for the course, students can enroll in the course online without your permission prior to the last day to add courses online. After that date, students will need your permission. If you want to add students above the specified course capacity, please confer with the Division Chair first.
- Adding students to a course that has a Waitlist: You cannot grant a student permission to add your course prior to the beginning of the semester, if it has an active waitlist on it (check WarriorWeb to find out if your course has a Waitlist). Waitlists are disabled several days prior to the first day of class. Once the Waitlist is disabled, you can add students to your course, per the instructions above.

PERSONNEL MATTERS

LCSC ID Card: Your WarriorOne Card is your LCSC ID that serves as your library card and as your identification to get into the Fitness Center. You will need to obtain your WarriorOne card at the Information Desk on the upper level of the Student Union Building. Take picture ID with you to obtain your card.   You can also use your WarriorOne Card like a pre-paid debit card. You can load money onto your card account at the SUB Information desk or in the Library and use it like cash at various campus venues (including Sodexo food service, bookstore, some vending machines).

Office Hours: Please establish regular office hours (four (4) scheduled and posted hours per week are required) when students can count on your availability. You should also provide for enough "by appointment" office hours to meet students who cannot attend your regular office hours due to schedule conflicts.

Cancelling Classes: If you need to cancel a class for any reason, call the Division office (792-2600) at your earliest opportunity. We will post a notice on the classroom door. If

you also want students notified individually, you may email them at their LCMail email addresses (but you still need to inform the Division office of the course cancellation).

Sick Leave: Instructors, tenure-track faculty, and staff accrue sick leave as part of the benefits package. <mark>You are responsible for entering your sick leave hours in I-Time.</mark> Your timesheet is then 'approved' by the Division Chair. The Payroll Schedule on the Human Resources website lists the deadlines for submitting I-Time information for each pay period http://www.lcsc.edu/hr/payroll-schedule/
You will see these hours deducted from your total sick leave "bank" on your next pay stub.

Student Course Evaluations (SCE's): SCE's are one of the tools we use for faculty evaluation and assessment. The SCE's are a required part of the Annual Review process (all instructional faculty), Tenure & Promotion Portfolios, and Periodic Performance Reviews (tenure-track faculty). I encourage you to use these documents to strengthen your teaching effectiveness. Every student in every course must be given the opportunity to complete an SCE for the course. SCE's are distributed midway through the semester, and it is up to the instructor to choose a date to conduct SCE's in class. Students in online courses will submit their SCE's online. You need to follow the guidelines for distributing, collecting and submitting the SCE's carefully. You will receive a copy of your SCE's from the prior semester midway through the next semester. Please keep track of them as you will need them for the processes described above.

Classroom Observations: The Chair conducts periodic classroom observations. These are likely to be unscheduled.

Division Meetings: Instructors, tenure-track faculty, and staff are expected to attend all Division meetings unless they are scheduled to teach during the meeting time; adjuncts are welcome, but not required, to attend Division meetings.

Division Documentation: The Division Office keeps and maintains records in accord with College policies. All faculty are required to submit the following to the Division office:

- Syllabi: You must submit an electronic copy of each course syllabus to the Administrative Assistant at the beginning of every semester.

- Personal Schedule: You must submit a daily schedule online to the Division website at the beginning of every semester.

- Curriculum Vitae (Fall Semester): An electronic copy of your updated CV is due to the Division Office at the beginning of each academic year. Please include the current date of your updated CV. Be sure to list any new conferences attended, or grants submitted/awarded <u>and</u> the dates of these activities to show progression through your career.

- **Faculty Contracts/Personnel Action Forms:** Instructors, tenure-track faculty, and staff will receive an employment contract from Human Resources. Adjunct faculty do not receive an official "contract," but will be given a copy of their approved Personnel Action Form (PA). The PA will show the amount you will be paid and the dates on which you can expect your pay. *Keep in mind the PA is not a contract and does not obligate the College to continued employment.*

SUPPLIES AND SUPPORT

Copies: The Division has access to two copy machines, one is located in Sacajawea Hall and one in Activity Center West. Please see the Movement and Sport Sciences Administrative Assistant for an access number. Try to limit your copies on these machines. For heavy copying needs, please use the campus Copy Center, located in the basement of the Sam Glenn Complex. We make this very easy for you: fill out a very brief copy job order form in our Division office, attach your document(s), and give it to the Administrative Assistant. A division budget code will be assigned and the Division Chair signature obtained before submitting the copy job to the Copy Center. Finished jobs will be put in your division mailbox. Allow at least 48 hours for return. Please do not ask for same day service.

