navigating your first year at Lewis-Clark State College
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.
# TABLE OF CONTENTS

Welcome to LCSC .......................................................................................................................................................... 1  
Table of contents ........................................................................................................................................................ 2  
How to use this guide ................................................................................................................................................. 3  

**Section 1 - Before Orientation**  
Log in to WarriorWeb .................................................................................................................................................... 4  
Educational Advising .................................................................................................................................................... 4  
Terms to know: Admission, Advisor, Major, Minor .................................................................................................... 4  
Arrange for final transcripts ........................................................................................................................................... 5  
Where will you live? ................................................................................................................................................... 5  
Terms to know: Provisional admission, Core, Developmental courses, Transcript, Transfer Equivalency Report,  
WarriorWeb .................................................................................................................................................................. 5  
Math and writing flow charts ......................................................................................................................................... 6  
General education core requirements ............................................................................................................................... 7  
Freshman Advising Experience ........................................................................................................................................ 8  
Terms to know: Add, Conditions of Registration, Drop, Program Information Form, Pre-requisite, Registration,  
Waitlist, Withdraw ........................................................................................................................................................... 8  
First Day of Semester Checklist ...................................................................................................................................... 9  
Terms to know: FAFSA, Financial Aid Office, Registrar's Office, Residual Funds, Semester, Student Account Services,  
Tuition and fees ............................................................................................................................................................. 10  
LCMail ............................................................................................................................................................................... 10  
Where is the money? (Financial Aid and Student Account Services) ........................................................................... 11  
What else do you need to know? Parking, Accommodations, Textbooks, Health Insurance, Person Proxy .... 11  

**Section 2 - Beginning of First Semester**  
New Student Orientation .................................................................................................................................................. 12  
Terms to know: Drop/Add period, Canvas, FERPA, ID card, Syllabus ........................................................................... 12  
College catalog ............................................................................................................................................................... 12  
HEA Student Consumer Information ............................................................................................................................... 12  
Tips for academic success ............................................................................................................................................. 13  
Online Management System .......................................................................................................................................... 13  
Important dates and calendar ......................................................................................................................................... 14  
Resources for success .................................................................................................................................................. 15  

**Section 3 - Before Second Semester**  
Advising responsibilities .................................................................................................................................................. 16  

**Section 4 - Beginning of Second Semester**  
Things to do .................................................................................................................................................................... 17  
Terms to know: GPA, Hold, Incomplete, Pass/Fail, Petition, Release ............................................................................ 17  

**Section 5 - Middle of Second Semester**  
Things to do .................................................................................................................................................................... 18  

**Section 6 - Before End of First Year**  
Things to do .................................................................................................................................................................... 18  
Crossroads (getting the most out of your college experience) ........................................................................................ 19  
Campus map ................................................................................................................................................................. 20  
Informational directory .................................................................................................................................................. 21  

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:

**BEFORE ORIENTATION**
This section indicates tasks, important items, or information that should be completed **BEFORE YOU ATTEND ORIENTATION**.

**BEGINNING OF FIRST SEMESTER**
This section indicates tasks, important items, or information that should be completed **AT THE BEGINNING OF YOUR FIRST SEMESTER**.

**MIDDLE OF FIRST SEMESTER**
This section indicates tasks, important items, or information that should be completed **BY THE MIDDLE OF YOUR FIRST SEMESTER**.

**BEGINNING OF SECOND SEMESTER**
This section indicates tasks, important items, or information that should be completed **AT THE BEGINNING OF YOUR SECOND SEMESTER**.

**MIDDLE OF SECOND SEMESTER**
This section indicates tasks, important items, or information that should be completed **BY THE MIDDLE OF YOUR SECOND SEMESTER**.

**BEFORE END OF FIRST YEAR**
This section indicates tasks, important items, or information that should be completed **BEFORE THE END OF YOUR FIRST YEAR**.
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 left-hand section of the page under the Quicklinks option that looks like this:

2. Click on the red Enter button that looks like this:

3. Click on Log in at the top of the page:

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.

Where will you live?
Information on student housing and off-campus listings:
Residence Life, Talkington Hall, 208-792-2053
www.lcsc.edu/residence-life

WarriorWeb
Your source for online student records and course information.

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.
**BEFORE ORIENTATION**

**LCSC Mathematics Course Flow Charts**

**Academic Math Flow Chart:**

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

*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**

**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 2020-2021

#### WRITTEN COMMUNICATION – GEM 1

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

#### ORAL COMMUNICATION – GEM 2

<table>
<thead>
<tr>
<th>Choose one:</th>
<th>COMM 101 Fundamentals of Oral Comm</th>
<th>3 cr</th>
<th>COMM 203 Small Group Communication</th>
<th>3 cr</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>COMM 204 Public Speaking</td>
<td>3 cr</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### MATHEMATICAL WAYS OF KNOWING – GEM 3

<table>
<thead>
<tr>
<th>Choose one:</th>
<th>MATH 123 Math in Modern Society</th>
<th>3 cr</th>
<th>MATH 253 Statistical Methods/Sciences</th>
<th>3 cr</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MATH 130 Finite Mathematics</td>
<td>4 cr</td>
<td>MATH 257 Math for Elem Teachers II</td>
<td>4 cr</td>
</tr>
<tr>
<td></td>
<td>MATH 143 College Algebra</td>
<td>3 cr</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MATH 147 College Algebra &amp; Trigonometry</td>
<td>5 cr</td>
<td>MTHPT 130 Finite Mathematics</td>
<td>4 cr</td>
</tr>
<tr>
<td></td>
<td>MATH 153 Statistical Reasoning</td>
<td>3 cr</td>
<td>MTHPT 137 Math for Technology</td>
<td>4 cr</td>
</tr>
<tr>
<td></td>
<td>MATH 170 Calculus I</td>
<td>4 cr</td>
<td>MTHPT 153 Statistical Reasoning</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

#### HUMANISTIC & ARTISTIC WAYS OF KNOWING – GEM 5

<table>
<thead>
<tr>
<th>Literature</th>
<th>ENGL 175 Literature and Ideas</th>
<th>3 cr</th>
<th>ENGL 258 International Literature*</th>
<th>3 cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose one:</td>
<td>ENGL 257 World Classics</td>
<td>3 cr</td>
<td>ENGL 261 Mythologies</td>
<td>3 cr</td>
</tr>
<tr>
<td>Arts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choose one:</td>
<td>ART 100 Introduction to Art</td>
<td>3 cr</td>
<td>MUS 101 Survey of Music</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>HUM 101 Art &amp; History of the Motion Picture</td>
<td>3 cr</td>
<td>MUS 102 Music in America</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>HUM 150 Introduction to the Arts</td>
<td>3 cr</td>
<td>MUS 150 World Music</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>THEA 101 Survey of Theatre</td>
<td>3 cr</td>
<td>MUS 151 History of Musical Theater</td>
<td>3 cr</td>
</tr>
<tr>
<td>Language</td>
<td>NP 101 Elementary Nez Perce Language I*</td>
<td>4 cr</td>
<td>SPAN 101 Elementary Spanish I*</td>
<td>4 cr</td>
</tr>
<tr>
<td>Choose one:</td>
<td>NP 102 Elementary Nez Perce Language II*</td>
<td>4 cr</td>
<td>SPAN 102 Elementary Spanish II*</td>
<td>4 cr</td>
</tr>
</tbody>
</table>