Office Supplies: Regular office supplies (paper, pencils, pens, dry erase markers, paper clips, etc.) are in the Division office and freely accessible to all faculty members for your LC campus office only. The College has a contract with Office Depot, and we can generally get anything you need, including ink cartridges, within 2-3 days. The Division can no longer reimburse faculty members for office supplies purchased elsewhere (i.e., Costco, Staples, etc.). If you take the last of something, or notice we are running low, kindly let the Administrative Assistant know so she can order more.

Travel: All instructional faculty may apply for division financial support for travel related to professional development. You should submit your request on the Travel Request Information Sheet (available in the Division office) as early in the academic year as possible. You should also submit a request for Faculty Development Funds (when funds are available) for the same travel. Guidelines are available at www.lcsc.edu/provost/faculty-development-grant/. We make our travel funds go further when we supplement them with Faculty Development funds.

Please note: All travel approved by the division is pending further approval by the Dean of Academic Programs and the Provost. They do not approve all travel. In recent years, their rule of thumb for approval has been "one conference per faculty every other year" and only one person per conference. Do not buy plane tickets, etc., until you have approval from college leadership.

Requisitions: Requests for instructional materials and supplies must be submitted using a Purchase Requisition form. This form is available in the Division office. The Division Chair must approve all purchases before they are made. The Administrative

Assistant will facilitate your completing this form. Please note that ALL purchases must be approved by the Division Chair PRIOR TO the purchase if reimbursement is expected.

Meals and Entertainment: State and college rules regarding reimbursement to faculty and staff for meals and entertainment purchased for college-related events are extremely strict.   If you are hoping to be reimbursed for food or entertainment expenses of any sort (including those associated with student field trips, your own professional development, guest speakers etc.), you must submit a formal Meals and Entertainment Reimbursement (MER) form at least 2 weeks in advance of the purchase, and you must wait for approval before proceeding. Discuss the expense with the Chair first and then work with the Administrative Assistant to complete this form.

TECHNOLOGY RESPONSIBILITIES

As a faculty or staff member of the Division of Movement and Sport Sciences, you are assigned equipment and software solely as resources to assist you in performing your duties as an employee. The use of any and all equipment is contingent upon your continuation as a faculty or staff member of the division. Please read the LCSC Guidelines for the Appropriate Use of Technology (http://www.lcsc.edu/media/3330639/1202-appropriate-use-for-technology.pdf) and the Idaho Technology Authority Policy for Employee Personal Computer Use (http://ita.idaho.gov/psg/p1060.pdf).

Please use technology responsibly as indicated in the usage guidelines of these policies. The equipment you have been assigned remains the property of Lewis-Clark State College Division of Movement and Sport Sciences. Please take reasonable measures to protect the physical and operational conditions of assigned equipment and software as they exist when they are assigned to you.

If technical problems and/or damage to the equipment or software occur, please notify the office of Information Technology (SGC 111, 208-792-2215). Repairs and modifications should only be performed by the Information Technology staff. It is your responsibility to maintain and return all equipment to Lewis-Clark State College in the same condition it was at the time of its loan. Please note that it is your responsibility to return all assigned equipment directly to a staff member of Informational Technology before leaving your current faculty or staff position.

MISCELLANEOUS

Student Counseling: Confidential counseling services are provided free to enrolled LCSC students. If you believe a student would benefit from talking with a trained personal counselor, you can let that student know that the Student Counseling Center is located in Room 111, Reid Centennial Hall. Their phone number is 792-2211. If you believe a student is in a crisis that requires immediate assistance, you may call the Counseling Center, or accompany the student to the Center, and use the word "crisis" in your referral to ensure immediate attention.

Parking: Parking permits are required for all LCSC lots. Permits can be purchased at the Cashier's window in the Administration Bldg., Campus Security (MLH 110), or the SUB Information Desk. To pay with debit/credit card, you must go to the Cashier's window or SUB Info Desk. You cannot purchase parking permits during the first week of classes when they are distributing financial aid checks. Be aware that street parking is only available on certain blocks in the adjoining residential areas.