#### SCIENTIFIC WAYS OF KNOWING – GEM 4

<table>
<thead>
<tr>
<th>Take one course from 2 disciplines. One must be a lab. 7-8 credits required</th>
<th>BIOF 100 Intro to Bioinformatics</th>
<th>3 cr</th>
<th>GEOI 101 Physical Geology</th>
<th>4 cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 100 Concepts of Biology</td>
<td>4 cr</td>
<td>GEOI 120 Introduction to Earth Systems</td>
<td>4 cr</td>
<td></td>
</tr>
<tr>
<td>BIOL 120 Plants and People</td>
<td>4 cr</td>
<td>GIS 271 Intro to Geographic Info Systems</td>
<td>4 cr</td>
<td></td>
</tr>
<tr>
<td>BIOL 123 Biology in Film</td>
<td>3 cr</td>
<td>ID 240 Integrated Science II</td>
<td>4 cr</td>
<td></td>
</tr>
<tr>
<td>BIOL 175 Human Biology</td>
<td>4 cr</td>
<td>NS 140 Integrated Science I</td>
<td>4 cr</td>
<td></td>
</tr>
<tr>
<td>BIOL 227 Human Anatomy &amp; Physiology I</td>
<td>4 cr</td>
<td>NS 150 Intro to Natural Science</td>
<td>3 cr</td>
<td></td>
</tr>
<tr>
<td>CHEM 100 Concepts of Chemistry</td>
<td>4 cr</td>
<td>NS 174 Natural Science for Elementary Edu</td>
<td>4 cr</td>
<td></td>
</tr>
<tr>
<td>CHEM 105 General, Organic &amp; Biochemistry</td>
<td>4 cr</td>
<td>PHYS 111 or 112 General Physics I or II</td>
<td>4 cr</td>
<td></td>
</tr>
<tr>
<td>CHEM 111 General Chemistry I</td>
<td>4 cr</td>
<td>PHYS 171 Physical Science for Elem Edu</td>
<td>4 cr</td>
<td></td>
</tr>
<tr>
<td>CS 108/ CITPT 108 Intro to Computer Science</td>
<td>4 cr</td>
<td>PHYS 205 Descriptive Astronomy</td>
<td>4 cr</td>
<td></td>
</tr>
<tr>
<td>FSCl 101 Intro to Forensic Science</td>
<td>4 cr</td>
<td>PHYS 211 Engineering Physics I</td>
<td>5 cr</td>
<td></td>
</tr>
</tbody>
</table>

#### SOCIAL & BEHAVIORAL WAYS OF KNOWING – GEM 6

<table>
<thead>
<tr>
<th>Take one course from 2 disciplines. 6 credits required</th>
<th>ANTH 102 Cultural Anthropology*</th>
<th>3 cr</th>
<th>HRPT 184/ SS 184 Diversity in Orgs *</th>
<th>3 cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 120 World Prehistory*</td>
<td>3 cr</td>
<td>HRPT 185/ SS 185 Human Relations in Orgs</td>
<td>3 cr</td>
<td></td>
</tr>
<tr>
<td>ANTH 170 Intro/ Native American Studies*</td>
<td>3 cr</td>
<td>POLS 101 American National Government</td>
<td>3 cr</td>
<td></td>
</tr>
<tr>
<td>ECON 201 Principles of Macroeconomics</td>
<td>3 cr</td>
<td>POLS 237 International Politics</td>
<td>3 cr</td>
<td></td>
</tr>
<tr>
<td>ECON 202 Principles of Microeconomics</td>
<td>3 cr</td>
<td>POLS 285 Comparative Government *</td>
<td>3 cr</td>
<td></td>
</tr>
<tr>
<td>GEOG 102 Introduction to Geography*</td>
<td>3 cr</td>
<td>PSYC 101 Introduction to General Psyc</td>
<td>3 cr</td>
<td></td>
</tr>
<tr>
<td>HIST 101 World History I *</td>
<td>3 cr</td>
<td>PSYC 205 Lifespans Developmental Psyc</td>
<td>3 cr</td>
<td></td>
</tr>
<tr>
<td>HIST 102 World History II *</td>
<td>3 cr</td>
<td>SOC 101 Introduction to Sociology *</td>
<td>3 cr</td>
<td></td>
</tr>
<tr>
<td>HIST 111 United States History I *</td>
<td>3 cr</td>
<td>SOC 102 Social Problems</td>
<td>3 cr</td>
<td></td>
</tr>
<tr>
<td>HIST 112 United States History II *</td>
<td>3 cr</td>
<td></td>
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</tr>
</tbody>
</table>

#### DIVERSITY - GEM 7

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

#### INTEGRATIVE SEMINAR: ETHICS/VALUES – GEM 8

<table>
<thead>
<tr>
<th>Take one Ethics/Values Course 3 credits required</th>
<th>ID 300 Integrative Seminar in Ethics &amp; Values</th>
<th>3 cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>See course descriptions in catalog for section topics/titles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ID 301 Integrative Seminar in Ethics &amp; Values: Experiential Learning</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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* 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.lcsc.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
Enrolling in an additional class. (see page 14 for dates)

Pre-requisite
Something—usually another class—that is required prior to taking a class. Can be found in course description.

Conditions of Registration
You must do this every semester in 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.

Registration
The process of signing up for classes.

Drop
When removing 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)

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.

Program Information Form (PIF)
This form officially assigns you an advisor, major, and catalog year.
**First Day of Semester Checklist**

<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: Warrior Web “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 (tuition, fees, room, board) and when it is due (hint: day five of each semester). Statements are posted to WarriorWeb in July (fall) or January (spring).</td>
</tr>
<tr>
<td>Touch base with the Financial Aid Office – 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 LCMail 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 health insurance, be sure to take care of this early.</td>
</tr>
<tr>
<td>Arrange housing 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 Orientation. 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 books and supplies 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 Plan and Schedule in self service.</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="http://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 Account Services**
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.

L.C. Mail
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 ACCOUNT SERVICES


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 Account Services in the RCH 102 www.lcsc.edu/student-accounts, 208-792-2790.

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. Payment plans are available; make any needed arrangements as early as possible prior to beginning of classes. Check with Student Account Services 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 available for students. Register online at www.lcsc.edu/security. Click on: parking permit registration. Permits can be picked up at the Security Office in Meriwether Lewis Hall room 110 after you register.

Do you need accommodations to attend college?

• Accessibility Services, Library Room 161, 208-792-2677 www.lcsc.edu/accessibilityservices.

What textbooks do you need?

• Buy your books before school starts.
• To view required textbooks and materials, go to Student Planning in 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 in WarriorWeb/Self-Service 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.

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.

New Student Orientation is also a one credit, **required course 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 both the event and course during your initial advising and registration session, via student planning.

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)

**Canvas**
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 Canvas—to learn more, go to the eLearning Services webpage at www.lcsc.edu/e-learning and click on Students.

ONLINE LEARNING MANAGEMENT SYSTEM

LC State offers several options for course delivery using the online learning management system (LMS), Canvas. All coursework for fully online classes, designated WEB in WarriorWeb, is accessed and submitted through the LMS. 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 the LMS. Additionally, all face-to-face (LEC) classes use the LMS to deliver the course syllabus and instructor office hours.

To access Canvas, use the ‘Quicklinks’ tab found at the top of the LC State homepage (http://www.lcsc.edu/). For more information on how to access Canvas for the first time and technology requirements for online courses, please visit the e-Learning Services webpage (http://www.lcsc.edu/e-learning/).
BEGINNING OF FIRST SEMESTER

Note these important dates and deadlines in a student planner:

**FALL SEMESTER 2020**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>Aug 21</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>Aug 24</td>
<td>First day of class</td>
</tr>
<tr>
<td>Aug 28</td>
<td>Add/drop online deadline</td>
</tr>
<tr>
<td>Aug 28</td>
<td>Fee payment deadline</td>
</tr>
<tr>
<td>Sept 4</td>
<td>Last day to add/drop without “W” on transcripts, 10th day of classes</td>
</tr>
<tr>
<td>Sept 4</td>
<td>Last day to prove health insurance</td>
</tr>
<tr>
<td>Sept 7</td>
<td>Labor Day (no classes)</td>
</tr>
<tr>
<td>Oct 1</td>
<td>FAFSA is available</td>
</tr>
<tr>
<td>Oct 23</td>
<td>Mid-term grades due/posted to WarriorWeb</td>
</tr>
<tr>
<td>Nov 5</td>
<td>Last day to withdraw from classes or college for the semester</td>
</tr>
<tr>
<td>Nov 9-12</td>
<td>Advance registration for Spring 2021</td>
</tr>
<tr>
<td>Nov 23-27</td>
<td>Thanksgiving Break (no classes)</td>
</tr>
<tr>
<td>Dec 1</td>
<td>Start reviewing available scholarships</td>
</tr>
<tr>
<td>Dec 7-11</td>
<td>No final exam week</td>
</tr>
<tr>
<td>Dec 14-18</td>
<td>Final exam period</td>
</tr>
<tr>
<td>Dec 21</td>
<td>Final grades posted to WarriorWeb</td>
</tr>
</tbody>
</table>