Security: The Campus Security Department is located in Room 110, MLH. They can be reached at 792-2226 (office) or 792-2815 (radio phone). You can call them for a security escort between your office and car or between buildings. For your own safety, they request that you let them know if you are working on campus after regular business hours or weekends. If you have a safety concern about a student or coworker, please try to discuss the concern with the division Chair prior to notifying security, or as soon after as possible.

MORE INFORMATION

Human Resources: http://www.lcsc.edu/hr (information about benefits, payroll, some professional development opportunities, etc.)

Information Technology (IT): http://www.lcsc.edu/it

Library: http://www.lcsc.edu/library

Policies and Procedures Manual: http://www.lcsc.edu/policies/policies/

Registrar: http://www.lcsc.edu/registrar (lots of advising forms you need are here; information about grading, graduation, etc.)

Security: http://www.lcsc.edu/security

Student Life: http://www.lcsc.edu/student-affairs (information about Student Counseling services, Student Health Services, the Student Handbook, the Student Code of Conduct, etc.)

WarriorWeb: http://www.lcsc.edu/warriorweb

LCSC Catalog: http://catalog.lcsc.edu/

Division website: www.lcsc.edu/movement-science

APPENDIX

STEPS TO FORWARD LCMAIL ACCOUNT

http://www.lcsc.edu/it/for-students/lcmail-information/

Gmail lets you automatically forward incoming mail to another address.

Here's how to forward messages automatically:
1. Click the gear in the top right.
2. Select Settings.
3. Click the Forwarding and POP/IMAP tab.
4. From the first drop-down menu in the "Forwarding" section, select 'Add a Forwarding Address.'
5. Enter the email address to which you'd like your messages forwarded.
6. For your security, we'll send a verification to that email address.
7. Open your forwarding email account, and find the confirmation message from the Gmail team.
8. Click the verification link in that email.
9. Back in your LCMail account, select the 'Forward a copy of incoming mail to...' option and select your forwarding address from the drop-down menu.
10. Select the action you'd like your messages to take from the drop-down menu. You can choose to keep LCMail's copy of the message in your inbox, or you can send it automatically to All Mail or Trash.
11. Click Save Changes.

ACADEMIC CALENDAR

http://www.lcsc.edu/registrar/academic-calendar/

Fall 2018

New Student Orientation	Friday, Aug 17
Classes begin	Monday, Aug 20
Last day to register/add/drop online	Friday, Aug 24
Last day to pay without late fees	Friday, Aug 24
Last day to add classes or to drop without 'W' grade on transcript (10th day)	Friday, Aug 31
Labor Day (campus closed)	Monday, Sep 3
Instructor and Division Chair approval now required to add classes	Monday, Sep 3
Spring class schedule posted to WarriorWeb	Monday, Oct 8
Mid-term grades due/posted to WarriorWeb	Friday, Oct 19

Fall 2018

Last day to drop from classes or withdraw from college for the semester	Thursday, Nov 8
Advance registration for Spring (currently enrolled student only)	Monday - Thursday, Nov 12 - 15
Open registration begins for Spring (new students)	Friday, Nov 16
Thanksgiving Break (no classes)	Monday - Friday, Nov 19 - 23
Last day to apply for graduation (Spring)	Saturday, Dec 1
No final exam week	Monday - Friday, Dec 3 - 7
Final exam period	Monday - Thursday, Dec 10 - 14
Final grades due at 12pm	Monday, Dec 17
Final grades posted to WarriorWeb	Tuesday, Dec 18

ENROLLMENT VERIFICATION DIRECTIONS

https://www.lcsc.edu/media/3483462/Attendance-Verification-Procedure.pdf

Attendance Verification Procedures for Faculty and Staff
Federal regulations require institutions to verify that attendance commenced for each student in all the classes for which they received financial aid. **Please review the following directions carefully.**

Submission of Verification
Attendance must be verified for students by **noon** on the **5th** day and **10th** day of the semester. **You do not have to wait for these deadlines.** If you can verify attendance for all students on day 1, do so. **Remember**, the attendance verification information submitted **by NOON** on day 10 should **only** include students who were not counted in your 5th day enrollment verification. In other words, **each student should only be reported once per class.**

Verification should be posted using the code "**H**" (for **here**). Remember, nothing should be posted for students who did not attend, participate, etc. After Day 10, each student should have an "**H**" either in the Fifth Day **or** Tenth Day column, or blank in both if they did not attend either week.

Attendance verification is entered on the same screen and in the same manner that midterm grades are submitted. Simply log in to WarriorWeb and click on the "Submit grades and attendance" link.

ONLINE PERSONAL SCHEDULE INSTRUCTIONS

http://www.lcsc.edu/umbraco

 Completing your Campus Directory Profile
1. Navigate to www.lcsc.edu/umbraco and sign-in using the username portion of your email (**webws**@lcsc.edu) and your password.

2. You should see your name in the top left of the page. Click on it to begin editing your information.

3. Fill out the desired information and click "Save and Publish" (the floppy disk with the globe). The save without the globe just saves your information in a draft state.

For detailed instructions, there's a video walkthrough for creating a directory profile. It can be found at https://vimeo.com/album/2492992/video/73150693, the password is **lcweb13**. The video shows an outdated method to uploading and inserting your profile photo. An updated method can be found at http://screencast.com/t/c8gYGzna. Note, the admin URL in the video is incorrect. The current admin URL is www.lcsc.edu/umbraco.

ONLINE GRADE CHANGE INSTRUCTIONS

https://www.lcsc.edu/media/4416039/Grading-Guide-2016.pdf

Grading Guide for Faculty/Staff

Submitting Grades with WarriorWeb
1. Access WarriorWeb at https://warriorweb.lcsc.edu and log-in to 'WarriorWeb for Faculty.'

2. Access the 'Submit grades' link.

3. Using the drop down box, select the appropriate term and click 'Submit.'

4. Using the drop down box, select 'Midterm' or 'Final' grading and click 'Submit.'

5. Select the course you want to grade by clicking the box to the far left of the course and then 'Submit.'

6. Type the grades in the 'Grade' box to the right of each name on the roster. Grades are not case sensitive. Only use expiration dates for Incomplete grades ('I').

7. For security purposes, WarriorWeb has a time out feature. For very large courses, it is suggested that you submit grades in small batches every 10 minutes.

8. Once you have entered grades for all of your students, click 'Submit.'

9. You can see/print the grades you've submitted by using the 'View grades' link at any time. If the grades appear on the 'View grades' link, they have been submitted correctly.

You must do this before exiting WarriorWeb to confirm that your grades have been entered.

10. Please e-mail our office at registrar@lcsc.edu if there are discrepancies on your grade roster.

Grade Changes
Grade changes must be submitted by the instructor of the course to the Registrar's Office using the Grade Change Form on WarriorWeb. Grade changes can happen at any time. Once the new grade is changed by the Registrar's Office staff, the student can view his or her grade on WarriorWeb. The Registrar's Office also sends notices to students via their LCMail account notifying them when grade changes have been processed.

Mid-term Grading
Mid-term grades are required for full-term (16-week) academic courses numbered 1 - 299. Any appropriate grade may be submitted regardless of final grading set-up (pass/fail mid-term grades may be submitted for "letter" graded courses and vice versa). Midterm grades are not calculated in the GPA, nor do they appear on the transcript. However, students and advisors can access these grades on-line.

Incomplete Grades
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 expire to 'F's if the completion date is not met - unless otherwise noted by the instructor. Students are notified of this, just as they are for grade changes. Make certain that a past year is not used as an expiration date when assigning 'I' grades. Students who earn an Incomplete in their final semester before graduating have six weeks to complete their coursework and receive a final letter grade.

Withdrawal Grades
A grade of 'W' is given when a student *officially* withdraws from a class after the fifth 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 (although it could affect Financial Aid SAP). Instructors cannot assign a grade of 'W' to a student – even if the student has never attended class.

Pass/Fail Grades
Courses graded with the Pass/Fail option receiving a 'P' grade are not included in the calculation of the term or cumulative GPA and do not count for term (Dean and President's lists) or graduation honors. Courses graded with the Pass/Fail option 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, all 'P' or 'S' grades must be removed from the credit total.