**SPRING SEMESTER 2021**

<table>
<thead>
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<th>Date</th>
<th>Event</th>
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<tr>
<td>Jan 15</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>Jan 18</td>
<td>MLK Day (campus closed)</td>
</tr>
<tr>
<td>Jan 19</td>
<td>First day of class</td>
</tr>
<tr>
<td>Jan 25</td>
<td>Add/drop online deadline</td>
</tr>
<tr>
<td>Jan 25</td>
<td>Fee payment deadline</td>
</tr>
<tr>
<td>Feb 1</td>
<td>Last day to add/drop without “W” on transcripts, 10th day of classes</td>
</tr>
<tr>
<td>Feb 1</td>
<td>Last day to prove health insurance</td>
</tr>
<tr>
<td>Feb 15</td>
<td>Presidents’ Day (campus closed)</td>
</tr>
<tr>
<td>March 1</td>
<td>Priority deadline for FAFSA and scholarship deadline</td>
</tr>
<tr>
<td>March 19</td>
<td>Mid-term grades due/posted to WarriorWeb</td>
</tr>
<tr>
<td>March 29-Apr 2</td>
<td>Spring Break (no classes)</td>
</tr>
<tr>
<td>April 8</td>
<td>Last day to withdraw from classes or college for the semester</td>
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<tr>
<td>April 12-15</td>
<td>Advance registration for Fall 2021</td>
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<tr>
<td>May 3-7</td>
<td>No final exam week</td>
</tr>
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<td>May 10-13</td>
<td>Final exam period</td>
</tr>
<tr>
<td>May 17</td>
<td>Final grades posted to WarriorWeb</td>
</tr>
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</table>

* 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  
**Contact:** 208-792-2320

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  
**Contact:** 208-792-2433

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  
**Contact:** 208-792-2433

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  
**Contact:** 208-792-2300

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  
**Contact:** 208-792-2369

Accessibility Services helps with accommodations if you have a documented disability. Contact the Office of Accessibility Services for an appointment.
**Location:** Library, Room 161  
**Contact:** 208-792-2677

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  
**Contact:** 208-792-2251

Student Counseling is available if you are having academic difficulties or personal issues. The service is free.
**Location:** Sam Glenn Complex, Room 212  
**Contact:** 208-792-2211

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  
**Contact:** 208-792-2812

e-Learning Services supports the online course delivery system, Canvas.
**Location:** Sam Glenn Complex, Room 214  
**Contact:** 208-792-2239

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  
**Contact:** 208-792-2231

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  
**Contact:** 208-792-2236

Testing Center offers exam proctoring services to LCSC students as well as community members.
**Location:** Library, Room 161  
**Contact:** 208-792-2100

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  
**Contact:** 208-792-2913

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 8  
**Contact:** 208-792-2473

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:** Student Union Building 140  
**Contact:** 208-792-2668

*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.

Advisement Complete
Your advisor will release you for registration after meeting with you about your schedule each semester. You cannot register for classes without a release.
MIDDLE OF SECOND SEMESTER

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.
• 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.

• 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 offers many different types of study away programs to enhance your learning experience. To find out more visit http://www.lcsc.edu/study-away/ or call 208-792-2223 for more information.
<table>
<thead>
<tr>
<th>Office/Program</th>
<th>Phone (208)</th>
<th>URL</th>
<th>Campus Location</th>
</tr>
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<td>Accessibility Services</td>
<td>792-2677</td>
<td><a href="http://www.lcsc.edu/accessibilityservices">www.lcsc.edu/accessibilityservices</a></td>
<td>Library 161</td>
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<tr>
<td>Admissions</td>
<td>792-2210</td>
<td><a href="http://www.lcsc.edu/admissions">www.lcsc.edu/admissions</a></td>
<td>Reid Centennial Hall 111/114</td>
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<td>Adult Learning Center</td>
<td>792-2238</td>
<td><a href="http://www.lcsc.edu/adult-learning-center">www.lcsc.edu/adult-learning-center</a></td>
<td>400 Main Street</td>
</tr>
<tr>
<td>Advising Center, The</td>
<td>792-2313</td>
<td><a href="http://www.lcsc.edu/advising-center">www.lcsc.edu/advising-center</a></td>
<td>Reid Centennial Hall 208</td>
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<tr>
<td>Associated Student Body</td>
<td>792-2256</td>
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<td>Student Union Bldg 219</td>
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<td>Athletic Department</td>
<td>792-2275</td>
<td><a href="http://www.lcwwarriors.com">www.lcwwarriors.com</a></td>
<td>Activity Center 168</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>792-2466</td>
<td><a href="http://www.lcsc.edu/business-technology">www.lcsc.edu/business-technology</a></td>
<td>Sam Glenn Complex 200</td>
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<td>Campus Mail</td>
<td>792-2214</td>
<td></td>
<td>Sam Glenn Complex 120</td>
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<td>Campus Printing (Graphical Communications)</td>
<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>
<td>Mechnical &amp; Technical Bldg 101</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>Coeur d’Alene, ID 83814</td>
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<td>Counseling Center</td>
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<td>Educational Talent Search</td>
<td>792-2503</td>
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<td>Clearwater Valley</td>
<td>792-2224</td>
<td><a href="http://www.lcsc.edu/financialaid">www.lcsc.edu/financialaid</a></td>
<td>826 7th Street</td>
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<td>Financial Aid Office</td>
<td>792-2208</td>
<td><a href="http://www.lcsc.edu/first-year-experience">www.lcsc.edu/first-year-experience</a></td>
<td>Reid Centennial Hall 110</td>
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<td>First Year Experience</td>
<td>792-2251</td>
<td><a href="http://www.lcsc.edu/student-health">www.lcsc.edu/student-health</a></td>
<td>Reid Centennial Hall 203</td>
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<td><a href="http://www.lcsc.edu/it">www.lcsc.edu/it</a></td>
<td>Sam Glenn Complex 205</td>
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<td><a href="http://www.blstr.com">www.blstr.com</a></td>
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<td>LCSC Bookstore</td>
<td>792-2369</td>
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<td>792-2600</td>
<td><a href="http://www.lcsc.edu/movement-sciences">www.lcsc.edu/movement-sciences</a></td>
<td>Sacajawea Hall 232</td>
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<td>Native American/Minority</td>
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<td>Student Services</td>
<td>792-2295</td>
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<td>Natural Sciences &amp; Mathematics Division</td>
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<td><a href="http://www.lcsc.edu/science">www.lcsc.edu/science</a></td>
<td>Meriwether Lewis Hall 306</td>
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<td>Nursing and Health Services</td>
<td>792-2250</td>
<td><a href="http://www.lcsc.edu/nursing">www.lcsc.edu/nursing</a></td>
<td>Sacajawea Hall 118</td>
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<td>Office of Student Employment</td>
<td>792-2144</td>
<td><a href="http://www.lcsc.edu/student-employment">www.lcsc.edu/student-employment</a></td>
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<td>Pi’mkinwaas</td>
<td>792-2777</td>
<td><a href="http://www.lcsc.edu/minority-programs/piamkinwaas">www.lcsc.edu/minority-programs/piamkinwaas</a></td>
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<td>Registrar</td>
<td>792-2223</td>
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<td>Residence Life</td>
<td>792-2053</td>
<td><a href="http://www.lcsc.edu/residence-life">www.lcsc.edu/residence-life</a></td>
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<td>Security</td>
<td>792-2226</td>
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<td>Social Science Division</td>
<td>792-2291</td>
<td><a href="http://www.lcsc.edu/social-sciences">www.lcsc.edu/social-sciences</a></td>
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<td>Social Work Program</td>
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<td>792-2244</td>
<td><a href="http://www.lcsc.edu/sub/sodexo-food-services">www.lcsc.edu/sub/sodexo-food-services</a></td>
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<td>792-2790</td>
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<td>Student Affairs</td>
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<td>Teacher Education</td>
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<td>Technical &amp; Industrial</td>
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<td>TRIO Academic Services</td>
<td>792-2300</td>
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<td><a href="http://www.lcsc.edu/veterans">www.lcsc.edu/veterans</a></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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