Grading System	Points	Status
Grade		
A	4.0	Distinguished
A-	3.67	Distinguished
B+	3.33	Superior
B	3.0	Superior
B-	2.67	Average
C+	2.33	Average
C	2.0	Average
C-	1.67	Below average
D+	1.33	Below average
D	1.0	Below average
F	0.0	Failing
*Grade	0.0	Same statuses as above (remedial courses only)
P	N/A	Passing
S	N/A	Satisfactory/passing
U	N/A	Unsatisfactory/failing
I	N/A	Incomplete
NC	N/A	No credit
AU	N/A	Audited course

DIVISION TRAVEL REQUEST POLICY & FORMS

http://www.lcsc.edu/media/1603691/Travel-Polciy-4101.pdf

Background: The purpose of this policy is to convey basic procedural and statutory guidelines for Lewis-Clark State College employees, when traveling on official college business. This policy is in accordance with Idaho Code sections 67-2004, 67-2006, 67-2007, and 67-2008.

Point of Contact: Controller's Office

Summary of Major Changes incorporated in this revision to the policy: This revision incorporates changes to state policy, updates institutional procedures, and reflects the elimination of the Motor Pool. The document has been condensed to focus on over-arching policy considerations, and detailed instructions for employee travel have been consolidated on the Controller's Office website where they can be updated in real time to reflect the latest guidance from the State or College administration.

Policy Overview:
This policy pertains to employees and students who travel on behalf of the College on official business. While official travel is a normal and necessary part of LCSC operations, travelers and supervisors are advised to apply care in planning, conducting, and

documenting travel. Travel may involve inherent risks for the traveler as well as for the College's mission and reputation. Inadequate planning and questionable decisions on official travel by government organizations throughout the nation have made this area a high visibility issue for lawmakers and the American public. In light of these concerns, travel arrangements must be reviewed and approved by LCSC authorities in a systematic process as described in the detailed procedures, which accompany this policy (these detailed, current procedures are located on the Controller's Office website at the link provided below). For example, in light of the expense of travel and to ensure adequate oversight of public resources, Presidential approval is needed for out-of-state travel. Overseas travel entails potential risks and significant expenses. Employees (including those accompanying student groups on overseas travel) should consult with the LCSC International Programs Office for a detail briefing before planning and embarking on travel outside of the United States. LCSC travelers should use due care and caution when traveling either domestically or overseas and should carefully consider any applicable safety and insurance-related issues during trip planning. Assistance on insurance considerations is available from the LCSC Risk Management Coordinator (2240). With adequate planning and good coordination, official travel should, and can, be a rewarding and highly productive component of unit operations in support of the College's mission.

The Typical Travel Cycle:
• Employee/supervisor determines travel is needed and pre-plan details of the trip
• Travel Authorization is completed, outlining arrangements and cost – supervisor(s) approve
• (If needed) Travel advance issued
• Travel takes place
• Upon return, employee completes and supervisor signs Travel Expense Claim form
• Employee is reimbursed for expenses
• Records are filed and retained

Travel Authorization and Expense Reimbursement:
It is College policy to pay for reasonable and necessary travel expenses incurred as a result of official College business. The travel policy applies to all travel conducted by College employees and students that involves College reimbursement or liability. Individuals should neither gain nor lose personal funds as a result of expenses associated with approved business travel.
• In order for travel expenses to be reimbursed by the College, the expenses must be incurred relative to official LCSC business and documentation standards set forth in the Lewis-Clark State College *Travel Policy and Procedures Manual* must be met. These standards apply to all College funds; including but not limited to budgeted state funds, discretionary local funds, grant and contract funds, and auxiliary enterprise funds
• Travel expenses incurred by part-time employees may be reimbursed at the discretion of the department director following the same guidelines that apply to full time employees
• For students to be reimbursed for travel expenses, the expenses must occur at the request of the College, under the control of the College, and for the benefit of the College
Other Sources of information and Assistance:

19

• The complete *Travel Policy and Procedures Manual* is provided on Controller's Office Website:

http://www.lcsc.edu/controllers-office/travel/policy-manual/

• Controller's Office (2206)

• Risk Management Coordinator (2240) and website:

http://www.lcsc.edu/administrative-services/risk-management/

• International Programs (2177) and website:

http://www.lcsc.edu/international/

• State Board of Education Travel Policy:

http://www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/trvlpolicy.htm